

TOWN OF PEMBROKE  
APPROVED  
ADVISORY COMMITTEE MINUTES  
19 JUNE 2017

Chairperson Linda Peterson opened the meeting of the Advisory Committee in Pembroke Town Hall at 7:30PM on 19 June, 2017. Also present were Stephen Curley, James McCollum, John G. Brown, Jr., Stephen Walsh and Elizabeth Monks

Timothy Brennan arrived at 7:36PM

**Guest:** Ed Thorne, Town Administrator

Linda opened the meeting welcoming Ed Thorne, Town Administrator.

- The committee reviewed and discussed the Town Special Revenue Funds report provided by Michael Buckley, Town Accountant. Stephen Walsh asked Ed for clarification of these funds; are they General Funds, Special Legislature Funds or Revolving Funds noting that Trash and Water funds are exempt. Ed will review and report his findings back to Advisory. He said he has never seen some of these funds before.
- The committee discussed the FY19 Budget Cycle. Stephen Curley noted that Ed has submitted a fiscally responsible budget the past few years and it's not productive for both Ed and Advisory scheduling budget meetings with department heads. Advisory does want to continue to meet with Police, Fire and DPW. Ed asked if Advisory would still like to receive the budget by February 1<sup>st</sup>. Once Ed has the budget ready a meeting with Advisory will be scheduled. Ed suggested if a member of Advisory would like to attend any of the meetings with department heads, just let him know. Stephen Walsh said Advisory would like to avoid going to Town Meeting Floor with one understanding and then something changes.
  - Two examples from the spring Annual Town Meeting noted were; the Fire Chief requesting two new firefighters funded by the Ambulance Fund and the Police Chief supporting two motions there were not recommended by the Board of Selectmen or Advisory.

Linda said during a discussion of a motion at the Annual Town Meeting a resident asked the question "where does the town stand financially". No one answered her question. Linda asked Ed why Michael Buckley, Town Accountant didn't present the town financials at town meeting? Ed said Mike was prepared to speak about the town financials but Stephen Dodge, Town Moderator said no. The financial presentation to residents at town meeting should be presented verbally and take only 5 minutes. This would save time and questions. Ed agreed.

- Stephen Walsh asked Ed about the Ambulance Fund; is it a "Special Fund"? Can \$200,000 be used for hiring staff? Ed said the Ambulance Fund would be what they pay for their operating costs; \$400,000 was transferred to the General Fund for EMT pay. Stephen Curley said we don't know what the language is "Legislative" or "Recreation" Funds. Ed said the fire department is staffed with paramedics. Ed noted he is a member of the interview panel for the fire department and they tend to hire a paramedic with no fire fighter experience because they can provide fire fighter training. The Fire Department currently have 30 on-call fire fighters.
- Timothy Brennan suggested Ed meet with Advisory once the Annual Town Meeting & Special Town Meeting Warrants become available. This will give Advisory the opportunity to get answers to their questions in real time. Ed agreed. Stephen Walsh noted that Advisory discussed meeting on another night other than Monday. Ed said both he and Sabrina have suggested to the Board of Selectmen to change their meeting night to Tuesday. This would give them an extra day to prepare; Board Selectmen won't do it. Advisory suggested changing one of the meetings to a Tuesday night to accommodate meeting with Ed to review the budget and Town Meeting Warrant Articles.

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

- Stephen Walsh said Advisory should be receiving some sort of forecasting on a monthly basis. As we go month by month we should know where we are. The government receives a tax revenue report every 15 days. This was one of the DOR recommendations for Pembroke. The town should be following best business practices to generate revenue such as asking for discounts. It was mentioned that Selectmen Daniel Trabucco suggested meeting quarterly with the Board of Selectmen, Advisory and department heads as an information sharing forum.
- Solar Revenue – Ed got lease payment; took it out and Assessors put it in their new growth. National Grid will put new polls on town property to tie into their poles on the street. This is the last thing that needs to be done. The town has an agreement with Onyx; they will make this year's payment with the 3<sup>rd</sup> and 4<sup>th</sup> year tax bill.
- John Brown asked Ed if he has given more thought to new budget software. Ed said he will be in front of Advisory in September to talk about changes. They're beginning the RFP process.
- Direct Deposit – Linda asked if the town was any further along in implementing for all employees. The DPW and Fire are the culprits. If it's cost effective; the Board of Selectmen has the right to do it.

The committee thanked Ed for coming.

Stephen Curley noted that the May Revenue Report received from Michael Buckley, Town Accountant budget vs. actual showed a variance of \$281,000; difference in total revenue pretty close of \$61M budget, a1/2%.

Other correspondence reviewed and discussed by the committee:

- FY17 end of year message from Michael Buckley, Town Accountant – all invoices must be received by July 13, 2017.
- Board of Selectmen Summer Meeting dates
- Advisory May Monthly Financial Report

Upon motion moved by Stephen Curley and 2<sup>nd</sup> by Stephen Walsh the meeting minutes of June, 2017 be amended to add "with regret" to the acceptance of Richard McManus's resignation, it was

**VOTED<sup>1</sup>:** To accept the meeting minutes of 05 June 2017 as amended by adding "with regret" to the acceptance of Richard McManus's resignation. Timothy Brennan, John G. Brown, Jr., and Elizabeth Monks supported the motion. James McCollum abstained.

John Brown spoke about a recent experience with Inspectional Services. They don't have an appointment process in place. He was expecting an Inspector in the morning but he came in the afternoon. Do we know if the town is losing revenue with part-time building inspectors? Timothy said he met with Ed Thorne today and discussed the changes to the Department of Municipal Inspections. The relocation of office space for Planning Board, Inspection Services, Health Agent and Conservation is in progress. The committee recommended sending Ed an email asking if Inspectional Services has an appointment process and if the town may be losing revenue.

The next Advisory meeting is scheduled for Monday, July 24, 2017 at 7:30pm to approve FY17 end of year invoices.

The Advisory Committee adjourned at 8:30pm.

Respectfully submitted,

Stephen Curley, Clerk

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