

TOWN OF PEMBROKE
APPROVED
ADVISORY COMMITTEE MINUTES
14 March 2016

Chairperson Linda Peterson opened the meeting of the Advisory Committee in Pembroke Town Hall at 7:30PM on 14 March 2016. Also present were Stephen Curley, Timothy Brennan, John G. Brown, Jr., Stephen Walsh and Elizabeth Monks.

Absent: James McCollum and Richard McManus

Guest: Deborah Wall, Library Director

The committee met with Deborah Wall, Library Director at her request to review Article 23 submitted to the Annual Town Meeting Warrant. She currently has six full-time employees, 4 Associate Librarian's, 3 Associate Librarian's II. Each Associate Librarian has a different responsibility;

- Technical Services
- Librarian loans & computer upgrades
- Head of circulation and manages part-time staff.

Deborah is proposing converting an Associate Librarian position to an Assistant Director position. There is a need for a 2nd in command. This role would assist with the hiring, youth services, adding content to the Town of Pembroke website, creating Library content on social media sites such as Twitter, Facebook, etc. The Library is required to have a five-year plan to maintain their grants. This position would research and apply for available grants. This position would attend workshops and meetings the Director is unable to attend. Also work closely with Council on Aging building new bridges. Deborah explained that she is the only person with knowledge in using the new Library heating system software; someone else needs to be trained as a back-up.

Deborah met with the Board of Selectmen and Wage & Personnel tonight and received their support. The wages for this proposed position would be \$5,000. This position will not require an MLS; if it was a requirement the annual salary would increase.

Linda stated that the committee would take Deborah's request under advisement.

Linda mentioned that the challenges for FY17 budget include the 15% increase in healthcare costs and the Snow & Ice deficit at approximately \$570,000.

The Advisory Committee reviewed and discussed the following correspondence:

- Email received from Susan Roche, Recreation Director in response to the recommendation from the Advisory Committee to apply for a "Planting" grant for the requested \$250.00 for tree saplings. She explained she plans to use funds from her FY16 budget. The committee recommended forwarding her email to Ed Thorne, Town Administrator with the recommendation for training department heads to research the availability of grants be a topic for the next Department Head meeting scheduled for 3/18/16. The committee noted the funding for the saplings is not needed until next year and if an application for this grant was submitted the response from the state would be received in approximately 30 days. During this discussion Tim noted while reviewing the various websites for state and federal grants there are so many that it would make sense for the Town to hire a Grant Writer or include grant writing responsibilities in the job description of a Town Planner if this position is being considered. The committee agreed to send an email to the Planning Board with this recommendation.
- Advisory received a "draft" copy of the Annual Town Meeting Warrant. They will wait until they receive a final copy before reviewing and voting on the articles.

¹⁻⁴The Chairperson did not vote on this motion.

- The Town of Pembroke FY16 Operating budget as of 2/29/16. There was a discussion regarding solid waste and debt services line items. The increase in the solid waste line item is due to the increased cost of disposing of recycled materials.
- Linda noted she had a conversation with Michael Buckley, Town Accountant before tonight's meeting and learned that the healthcare cost for the Town will increase to 15%. There has been no increase in the past three years.
- Linda instructed committee members to write page numbers on the FY17 proposed budget so it can be reviewed and voted by page number.
- Advisory reviewed and discussed the YTD budget expenses for the DPW. It appears that expenses associated with Snow & Ice have been paid. The committee agreed to send an email to Ed Thorne, Town Administrator, Michael Buckley, Town Accountant and Gene Fulmine, DPW Director requesting a copy of these expenses and to include the MA state law that says Town Snow & Ice bills be approved by Board of Selectmen and Advisory Committee before being paid.
- The committee also agreed to send an email to Gene Fulmine, DPW Director requesting an explanation of YTD budget expenses, i.e. salt (how much is left in inventory), contracted services and maintenance.
- Timothy Brennan noted he has not yet received accrual information from Michael Buckley, Town Accountant. The committee agreed to follow-up with Ed Thorne, Town Administrator on this request via email.

Upon motion made by Stephen Curley and 2nd by Elizabeth Monks following the discussion, it was

VOTED¹: To accept the meeting minutes of 07 March 2016 as amended by adding the word "year" on page 4 at the top of the page "They are looking for a three "year" contract. Timothy Brennan, John G. Brown, Jr., Stephen Walsh supported the motion.

The committee reviewed the FY17 Budget by page number as follows:

Page 1 – Moderator, Board of Selectmen, Town Administrator, Legal and Advisory Committee budgets. Upon motion made by Stephen Curley and 2nd by Stephen Walsh following the discussion, it was

VOTED²: To approve Page 1 of the FY17 Budget which includes, Moderator, Board of Selectmen, Town Administrator, Legal and Advisory Committee. Timothy Brennan, John G. Brown, Jr. and Elizabeth Monks supported the motion.

Page 2 – Town Accountant, Board of Assessors, Treasurer/Collector budgets. Upon motion made by Stephen Curley and 2nd by Timothy Brennan following the discussion, it was

VOTED³: To approve Page 2 of the FY17 Budget with a "**HOLD**" on:

- The \$2,000 in education for Town Accountant
- Clarification needed for Board of Assessor "request" of \$91,000 for Chief Assessor salary line item (was this a clerical error).
- Treasurer/Collector the same amount of \$91,000 "request" for the Treasurer/Collector Department Head salary (was this a clerical error) and the increase in the longevity line item.

Stephen Walsh, John G. Brown, Jr. and Elizabeth Monks supported the motion.

Page 3 – Data Processing, Town Clerk (Elections and Registrations) and Conservation Commission budgets. Upon motion made by Timothy Brennan and 2nd by Stephen Curley following the discussion, it was

¹⁻⁴The Chairperson did not vote on this motion.

VOTED⁴: To approve Page 3 of the FY17 Budget with a “**HOLD**” on:
Data Processing line item for licensing \$14,250 (is this for all departments’ equipment)?
Town Website line item \$6,000
Computer maintenance line item \$26,000 – what’s the total for the Town? An email will be sent to Ed Thorne, Town Administrator.
Stephen Curley, John G. Brown, Jr. and Elizabeth Monks supported the motion.

The committee agreed to continue with the FY17 Budget review at their next meeting starting with Page 4.

The committee continued budget discussions in reference to balancing the budget with a \$400,000 deficit; cuts will need to be made. The committee will look for recommendations from Ed Thorne, Town Administrator.

Advisory Committee adjourned at 9:55PM. The next Advisory Committee meeting is scheduled for **Monday, March 21, 2016**.

Respectfully submitted,

Stephen Curley, Clerk

¹⁻⁴The Chairperson did not vote on this motion.