

TOWN OF PEMBROKE
APPROVED
ADVISORY COMMITTEE MINUTES
13 JULY 2022

Linda Peterson, Chairperson opened the meeting of the Advisory Committee at Town Hall at 6:30PM on 13 July 2022.

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

Absent: Matthew Rushing, John Scholl, Kristi Cullinane

Guest: Bill Chenard, Town Manager

Linda welcomed Bill.

Bill reviewed the FY22 Year End Transfer requests as follows:

TRANSFER TO	REASON	AMOUNT	TRANSFER FROM
Town Manager	Vacation Buyback	\$3,206.00	Selectmen/Clerical
Town Accountant	Vacation Buyback	\$5,605.00	Town Accountant/Expenses
Assessors	Vacation Buyback	\$5,000.00	Selectmen/Clerical
MIS/IT	Maintenance	\$4,954.00	Selectmen/Clerical
Elections	Expenses	\$6,530.00	Elections/Payroll
Police Dept.	Overtime	\$53,241.00	Health Insurance/Expenses
Fire Dept.	Vehicle Maintenance	\$26,379.00	Fire Dept./FT Salaries
Animal Control	Expenses	\$2,603.00	Selectmen/Clerical
Medicare Tax	Town Share	\$7,795.00	Health Insurance/Expenses
	TOTAL TRANSFERS	\$115,313.00	

Bill explained the transfers:

- The vacation buyback expense line has now been included in the FY23 Department Budgets.
- IT Maintenance was due to an outage; some expenses were covered by insurance.
- Elections – in preparation for the election process, expenses were incurred – transfer needed to cover these costs.
- Police Dept. Overtime – they did have issues with officers out and unexpected coverage due to the Juneteenth holiday. Bill and Mike Buckley, Town Accountant are scheduled to meet with the Police Dept. management team for a budget discussion in the next few weeks.
- Fire Dept. vehicle maintenance is due to pump test failures (4 out of 7 failed). Bill authorized the repairs. Testing should be done yearly but may not have been. He's currently reviewing the Maintenance Reports.
- Animal Control expenses are due to a broken freezer where dead animals are kept. Due to this, the animals had to be disposed of by cremation. Also, for larger animal pickup outside business hours, other staff members are paid for this work which is related to this cost.
- Medicare Tax for new hires in the schools, the town cost was missed and not paid.

Upon motion moved by Tim Landy and 2nd by Liz Benotti vote to approve the FY22 Year-End Transfers totaling \$115,313 as noted above.

VOTED¹: To vote to approve the FY22 Year-End Transfers totaling \$115,313 as noted above.

Stephen Walsh, Sandra Beaton, Robert Kenney, Liz Benotti and Tim Landy supported the motion.

²The Chairperson did not vote on this motion

Bill noted that the Community Center meetings for town residents have been scheduled for August 2 and August 23; one at Town Hall and the other at the Library. They're working with Architects on building changes. There will be a walk-thru of the current building and the demolition may be around mid-August.

The Fall Town Meeting Article Warrant is scheduled to close the 2nd week of August and Advisory could start meeting by the 3rd week of August. Bill should have the year-end Revenue and Expenses finalized.

Advisory agreed to "tentatively" schedule their next meeting on Wednesday, August 24, 2022 at 6:30pm. Bill agreed to send this information prior to the meeting for review.

Upon motion moved by Sandra Beaton and 2nd by Tim Landy to approve the meeting minutes of June 15, 2022.

VOTED²: To accept the meeting minutes of June 15, 2022. Robert Kenney, Sandra Beaton, Liz Benotti, Stephen Walsh and Tim Landy supported the motion.

Advisory adjourned at 7:00PM.

Respectfully submitted

Stephen Walsh, Clerk

²The Chairperson did not vote on this motion