

TOWN OF PEMBROKE  
APPROVED  
ADVISORY COMMITTEE MINUTES  
JULY 13, 2023

Linda Peterson, Chairperson opened the meeting on Thursday, July 13, 2023 at Town Hall at 6:00PM. Also present were: Liz Benotti, Tim Landy, John Scholl, Sandra Beaton and Stephen Patt

**Absent:** Stephen Walsh, Kristi Cullinane, Robert Kenney

**Guests:** William Chenard, Town Manager

Bill reviewed the FY23 Year-end transfer requests:

1. A request to transfer \$4,200 from Animal Control Wages & Salaries to Animal Control General Expenses. These additional expenses are from increase rabies testing and disposal of dead animals. The spend on Rabies testing over the past three years has been \$300. Bill will monitor but is considering adding Rabies Testing as a budget line item. There has been an increase in activity with more dead animals and have had some animal bites.

Upon motion moved by Sandra Beaton and 2<sup>nd</sup> by Tim Landy to approve the transfer of \$4,200 from Animal Control Wages & Salaries to Animal Control General Expenses.to pay this expense.

**VOTED<sup>1</sup>:** To approve the transfer of \$4,200 from Animal Control Wages & Salaries to Animal Control General Expenses to pay this expense. Tim Landy, Liz Benotti, Sandra Beaton, John Scholl and Stephen Patt supported the motion.

2. The Town Hall Chiller needs replacement. Bill explained the Chiller is currently held together with duct tape, zip ties and epoxy glue. Two bids were received; one for \$140,000 and one for \$116,000. Bill is requesting a transfer of \$25,000 from the Reserve Fund. He currently has \$100,000 already appropriated. He completed the references and plans to select the low bidder. Bill is requesting the additional funds if a cost is incurred or a problem is encountered when removing the old one.

Upon motion moved by Tim Landy and 2<sup>nd</sup> by Stephen Patt to approve the transfer of \$25,000 from the Reserve Fund to the Town Buildings General Expenses for the replacement of the Town Hall Chiller.

**VOTED<sup>2</sup>:** To approve the transfer of \$25,000 from the Reserve Fund to the Town Buildings General Expenses for the replacement of the Town Hall Chiller.

Tim Landy, Liz Benotti, Sandra Beaton, John Scholl and Stephen Patt supported the motion.

3. Bill is recommending closing the Snow & Ice deficit by transferring \$86,505.90 from Health Insurance. The town has three options to close the deficit; add to tax levy, fund it all at fall town meeting or use a year end transfer. There's not enough money in the tax levy and option 2 & 3 are essentially the same funds. Option 2 would require a fall town meeting. Bill is recommending option 3 (use a year end transfer).

Upon motion moved by Tim Landy and 2<sup>nd</sup> by Liz Benotti to approve the transfer of \$86,505.90 from Health Insurance to pay the Snow & Ice deficit.

**VOTED<sup>3</sup>:** To approve the transfer of \$86,505.90 from Health Insurance to pay the Snow & Ice deficit. Tim Landy, Liz Benotti, Sandra Beaton, John Scholl and Stephen Patt supported the motion.

<sup>1-4</sup>The Chairperson did not vote on this motion

Bill provided an update on current projects

- Community Center Building is going well and on schedule; still under budget. This project has been through seven state inspections with no violations. He will be scheduling a site visit at the end of the month for both The Select Board and Advisory. He will send us the date once confirmed. The time most likely will be 4pm.
- Route 36 project is moving along.
- Congress Street Calvert project will be starting soon.
- Monroe Street – design and engineering complete; working on getting contractor scheduled. Project should start in the fall.
- Oldham Street project installing gas pipes may take longer than planned. Linda learned that the road may be closed through end of year. Bill is working on a communication plan for residents regarding non-town projects to keep them informed.
- Public Safety Building bid to open, it's a three-week process to receive them. Once received it could take two months to process. The current police station will likely be converted to town office space. Both fire station properties may be sold.
- Bill has received multiple ideas regarding use of the Council on Aging Building – no decision has been made.
- Non-town project by Eversource on West Elm Street is moving along.
- Town Beaches – There has been a high-bacteria count in the ponds due to all the rain and people not picking up after their pets. The counts have been good for two weeks; monitoring continues. We are experiencing a shortage of life guards but we're not alone, it's a national problem. Due to this shortage, we won't have life guards at Little Sandy Beach/swim at own risk. The boat ramp at Stetson pond has been re-opened due to resident complaints but it's not safe. Bill said he submitted a CPC request for funding to replace all boat ramps. Oldham pond is a silk bottom pond so it's slimy with freshwater green algae, that's why it looks dirty.
- The town is currently testing a new phone system for Town Hall, Library and Police.
- FY23 year-end close is good.

Bill suggested scheduling a Quarterly Update meeting for October. Linda thanked Bill.

Upon motion moved by Tim Landy and 2<sup>nd</sup> by Sandra Beaton to approve the meeting minutes of June 8, 2023 as written.

**VOTED<sup>4</sup>:** To accept the meeting minutes of June 8, 2023 as written. Tim Landy, Liz Benotti, Sandra Beaton, John Scholl and Stephen Patt supported the motion.

John Scholl mentioned he will be moving out of state although no date has been confirmed 😞

Advisory adjourned at 6:45PM.

Respectfully submitted

Stephen Walsh, Clerk

<sup>1-4</sup>The Chairperson did not vote on this motion