

TOWN OF PEMBROKE
APPROVED
ADVISORY COMMITTEE MINUTES
09 January 2017

Chairperson Linda Peterson opened the meeting of the Advisory Committee in Pembroke Town Hall at 7:30PM on January 9, 2017. Also present were Stephen Curley, Timothy Brennan, James McCollum, John G. Brown, Jr., Stephen Walsh and Elizabeth Monks.

Absent: Richard McManus

Guests: Dan Taylor, Chairperson, Planning Board Matthew Heins, Assistant, Planning Board, Mary Ann Smith, Town Clerk, Kathleen McCarthy, Town Treasurer/Collector, Michael Buckley, Town Accountant

Linda Peterson opened the meeting by welcoming Dan Taylor, Chairperson, Planning Board and Matthew Heins, Assistant, Planning Board to review their FY18 Budget. Matthew noted the salary line item will increase by 2%; overtime is estimated. Most line items are carried over from last year. Advertising is down as some funding will come from applicants. Travel line item up slightly; Planning Board members will attend classes. Their total budget will remain the same.

Tim asked about Pembroke's 10 year plan and the cost. Dan said the last 10 year plan was done in 2004. The cost ranges from \$75,000 - \$100,000. The Old Colony Planning Council regards as "Best Practice" to do every 10 years. Linda asked what is coming before the Planning Board that will affect the town. Dan said the Assisted Living facility and the solar project. Stephen Curley asked if the Planning Board makes recommendations to business owners for parking lot configurations such as the location of handicap parking spaces. Dan said all plans are reviewed and discussed and the Planning Board does review the plans. Stephen Walsh asked about storage containers; several residents are using as sheds. A building permit is not required for a storage container but is to build a shed.

Advisory thanked Dan and Matthew for coming.

Linda welcomed Mary Ann Smith, Town Clerk. Mary Ann noted nothing has changed; budget dropped as only one election (local) is scheduled for FY18. She has two part-time employees. The new voting machines have been ordered and should arrive in a few weeks.

Advisory thanked Mary Ann for coming.

Linda welcomed Kathleen McCarthy, Town Treasurer/Collector and Michael Buckley, Town Accountant. Kathleen noted her FY18 Budget has no increase. Tax Title is going well; some residents on payment plan.

Mike spoke to his FY18 Budget. Step increases for Assistant salary; budget is level funded.

- Linda asked for an update on FY17 Town's budget. Mike noted that more employees are taking advantage of the health insurance; leaving the town with an unplanned cost of \$110,000 this year. In preparing for FY18, he has built in a 10% increase for health insurance must cover the \$110,000 deficit. He anticipates flat funding from state hoping for \$55 per student and maybe 1% from lottery. Snow & Ice is already over budget for FY17. Local receipts are doing well.
- Tim asked about OPEB and how often it's discussed. Both Kathleen and Mike agreed this topic has been discussed several times with the Board of Selectmen. Tim suggests Advisory should be educating the Board of Selectmen on OPEB and Pension. These are the two biggest liabilities for the town. At some point it will affect the town's bond

⁴The Chairperson did not vote on this motion.

ratings. One suggestion to add funding to both OPEB and Pension would be revenue generated from the solar project. What are other town's doing to fund?

- Mike and Kathleen will be meeting with a representative from USDA on Friday to discuss grant funding options for a 40 year municipal building plan.
- Stephen Walsh asked Mike about the Financial System for the town. A new system set up fee would cost \$250,000 and \$100,000 a year to maintain. It's what the school department is using. Mike said it is not the same system; there is no GL system. Mike said the Town of Hull is converting and he will learn from that conversion.

Three Requests for Transfer from the Reserve Fund have been submitted by Deborah Wall, Library Director. The first request is for \$2,750.00 to replace a leaky, noisy heater pump.

Upon motion moved by James McCollum 2nd by Timothy Brennan following the discussion it was

VOTED¹: To approve the Request for Transfer from the Reserve Fund submitted by Deborah Wall, Library Director in the amount of \$2,750.00 to replace a leaky, noisy heater pump. Stephen Curley, John G. Brown Jr., Stephen Walsh and Elizabeth Monks supported the motion.

The second request submitted by Deborah Wall is for \$989.00 to replace a damaged valve and run heat line to the kid's bathroom.

Upon motion moved by James McCollum 2nd by Timothy Brennan following the discussion it was

VOTED²: To approve the Request for Transfer from the Reserve Fund submitted by Deborah Wall, Library Director in the amount of \$989.00 to replace a damaged valve and run heat line to the kid's bathroom. Stephen Curley, John G. Brown Jr., Stephen Walsh and Elizabeth Monks supported the motion.

The third request submitted by Deborah Wall is for \$2,375.00 to replace part of the Library WIFI system.

Upon motion moved by James McCollum 2nd by Timothy Brennan following the discussion it was

VOTED³: To approve the Request for Transfer from the Reserve Fund submitted by Deborah Wall, Library Director in the amount of \$2,375.00 to replace part of the Library WIFI system. Stephen Curley, John G. Brown Jr., Stephen Walsh and Elizabeth Monks supported the motion.

Advisory reviewed and discussed the following topics:

- Linda prepared the FY16 Annual Report of the Advisory Committee to be submitted to the Board of Selectmen's office. All committee members at tonight's meeting reviewed the document.
- Tim asked if Advisory is required to meet with Departments to review their budgets. He believes the time Advisory spends meeting with department's to review their budgets would be better spent discussing issues with the Board of Selectmen such as OPEB and Pension funding. Stephen Curley noted the practice for Advisory has been to review department budgets to present a balance budget to the town. In the past few years, Ed Thorne, Town Administrator has been submitting a balanced budget. It was suggested

⁴The Chairperson did not vote on this motion.

that once Ed goes through the department budgets, they're sent to Advisory for review. Tim believes Advisory's review of budgets is perceived as micro managing.

- Tim will reach out to Michael Buckley, Town Accountant to work together in preparing a document with steps Pembroke should be taking to fund both OPEB and the Pension. He will bring to next week's meeting. This topic will be added to the Advisory/Board of Selectmen joint meeting on Monday, January 23, 2017. Some suggestions discussed were to review retiree's cost of health insurance and consider increasing up to 25%; set a goal for a yearly increase to get to 25%. Stephen Walsh noted that as retiree's age their costs goes down as they enroll in Medicare Part B. The town should work towards having all town employees contribute 25% toward to their health insurance.
- Tim noted the town of Andover is in the process of pushing changes through and they would share their process with Pembroke. Linda suggested inviting Andover representatives to a meeting with Advisory in March.
- The Town Counsel's Response in reference to the Board of Selectmen meeting minutes on the Collective Bargaining Agreement discussions believe they comply with the Open Meeting Law's requirements. Stephen Curley noted the next step would be to write to the Secretary of State which seems drastic. Tax payers should be entitled to what departments under the CBA are requesting in these contracts.
- Advisory discussed if they should write an Article to be included in the Annual Town Warrant to work with the Board of Selectmen in these CBA negotiations. They agreed to discuss with the Board of Selectmen at their joint meeting on Monday, January 23, 2017.
- Advisory reviewed and discussed the email complaint from a town resident regarding their concerns about the DPW service level for snow removal. This email was sent to Advisory as informational by the Board of Selectmen's office. It was also sent to the DPW.
- Stephen Walsh mentioned that he sat through part of the DPW "new" Building proposal meeting today. He listened to one company's presentation.
- Advisory tabled the Government Study survey. The committee formed to review this study does not have a quorum of members; they are seeking members.

Upon motion moved by James McCollum 2nd by Stephen Curley following the discussion it was

VOTED⁴: To accept the meeting minutes of 19 December 2016. Timothy Brennan, John G. Brown Jr., Stephen Walsh and Elizabeth Monks supported the motion

The next Advisory Committee meeting is scheduled for **Tuesday, January 17, 2017 at 7:30PM**. The Town Hall building will be closed; Linda will open the building at 7:15PM.

The Advisory Committee adjourned at 8:46PM.

Respectfully submitted,

Stephen Curley, Clerk

⁴The Chairperson did not vote on this motion.