

TOWN OF PEMBROKE  
APPROVED  
ADVISORY COMMITTEE MINUTES  
11 SEPTEMBER 2017

Chairperson Linda Peterson opened the meeting of the Advisory Committee in Pembroke Town Hall at 7:30PM on 11 September, 2017. Also present were Stephen Curley, James McCollum, John G. Brown, Jr. Stephen Walsh, and Elizabeth Monks

**Absent:** Timothy Brennan

**Guest:** Michael Buckley, Town Accountant; Holly Walsh

**Tonight's meeting is being recorded by PACTV.**

Linda opened the meeting welcoming Michael Buckley, Town Accountant.

- Michael began by stating that the Free Cash estimate was submitted to the Department of Revenue three weeks ago for review and he expects the DOR to certify the 1.9M. The surplus comes from local and excise tax receipts. There was \$400,000 returned back from departments that will be used to pay the prior year's Snow & Ice Deficit of \$423,677. The Firefighters two year contract was settled (FY18 portion is \$117,399) plus reserving for FY19 totaling \$482,160 from Free Cash. This would leave \$800,000 in Free Cash to be used for the Stabilization Fund, Pension, Healthcare, etc.
- Michael also provided a summary of the October 24, 2017 Special Town Meeting expenses. A draft was submitted to the Board of Selectmen to be reviewed at their next meeting on Monday, September 18, 2017. Michael noted there are blanks on the document he handed out as it's incomplete. The DPW is requesting 10M for their proposed new building; 5M to be borrowed by the Town and 5M to borrow from the Water Enterprise Fund. Michael acknowledged that the Town could not come up with borrowing 5M that it would have to be an Override which may be tabled to the Annual Town Meeting in May 2018.

Order of the Special Town Meeting:

- Fund Firefighter contract
- Several Capital items (the town cannot afford all of them)
- Fire Department has several needs the town cannot fund
- School Department is looking at purchasing new accounting software. Ed Thorne, Town Administrator is looking into the possibility of a grant for \$200,000. There seems to be a stability issue with their current software.
- Create Worker's Compensation Fund – it may take 5-10 years to get there but the town should start one.
- Trust Fund Deposits totaling \$300,000 for OPEB, Separation Pay Fund, Special Injury Leave and Stabilization.
- CPC is requesting a few small items
- Stephen Walsh asked about the funds in the DPW gas pool and what happens to the surplus. Michael said this is used for gas for police, fire and for repairs to the DPW vehicles. Stephen Walsh noted there is \$66,000 in the account and asked if this goes back to the general fund? Michael said he would look into it. Michael was also asked about the Ambulance Fund; he said it's up to Town Meeting. The ambulance fund can be used for medical supplies, fuel and for purchasing an ambulance. It cannot be used for Firefighter equipment or Firefighter salaries without a Town Meeting vote.
- Linda explained that Advisory received a "Request for Transfer from Reserve Fund" from Susan Roche, Recreation Director for Maintenance wages not submitted in her budget. Advisory responded to Susan and suggested she put in a request at the Special Town Meeting as this was an oversight and not unforeseen. Michael said he will review and speak with Susan.
- Stephen Walsh asked Michael if any thought has been given to creating a committee to review the "new building" requests such as the Fire Dept., Police Dept. and DPW. Michael said that it was a good idea and also noted the Library building is now 20 years old and

schools are 10-15 years older. Michael noted there is a Dept. Head Meeting scheduled for Monday, September 18; good opportunity for this discussion. The committee thanked Michael for coming

Stephen Curley spoke about the meeting with Lieutenant Governor, Karyn Polito held on September 6<sup>th</sup>. She requested the meeting with the town to discuss the Community Compact noting Pembroke has not yet joined. In the meeting she mentioned there is grant money available which could have been used to assess and study the towns new buildings and also for IT. It was a very nice presentation. Out of the 351 towns 299 have joined the Community Compact and Pembroke is one of 53 that has not. It's an embarrassment. Holly Walsh asked if there were follow-up steps and if a point person was identified. Stephen Curley said yes, Ed Thorne, Town Administrator. The committee agreed to send a letter to Ed and the Board of Selectmen acknowledging the committee's enthusiasm about the prospect to join the Community Compact and would like a member of Advisory be included if the Selectmen form a committee.

Linda reviewed the following correspondence:

- Proposed Time Line for the Special Town Meeting – October 24, 2017
- Department Head Meeting scheduled for Monday, October 18, 2017. Stephen Curley plans to attend and report back to the committee.
- A letter from the Board of Selectmen reminding Boards and Committee's to post their agenda's and meeting minutes.
- Advisory Financial Report – July 2017
- Application received from Howard Scott for Advisory membership. The committee agreed to send him an invite for their next meeting on Monday, September 18, 2017. Linda asked members to formulate questions to ask.

Upon motion moved by James McCollum and 2<sup>nd</sup> by Stephen Curley the meeting minutes of July 24, 2017 was

**VOTED<sup>1</sup>:** To accept the meeting minutes of 24 July 2017. John G. Brown, Jr., Elizabeth Monks and Linda Peterson supported the motion. Stephen Walsh abstained.

Linda noted that Timothy Brennan is on vacation this week but he submitted a written presentation titled "Pembroke Pension Analysis" prepared for the Board of Selectmen. He asked members of Advisory to review. Stephen Curley said he did a phenomenal job and looks forward to the presentation to the Board of Selectmen.

Ben Bastianelli, DPW Commissioner requested to meet with Advisory to discuss the DPW new building proposal. Advisory agreed to send him an invite for their next meeting on September 18, 2017.

Stephen Walsh asked committee members if they would prefer to meet at 7:00pm instead of 7:30pm. The committee will discuss at their next meeting so they can include Timothy Brennan.

Stephen Walsh asked about following up on requests made to the Ed Thorne, Town Administrator and the Board of Selectmen from May and June with no response. Linda asked Donna to gather this information for review at their next meeting.

The next Advisory meeting is scheduled for Monday, September 18, 2017 at 7:30pm.

The Advisory Committee adjourned at 8:10pm.

Respectfully submitted,

Stephen Curley, Clerk