

TOWN OF PEMBROKE  
APPROVED  
ADVISORY COMMITTEE MINUTES  
DECEMBER 8, 2022

Linda Peterson, Chairperson opened the meeting of the Advisory Committee at Town Hall at 6:30PM on 8 December 2022.

Also present were: Robert Kenney, John Scholl, Kristi Cullinane, Tim Landy, Liz Benotti

**Absent:** Matthew Rushing, Sandra Beaton, Stephen Walsh

**Guest:** Bill Chenard, Town Manager

Bill updated the committee on the first quarter revenue and expenses:

**Revenue** – on track, but watching a few areas:

- Water revenue – high usage in short period of time even with an extensive water ban
- Licenses and permits are tracking slightly below expectations (1%)
- Excise Tax Summary by quarter; second quarter is tracking where we should be. Third quarter maybe high, residents buying new cars.
- Meal Tax – 26% - way ahead.

**Expenses** - Bill highlighted the areas that are tracking below:

- Town Accountant - is down due to software licenses for UNIS.
- Board of Assessors – paying for two software licenses
- Elections 18.14%
- Emergency Management is above budget - \$335 OT to open Senior Center – should track out even
- Snow & Ice 42.42% - filled salt shed with last year prices so we're not competing with everyone else – position best practice.
- Town Landing – three summer months – expect to be over
- Debt – re: borrowing schedule due first part of year
- Library – three issues with building 1) heating system failed, did some changes instead of replacing (cost savings); 2) window replacement - \$155,000 Capital Hit; 3) Fire Sprinkler system – drain and flush reset, water system black. It could be due to a stale main from not being flushed. They installed a flushing program. Tracking but may end up over budget. Kathy Benvie is the Acting Director.
- Pension – budget bad news - short budget 7-8% came in 11% for FY24. Plymouth County is managed by Pericú -actuaries were just completed.
- Mayflower Healthcare is the best in the state, have higher savings.
- Property & Liability Insurance – pay majority upfront.

#### **FY24 Budget Process & Updates**

- Similar to last year with minor changes.
- Meeting with recruiter next week for Community Center Director opening.
- Aligning Annual Capital budget, we've been working on it for the past four months.
- Still waiting for State budget to come out, it won't be at the same level as previous years. Governor decreasing, projecting around 3% and/or \$15 million.
- Select Board meeting on 12/21/22 to review and approve 2023 calendar.
- Community Center – under full budget. Asbestos removal almost 100% complete. Found PCB, tested well below standards. This debris is being transported to Ohio. The fence is up and demolition started. Forms for new building should begin in January; building expected to be enclosed by summer. Electrical pieces on order; trailer on site.
- Hatch building suffered some water damage (the contractor fixed the building and is using as office space during construction). The contractor is also doing a time lapse video of the project.
- Road repairs – Monroe Street is scheduled to be repaved in the spring (sidewalks NOT included). Bill said he is looking at the recommendation of setting aside ½ percent of the budget to put toward road repairs each year.

- Town Hall experienced a water pipe break in the 2<sup>nd</sup> floor conference room during the Thanksgiving holiday weekend. They'll be starting repairs soon.

Upon motion moved by Tim Landy and 2<sup>nd</sup> by Kristi Cullinane to approve the meeting minutes of October 18, 2022.

**VOTED:** To accept the meeting minutes of October 18, 2022. Tim Landy, Kristi Cullinane, John Scholl, Liz Benotti and Linda Peterson supported the motion. Robert Kenney abstained.

Advisory is scheduled for a joint meeting with the Bill Chenard, Town Manager and Select Board on Wednesday, February 8<sup>th</sup> at 7:00pm to discuss the FY24 budget.

Linda noted the Select Board will be approving the 2023 calendar at their 12/21/22 meeting. Advisory will then decide the best night to meet as a committee, possibly Thursday's.

The Advisory Committee adjourned at 7:35PM.

Respectfully submitted

Stephen Walsh, Clerk