

TOWN OF PEMBROKE  
APPROVED  
ADVISORY COMMITTEE MINUTES  
MARCH 23, 2023

Linda Peterson, Chairperson opened the meeting on Thursday, March 23, 2023 at Town Hall at 6:30PM. Also present were: John Scholl, Sandra Beaton, Stephen Walsh, Tim Landy and Robert Kenney

**Absent:** Liz Benotti and Kristi Cullinane

**Guests:** William Chenard, Town Manager; Kathy Benvie, Library Director; Gretchen Emmetts, Council on Aging Director, Sheila Landy, Board of Health

Bill distributed the proposed budget for tonight's discussion. He met with State Reps this week and it doesn't look like state funding will change. It may even go down a little. Bill said we'll have to wait to see what the Cherry sheet looks like.

Tuesday night the Library Trustees voted to appoint Kathy Benvie as Library Director.

The Library budget is pretty flat, the "Books" line item increased by \$2500; for circulating materials. There is an increase in contractor services. Some fee-paying services do go into the Revolving account. The Library building maintenance is doing good this year.

Library Wages FY23 \$603,975; FY24 \$613,575

Expenses FY23 \$81,520; FY24 \$89,020

Books FY23 \$90,000; FY24 \$92,500

**Total: FY23 \$775,495; FY24 \$795,095**

Council on Aging driver wages are increasing, they're completing more runs. Rides have increased from 6,200 last year to 7,500 this year. Some of these do include GATRA which the town pays and receives some of this cost back, usually it's a wash. Transportation is a service provided for Pembroke's seniors and ADA. There are approximately 4,342 seniors (60 and over) in Pembroke. The dollar breakdown received for seniors was \$12 last year and \$14 this year. The COA receives \$6,788 in grant funding for Outreach, split with town. COA is a direct connection as a SNAP partner (food stamps) and for fuel assistance for all residents. The average age of seniors signing up for events at the COA are between 70 – 80 years. Gretchen said they are trying to draw younger seniors and believes the new building will be a game changer.

Some increases in expenses are for the new building. Fuel and equipment can get billed back.

The Council on Aging Budget

COA Wages FY23 \$252,946; FY24 \$272,668

Expenses FY23 \$45,675; FY24 \$48,500

**Total: FY23 \$298,621; FY24 \$321,168**

Board of Health only includes expenses; wages are included in Inspectional Services – BOH FY24 budget is flat, except for a small increase for Inspectional Services.

BOH Expenses FY23 \$26,350; FY24 \$26,850

Veteran Services – Flat – what the town pays out in Veterans benefits, it's reimbursed by the state the following year.

<sup>1-7</sup>The Chairperson did not vote on this motion

Wages & Salaries FY23 \$75,297 FY24 \$75,361  
General Expenses FY23 \$1,950 FY24 \$2,100  
**Total FY23 \$77,247 FY24 \$77,461**  
Veterans Benefits FY23 \$115,000 FY24 \$115,000

**Recreation** – The Director position was published. Bill has received applications for two very good candidates. The FY24 salary is \$75,500. Bill reviewed other towns with Recreation Directors to validate a comparable salary.

There is an increase in the telephone line item. The entire phone system needs to be updated. Bill is looking at phone systems. Bill was asked if he would leverage the school as a cost savings. Bill said he will be working with the schools as they consider IT upgrade to 5G and cloud based but it's not there yet in town. Bill was asked if he thought the \$50,000 in the Recreation Revolving account would be enough for the new Community Center. Bill said it will work for FY24 but he'll have to look at increasing for future years but will monitor as we get closer to the opening.

Wages & Salaries FY23 \$112,634 FY24 \$123,431  
Expenses FY23 \$10,940 FY24 \$12,100  
**Total FY23 \$123,574 FY24 \$135,531**

**Community Center** – increase in fuel and water. Contracted services removed; remaining budget flat

Expenses FY23 \$4,400 FY24 \$14,950

**Town Landing** – we have four beaches in town, two active beaches with lifeguards. We have an increase in program supplies used for repairs such as the pier. Amy Hill is the program manager for the summer beach program and is responsible for hiring and managing staff. She also manages the swim program and budget. Amy reports directly to Bill. Bill was asked if he thought Town Landing should fall within Recreation. He said it could but they do have a Town Landing Committee.

Expenses FY23 \$45,500 FY24 45,800

Bill reviewed the Boards & Commissions FY24 budgets as follows: Commission on Disabilities \$500; Lydia Drake Library \$5,300; Herring Fisheries \$1,845; Town Clock Winder \$1,587; Town Memorial Committee \$9,650; Plymouth County Cooperative \$110; Historical Commission \$1,025.

There is an increase in the Town Memorial Committee budget. A cost budget analysis was completed and determined that there would be a huge cost savings benefit to leasing equipment versus buying for their three annual events.

Bill updated the committee on the following:

- Tuesday, March 28, 2023 there is a ground-breaking ceremony for the Community Center at 4pm. All are welcome, shovels will be provided.
- Thursday, March 30, 2023 there is a meeting on the Public Safety Building to be held at the Library at 7:00pm, all are welcome.
- The Select Board will be signing the Annual & Special Town Meeting Warrant on Wednesday, April 19, 2023. All Advisory recommendation must be submitted prior to that date.

<sup>1-7</sup>The Chairperson did not vote on this motion

Linda and the committee thanked Bill for his presentation tonight.

Committee members along with Bill Chenard reviewed the ATM & STM Warrant Articles. Advisory voted their recommendations on the following articles:

Upon motion moved by Robert Kenney and 2<sup>nd</sup> by Tim Landy to vote **Favorable Action** on **ARTICLE 6 – TRUST FUND TRANSFERS**

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to be deposited into the OPEB Trust Fund, Separation Pay Fund, Special Injury Leave Fund, Workers' Compensation Insurance Fund, Capital Stabilization Fund, Water Stabilization Fund and the Stabilization Fund, or take any other action relative thereto.

**VOTED<sup>1</sup>:** To vote **Favorable Action** on Article 6 – Trust Fund Transfers. Robert Kenney, Tim Landy, Stephen Walsh, John Scholl and Sandra Beaton supported the motion.

Upon motion moved by John Scholl and 2<sup>nd</sup> by Stephen Walsh to vote **Favorable Action** on **ARTICLE 8 – REVOLVING FUND LIMITS**

To see if the Town will vote to set the FY2024 annual spending limits on the Revolving Funds set forth in Article X-A of the Town of Pembroke General Bylaws in accordance with Massachusetts General Laws Chapter 44, § 53E½ as follows, or take any other action relative thereto.

**VOTED<sup>2</sup>:** To vote **Favorable Action** on Article 8 – Revolving Fund Limits. Robert Kenney, Tim Landy, Stephen Walsh, John Scholl and Sandra Beaton supported the motion.

Upon motion moved by Stephen Walsh and 2<sup>nd</sup> by Tim Landy to vote **Favorable Action** on **ARTICLE 11 – ADOPT MGL C.140 SECTION §139 AND AMEND GENERAL BYLAWS**

To see if the Town will vote to accept the provisions of MGL c.140, §139 relative to dog license fees, so as to provide that no fee shall be charged for a license for a service animal as defined by the American Disabilities Act and dog(s) owned by a person aged 70 years or over; and further, amend Article XX, Section 7 of the Bylaws of the Town of Pembroke, entitled "Police Regulations," by **adding the words shown in bold**, as follows; or take any other action relative thereto. **In accordance with Massachusetts General Law Chapter 140, Section 139, no fee shall be charged for a license for a service animal as defined by the Americans with Disabilities Act and dog(s) owned by a person aged 70 or older.**

**VOTED<sup>3</sup>:** To vote **Favorable Action** on **Article 11 – ADOPT MGL C.140 SECTION §139 AND AMEND GENERAL BYLAW**. Robert Kenney, Tim Landy, Stephen Walsh, John Scholl and Sandra Beaton supported the motion.

Upon motion moved by John Scholl and 2<sup>nd</sup> by Stephen Walsh to vote **Take No Action** on **ARTICLE 13 – RECYCLING COMMITTEE NAME CHANGE**

To see if the town will vote to amend Article 23 of the October 19, 2010 Special Town Meeting to change the name of the Recycling Committee to the Sustainability Committee; and further, to strike the words "and that said members be responsible for recommendations regarding the design, operation, record keeping, and contractual obligation related to the Recycling Center."

**VOTED<sup>4</sup>:** To vote **Take No Action** on **ARTICLE 13 – RECYCLING COMMITTEE NAME CHANGE** Robert Kenney, Tim Landy, Stephen Walsh, John Scholl and Sandra Beaton supported the motion.

Upon motion moved by John Scholl and 2<sup>nd</sup> by Stephen Walsh to vote **Favorable Action** on **ARTICLE 14 – COMMUNITY PRESERVATION FUNDED PROJECT PROPOSALS**

To see if the town will vote to adopt and approve the following recommendations of the Pembroke Community Preservation Committee for fiscal year 2024, and to see if the town will vote to implement such recommendations by appropriating a sum or sums of money from the

<sup>1-7</sup>The Chairperson did not vote on this motion

community preservation fund. To appropriate the sum of \$50,000 from the undesignated reserve fund and that said funds be granted to the Town Manager for shade structures at the town beaches, or take any other action relative thereto.

**VOTED<sup>5</sup>: To vote Favorable Action on ARTICLE 14 – COMMUNITY PRESERVATION FUNDED PROJECT PROPOSALS**

Robert Kenney, Tim Landy, Stephen Walsh, John Scholl and Sandra Beaton supported the motion.

Upon motion moved by Stephen Walsh and 2<sup>nd</sup> by Tim Landy to vote **Favorable Action on ARTICLE 15 – ACCEPT TOWN REPORTS**

To hear and act on the Reports of the Town Officers and Committees, or take any action relative thereto.

**VOTED<sup>6</sup>: To vote Favorable Action on ARTICLE 15 – ACCEPT TOWN REPORTS**

Robert Kenney, Tim Landy, Stephen Walsh, John Scholl and Sandra Beaton supported the motion.

Upon motion moved by Sandra Beaton and 2<sup>nd</sup> by Stephen Walsh to vote **Favorable Action on ARTICLE 16 – ANNUAL TOWN ELECTION**

To bring to the Election Officers their vote, all on one ballot, for the following named Officers and Committees, to Wit:

Two Select Board members for three years; one Town Clerk for three years; one Assessor for three years; one Board of Health member for three years; two Library Trustees for three years; one Planning Board member for five years; one Constable for three years; one School Committee member for one year; two School Committee members for three years; one Water (DPW) Commissioner for three years; one Housing Authority Member for five years; or take any other action relative thereto.

**VOTED<sup>7</sup>: To vote Favorable Action on ARTICLE 16 – ANNUAL TOWN ELECTION**

Robert Kenney, Tim Landy, Stephen Walsh, John Scholl and Sandra Beaton supported the motion.

The committee and Bill Chenard discussed the proposed cost of the Public Safety Building at 61M. Construction costs may continue to rise over the next 3-5 years. Bill has concerns the Bond rates may also go up.

Upon motion moved by John Scholl and 2<sup>nd</sup> by Tim Landy to approve the meeting minutes of March 9, 2023 with one correction to the date.

**VOTED<sup>8</sup>: To accept the meeting minutes of March 9, 2023 with one correction to the date. Sandra Beaton, John Scholl, Robert Kenney, Tim Landy and Linda Peterson supported the motion. Stephen Walsh abstained.**

Advisory's next meeting is scheduled for Thursday, April 6, 2023 at 6:30pm. John will not be available.

Advisory adjourned at 8:45PM.

Respectfully submitted

Stephen Walsh, Clerk

<sup>1-7</sup>The Chairperson did not vote on this motion