

TOWN OF PEMBROKE  
APPROVED  
ADVISORY COMMITTEE MINUTES  
29 February 2016

Chairperson Linda Peterson opened the meeting of the Advisory Committee in Pembroke Town Hall at 7:30PM on 29 February 2016. Also present were Stephen Curley, Timothy Brennan, James McCollum, John G. Brown, Jr., Stephen Walsh and Elizabeth Monks.

Absent: Richard McManus

Tonight's meeting is recorded by PAC TV.

The Advisory Committee discussed the following correspondence:

- Ed Thorne, Town Administrator and Board of Selectmen were unable to keep their appointment tonight; their appointment will be postponed to Monday, March 7, 2016 @8:00pm.
- The committee agreed to reach out to the Zoning Board and Inspectional Services to reschedule their FY17 Budget Review meetings for March 7, 2016 at 7:30pm and 7:45pm.
- Email received from Ed Thorne, Town Administrator regarding the cost of employee health insurance for area towns. Currently Pembroke is at 80/20. The committee discussed what the savings to the Town might be if the employee share of health insurance increased. It was noted that the School Department negotiates their own employee contracts; not sure what they're paying. The School Department did change their steps and slide scale that saved them hundreds of thousands of dollars. The Town's FY17 Budget is 58 million dollars; 12% of the budget is healthcare.
- Memo received from Board of Selectmen's office – the Warrant for the Annual Town Meeting opened and will be closed on Friday, March 4, 2016. The Annual Town Meeting will be held on Tuesday, May 10, 2016 @7:00pm at Pembroke High School.

Upon motion made by James McCollum and 2<sup>nd</sup> by Stephen Walsh following the discussion, it was

**VOTED<sup>1</sup>:** To accept the meeting minutes of 22 February 2016. Timothy Brennan, John G. Brown, Jr. and Elizabeth Monks supported the motion. Stephen Curley abstained.

The committee reviewed and discussed the DOR Report update submitted by Ed Thorne, Town Administrator. After reviewing the report by line item the Committee agreed to request a copy of the completed job descriptions for all positions. The committee would like to receive more information from Ed regarding the following line items:

- 2 – Establish and Codify a Financial Management Team
- 3 – Comprehensive Review of Bylaws
- 8 – Review Special Revenue Funds
- 12 – Review Budget for Anti-Aid Compliance
- 21 – Consider Bi-Weekly Payroll and Direct Deposit
- 25 – Investigate Financial Management System Options
- 32 – Consolidate Utility Accounts
- 34 – Develop Standardized Turnover Sheet
- 38 – Abate Older Motor Vehicle Excise Charges

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

The Committee asked if the DPW has submitted the Snow & Ice deficit yet. Donna will reach out to Sabrina to inquire if the Board of Selectmen received this report.

James McCollum noted he will be away for the Monday, March 14, 2016 meeting.

Timothy Brennan asked the committee if Pembroke has ever considered Representatives for Town Meeting. This was the format where he lived prior (Milford, MA) and it worked well. The population is about the same. In Pembroke the Town Meeting quorum is 150 residents to start the meeting and 100 residents to maintain the meeting. The committee noted this may be a hard sell for Pembroke.

Advisory Committee adjourned at 8:45PM. The next Advisory Committee meeting is scheduled for **Monday, March 7, 2016**.

Respectfully submitted,

Stephen Curley, Clerk

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