

TOWN OF PEMBROKE
APPROVED
ADVISORY COMMITTEE MINUTES
07 March 2016

Chairperson Linda Peterson opened the meeting of the Advisory Committee in Pembroke Town Hall at 7:30PM on 07 March 2016. Also present were Stephen Curley, Timothy Brennan, James McCollum, John G. Brown, Jr., Richard McManus, Stephen Walsh and Elizabeth Monks.

Guests: Michele Dowling, Assistant to Board of Zoning & Building Appeals
Ed Thorne, Town Administrator
Rick Wall, Police Chief
Lewis Stone, Vice-Chair Board of Selectmen
Michelle Burt, Member of Board of Selectmen
Jason Federico, Board of Public Works Member

The Advisory Committee discussed the following correspondence:

- Ed Thorne, Town Administrator submitted the completed job descriptions for town employees. This was one of the DOR recommendations.
- Request from Susan Roche, Recreation Director – she is requesting \$250.00 be included in her FY17 Budget for the planting of 200-250 tree saplings. This was an agreement made between the Recreation Department and the Conservation Commission in 2006 when trees were removed to build the new fields. Conservation would like to start the process this year. The Advisory Committee agreed to respond to this request by encouraging her to apply for a “Planting Grant” offered by the state. They may only receive half of what is needed or be denied; she will be asked to let Advisory know the outcome.
- Inspectional Services is unable to keep their FY17 Budget meeting with Advisory tonight; they’re requesting rescheduling to March 21st. Advisory Committee agreed to reschedule Inspectional Services for Monday, March 21, 2016 @8:30pm.
- Deborah Wall, Library Director is requesting to meet with Advisory Committee on Monday, March 14, 2016 to discuss an Article she is submitting to the Annual Town Meeting. Advisory agreed to schedule this appointment for Deborah.

The committee met with Michele Dowling, Assistant to the Board of Zoning & Building Appeals to review their FY17 Budget. She noted no changes to her budget. Advertising expenses are always unknown; it will depend on hearings, petitions, etc. they can receive as many as 100-150. With no other questions or comments from the committee they thanked, Michele.

Upon motion made by James McCollum and 2nd by Timothy Brennan following the discussion, it was

VOTED¹: To accept the meeting minutes of 29 February 2016. Stephen Curley, John G. Brown, Jr., Stephen Walsh and Elizabeth Monks supported the motion. Richard McManus abstained.

The committee reviewed and discussed the update to the DOR Report submitted by Ed Thorne, Town Administrator. The committee still has questions for Ed; they will discuss with him tonight. The committee will also discuss the availability of grants (both federal and state) to the town and how department heads can obtain this information specific to their area. Stephen Walsh agreed to put a package together about grants. The committee suggested presenting this information to Ed for distribution to his staff. It was also suggested this information be posted to the town’s website. The committee continued to discuss the value of hiring a “grant writer” for the town. An estimated salary could be approximately \$15,000 with an additional commission for any

¹The Chairperson did not vote on this motion.

grant received by the town. The committee suggested discussing with the Board of Selectmen and Ed Thorne tonight.

The committee met with Ed Thorne, Town Administrator and Rick Wall, Police Chief. The Police Chief submitted an Article for the Special Town Meeting requesting funding for a School Resource Officer. Both Ed and Rick are suggesting the funding for this School Resource Officer be included in the Police Department FY17 budget in the amount of \$35,000. The Article is requesting \$75,000.

As the Chief noted at his FY17 budget meeting with Advisory on 25 January 2016, with the retirement of a Lieutenant and a Sergeant and three more retiring in the next few years; he could save some money by adding this to FY17 Budget. This would allow him to get an officer in school in September; get them through the Police Academy in April and graduate in October. This dedicated officer would be split between the middle and high school 40hpw. During the summer months the officer would augment a shift or two.

The Police Chief reminded the committee this is a state mandate. The position will be filled by a seasoned police officer. Rick noted the recent case of a 12 year old boy missing in Carver. It turned out he ran away from home but the Carver School Resource Officer was instrumental in finding him. Stephen Curley noted he was in favor and Advisory Committee would support it.

Ed explained that the Board of Selectmen are in contract negotiations tonight and will join this meeting as they become available.

- The committee asked Ed if he knew anything about the Article Deborah Wall, Library Director submitted to the Annual Town Meeting. He said she is looking to take the Associate Librarian and change the position to Deputy Library Director.
- Ed said there are 31 Articles for the Annual Town Meeting and 9 Articles for Special Town Meeting. They will be submitted to Advisory as soon as they are ready.
- Tim asked about the Solar Project – Ed said it's at a standstill. The person capping the landfill and working as a liaison for the solar project is working at the recycle center.
- Ed will forward the Solid Waste budget to Donna for distribution to committee members.
- Heath Care – two more Steering Committee meetings are scheduled in the coming weeks. The second meeting will recommend the rates. He has budgeted \$7,127,280 for an anticipated 14% increase.
- Some members of the Advisory committee would like the opportunity to sit in on contract negotiations. Ed was asked if increasing employee co-pay for insurance is part of the negotiations. Ed said yes; trying to get everyone to 25%. It was recommended negotiating a 35% rate for new hires. Ed thought that was a good idea.
- Ed will forward the electronic excel spreadsheet of the FY17 Budget to Donna.
- Tim asked Ed for accruals for vacation and/or time off by department; what's the liability. He has been asking for this information from Michael Buckley, Town Accountant but has not received it. Ed will talk with Mike.

Advisory asked Ed to expand his explanation on some of the DOR recommendations he submitted.

2 – Establish and Codify a Financial Management Team – He didn't put on – in progress.

3 – Comprehensive Review of Bylaws – To be determined – two attempts for Government Study Committee – Town Meeting turned down their recommendations. There are many antiquated Bylaws.

¹The Chairperson did not vote on this motion.

8 – Review Special Revenue Funds – He tried to trim back on it NTMB gave spending purpose.

12 – **Review Budget for Anti-Aid Compliance** – Ed sent another email to legal counsel Kopelman & Paige for clarification on private versus non-profit.

21 – **Consider Bi-Weekly Payroll and Direct Deposit** – Ed is pushing it in contract negotiations. They want something in return.

25 – **Investigate Financial Management System Options** – Waiting for new School Department Superintendent. Advisory noted that the School Department is already using the system.

27 – **Confirm Listing of Capital Assets Annually** – This has not been done for two years; need to bring department heads in to do a capital plan.

29 – **Standardize Payroll Cover Sheets** – Some departments are very complex. Advisory suggested asking DOR for examples. Ed believes Michael Buckley, Town Accountant did that.

30 - **Maintain Time and Attendance Information** & 31 – **Require Salaried Employees to File time sheets** – Ed said this is being done; department turning them in and they are doing for them.

32 – **Consolidate Utility Accounts** – still waiting

34 – **Develop Standardized Turnover Sheet** - Still working on it.

37 – **Formalize the Water Abatement Process** – The Town Treasurer/Collectors office is posting water collection. He will get back to Advisory. Abatements – making steps to formalize.

38 – **Abate Older Motor Vehicle Excise Charges** – this is being done – they are using a computer system that if someone skips out to another state they will be caught. The old ones (20 years and older) are written off.

- Advisory made Ed aware of the request received from the Recreation Director for funding for planting 100-150 saplings. There are state and federal grants available to towns for such plantings.
- The bigger issue is of grant writing and the potential loss of grant money to the Town of Pembroke. Ed noted that both the Police Chief and Fire Chief are receiving assistance with their grant applications. The question is how can the town get someone to assist with available grants?
- Department Heads should be researching the availability of grants before requesting funding. Ed said he works closely with the Old Colony Project on certain grants. Advisory asked Ed if he would be interested in receiving a packet of information about grants that he could share with his department heads. Ed said that was a great idea.
- Stephen Walsh will prepare a packet for Ed and his department heads. Stephen explained the process of one grant available to towns such as the Big Yellow Bus Grant. He said it is a one page document to be completed by each school; once submitted they receive \$200. Each school in town is eligible x 5 schools = \$1,000.
- The discussion continued about what would be the role of a Town Planner; the Planning Board working on a job description. The annual salary would be approximately \$100,000.

¹The Chairperson did not vote on this motion.

- The Committee asked if Ed heard from the DPW regarding the Snow & Ice deficit. Ed just learned from Town Accountant tonight. The figure is approximately \$400,000. Ed will talk with DPW about it.
- Union contracts currently being negotiated are Police and Fire; DPW is up for renewal in 10 days. They are looking for a three year contract.
- Ed was asked about the Rental Income line item – he said it is for the Cell Towers.
- Community Compact Project – John Brown asked Ed about applying for this funding. Ed said he is working with the Old Colony Project; they keep him apprised. Jason Federico, Board of Public Works Member has reached out the Community Compact Project. One of the requirements is the head of department must initiate and then they will send someone out to the town. Ed will look into the Community Compact Project.
- James McCollum asked when the Pleasant Street stop light would be completed. Ed said October 2016.
- Route 14 construction project is out to bid – pre-construction meeting will be scheduled soon. Cumberland Farms purchased the gas station across from their Pembroke Center store. They will switch places. The auto repair shop will not sell gas once they move across the street.
- Ed noted the School Department is looking for \$500,000 more than what the Town has budgeted for them in FY17.
- With no other questions or comments from the committee they thanked, Ed.

Jason Federica, Board of Public Works Member met with the committee requesting an addition of \$300,000 to their FY17 Budget and going forward. He distributed his presentation to committee members. The full presentation will be email to Donna.

Jason noted that DPW receives \$560,000 per year in Chapter 90 funding for road repairs. This is not enough money to make a dent in paving conditions. He is recommending adding \$300,000 as a permanent budget line item for road repairs. Another alternative would be to submit an Article to the Annual Town Meeting. As mentioned earlier this evening he has reached out to the Community Compact Project. This request must come from the highest elected official in town. He is working with Ed on this request. Clarification as to what the acronym RSR means – Resurfacing of Roads. Jason was asked if Chapter 90 funding increases what would DPW do with the \$300,000 line item for road repairs. He said flat line or return to the general fund. With no other questions or comments from the committee they thanked Jason.

Advisory Committee adjourned at 9:45PM. The next Advisory Committee meeting is scheduled for **Monday, March 14, 2016.**

Respectfully submitted,

Stephen Curley, Clerk

¹The Chairperson did not vote on this motion.