

TOWN OF PEMBROKE  
APPROVED  
ADVISORY COMMITTEE MINUTES  
15 JUNE 2022

Linda Peterson, Chairperson opened the meeting of the Advisory Committee at Town Hall at 6:30PM on 15 June 2022.

Also present were: Sandra Beaton, Liz Benotti, Stephen Walsh and Robert Kenney

**Absent:** Tim Landy, Matthew Rushing, John Scholl, Kristi Cullinane

**Guest:** Bill Chenard, Town Manager

Linda welcomed Bill.

Bill is requesting a transfer from the Reserve Fund for the Town Hall Fire Alarm. He presented two options:

- 1) To replace the outdated control panel for \$9,000 or
- 2) To replace the outdated control panel and heat detectors with ADA compliant horn strobes for \$19,581.78

The system is 20-30 years old and option (2) is recommended by the Fire Chief.

Upon motion moved by Stephen Walsh and 2<sup>nd</sup> by Robert Kenney vote to approve the Request for Transfer from the Reserve Fund for \$19,581.78 to replace the Town Hall Fire Alarm outdated control panel and heat detectors with ADA compliance horn strobes.

**VOTED<sup>1</sup>:** To vote to approve the Request for Transfer from the Reserve Fund for \$19,581.78 to replace the Town Hall Fire Alarm outdated control panel and heat detectors with ADA compliance horn strobes.

Stephen Walsh, Sandra Beaton, Robert Kenney, Liz Benotti and Linda Peterson supported the motion.

Bill shared a quarterly expense report with the committee. He noted this report does not include schools; they're under budget and OK. He focused on the highlighted areas noting the number ending in 1 in "ORG" column is for salary and the 2 is for expenses.

- Town Accountant at 1.92% is due to the ET Buyback. Going forward ET Buyback has been added to each department line item.
- Information Technology -2.29% was due to the electrical back-up needed and cost \$6,000.
- Registrars -13.92% - this was miscoded and should be under Elections line item.
- Police Department – 0.41% - Bill is going to work with the department and provide extra budget training.
- Animal Control -12.02% - this is primarily related to the increase in fuel. Bill noted that for the budget next year they're looking at a 30-40% increase due to fuel/gas.
- Snow & Ice -197.12% (annual event).

Bill was asked if he could use the Reserve Fund to cover the IT overage? Bill said he could but doesn't want to do that.

Bill provided the following updates:

- Route 36 project moving forward; construction crews start next week. This is a multi-year project slated for four years but should only be two. Many telephone poles need to be removed and retaining walls built. Water work is done. This project will be done in phases, one section at a time. The Contractor hired by the state is A.R. Belli out of Newton.
- Received MASS DOT Supplement for pot hole repairs – waiting for funding.
- Community Center – Bill presented to the Select Board on June 8, 2022 with a timeline. Two public forums will be held in August; one at Town Hall and one at the Library. More information to come.
- Culvert repair on Congress Street will be a long project. The estimate is \$687,000. The town is looking at grants that could be used toward the repair.

<sup>3</sup>The Chairperson did not vote on this motion

- Town Landing Project – The septic is in and the building is framed out; plumbing not completed. Porter Potty's on order. The beach will be open June 26<sup>th</sup>. The floating dock is back.

The committee discussed ideas to advertise the upcoming public meetings regarding the Community Center as well as the town website and social media. Some ideas discussed were: electronic sign boards, reverse 911 calls, the use of Kathleen Keegan's message board.

Upon motion moved by Robert Kenney and 2<sup>nd</sup> by Sandra Beaton to approve the meeting minutes of May 10, 2022.

**VOTED<sup>2</sup>:** To accept the meeting minutes of May 10, 2022. Robert Kenney, Sandra Beaton, Liz Benotti, Stephen Walsh and Linda Peterson supported the motion.

The committee discussed the reorganization of the Advisory Committee. Linda said she would like to continue as chairperson if no one else is interested.

Upon motion moved by Robert Kenney and 2<sup>nd</sup> by Sandra Beaton to approve the reappointment of Linda Peterson as the Chairperson for Advisory Committee.

**VOTED<sup>3</sup>:** To approve the reappointment of Linda Peterson as the Chairperson for Advisory Committee. Robert Kenney, Sandra Beaton, Liz Benotti and Stephen Walsh supported the motion.

Stephen Walsh said he would be happy to continue as Clerk.

Upon motion moved by Sandra Beaton and 2<sup>nd</sup> by Liz Benotti to approve the reappointment of Stephen Walsh as Clerk for Advisory Committee.

**VOTED<sup>4</sup>:** To approve the reappointment of Stephen Walsh as Clerk for Advisory Committee. Robert Kenney, Sandra Beaton, Liz Benotti and Linda Peterson supported the motion.

The committee discussed the Advisory members up for reappointment, Linda Peterson, Tim Landy, Matthew Rushing. All members agreed with their reappointment. The Select Board will confirm their reappointment at their next meeting, June 22, 2022. Linda will be present to support their reappointment.

Bill noted there will be some year-end transfers that may need approval by Advisory, he'll know better next week. Advisory agreed to tentatively schedule a meeting for Wednesday, July 13, 2022 at 6:30pm at Town Hall.

An email will be sent to committee members to "hold the date". If meeting is not required, it will be cancelled.

Advisory adjourned at 8:00PM.

Respectfully submitted

Stephen Walsh, Clerk

<sup>3</sup>The Chairperson did not vote on this motion