

TOWN OF PEMBROKE
APPROVED
ADVISORY COMMITTEE MINUTES
16 FEBRUARY 2022

Linda Peterson, Chairperson opened the meeting of the Advisory Committee via Remote ZOOM/PACTV and read the statement pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law at 6:30PM on 16 February 2022.

Also present were: Sandra Beaton, Tim Landy, Robert Kenney, Liz Benotti, Matthew Rushing and John Scholl

Absent: Kristi Cullinane and Stephen Walsh

Guest: Bill Chenard, Town Manager

Linda opened the meeting and welcomed Bill Chenard.

Bill's agenda for tonight's meeting is to share his proposed schedule, process and overall FY 23 Budget. He provided the schedule of future department budget meetings with Advisory on the following dates: 3/2, 3/8, 3/16, 3/22, 3/30 and 4/13 – all in person at Town Hall and beginning at 6:30pm. Department Head's will explain their responsibilities and highlight changes. Bill will present the budgets for the boards and committees; most are level funded. He will be restoring the Town Landing budget to pre-COVID by \$4,000 for full services.

Bill noted the deadline for the Warrant Articles for the Annual Town Meeting closes on Friday, February 18, 2022.

Overview – General Fund Revenue & Expenses

Revenue

Tax Levy - \$48,495,488

State Aid - \$16,241,1561

Local Receipts - \$5,156,500

Other Available Funds - \$2,392,414

Total - \$72,285,563

Expenses - \$70,099,154

Bill talked about the history of the Property & Liability Insurance line item noting 2019 was \$675,273 but we budgeted \$718,000, trending down in 2020 to \$605,251 we went away from using a Consultant for W/C and went self-insured, that worked out OK for us. We need to make sure that we continue to monitor and protectons are in place for that.

Workers Compensation is flat budgeted for FY23. There were a couple of employees that were out on W/C, both have since retired so at this point we don't have those costs and projected that \$225,000 is a safe number.

Bill paused for questions. He was asked if the stop loss was related to W/C. Bill said because we're self-insured covered claims of more than \$350,000.

Plymouth County Retirement – Substantial increase; we pay the full amount in July; this saves us money to pay at the beginning of the fiscal year.

Facility Maintenance Budget – Custodial

One custodian was out on W/C. Salaries are contractual. General expenses include uniforms. Town Hall costs such as heating fuel, postage (has increased), during COVID and lots of mailings were done during this time. Total line item is \$304,165. Bill is looking at electric vehicles via grants.

Bill was asked if he planned to fill the vacant custodial position. Bill said yes. There is a substantial amount of work to be done like painting and cleaning.

Maturing Debt Schedule – Principal and Interest

General Fund debt levy refinanced lowering the interest rate; cost savings for the town. He thanked Kathleen McCarthy, Town Treasurer/Collector for initiating and praised her good work.

Debt Exclusion - Principal and Interest - \$2,172,000

Legal Services budgeted for \$115,000. This is adequate but he will monitor. The 40B River Marsh project was appealed by the Developer; the town will need legal representation.

Advisory Committee – personal services \$6,000; expenses \$550.00; Reserve Fund \$70,000
Bill said he will slowly increase the Reserve Fund each budget.

Plymouth County Cooperative - \$107.00

Life Insurance - \$20,000

Unemployment Compensation - \$100,000

Town Clock Winder - \$1,548 – Bill acknowledged best money spent; he provides a really good service to the town.

Bill asked the committee how they would like to vote the FY23 budget, as it's presented to them or wait until the end and vote the budget as a complete package. Bill suggested voting as a complete budget, this way all budget numbers will be confirmed. The committee agreed with Bill's recommendation. If any committee member has any other questions, Bill suggested sending to him via Linda or Donna.

Bill was asked about the Master Plan. Bill said this is a work in progress and will be kicking it off with Old Colony Council. This is a long process.

Upon motion moved by Tim Landy and 2nd by Matthew Rushing to approve the meeting minutes of December 15, 2021

VOTED: To accept the meeting minutes of December 15, 2021. Matthew Rushing, Tim Landy, Robert Kenney, Liz Benotti, John Scholl, Linda Peterson supported the motion. Sandra Beaton abstained.

The next Advisory Committee meeting is scheduled for Wednesday, March 2, 2022 at 6:30PM Town Hall.

Advisory adjourned at 7:25PM.

Respectfully submitted

Stephen Walsh, Clerk