

TOWN OF PEMBROKE
APPROVED
ADVISORY COMMITTEE MINUTES
08 JANUARY 2018

Linda Peterson, Chairperson opened the meeting of the Advisory Committee in Pembroke Town Hall at 7:00PM on 08 January 2018. Also present were, Stephen Curley, James McCollum, John G. Brown, Jr. Stephen Walsh, and Elizabeth Monks

Guests: Michael Buckley, Town Accountant and Kathleen McCarthy, Town Treasurer/Collector

- Linda drafted the Annual Report of the Advisory Committee for FY17 for all members to review. Advisory will request the final spend for the Reserve Fund from Michael Buckley, Town Accountant for inclusion in the report. The Annual Reports must be submitted to the Board of Selectmen by January 31, 2018.
- Lt. Governor will be at Pembroke Town Hall on Thursday, February 1, 2018 at 10:00AM for a signing ceremony on the Community Compact Program. Linda Peterson, Stephen Curley, Elizabeth Monks and John Brown all mentioned they plan to attend.
- The Advisory Article to change the language of Town By-Law Article X was reviewed. The committee recommended including the "old" language from the Article along with the proposed "new" language change. After revisions are made, the Article will be submitted to the Board of Selectmen.
- Town Clerk, Mary Ann Smith distributed the Conflict of Interest Law/Online Training Program for Municipal employees. All members were asked to complete the training and acknowledge receipt of the information.

Upon motion moved by James McCollum and 2nd by Elizabeth Monks the meeting minutes of December 18, 2017 as amended with two corrections replace "snow & sanding" with "snow & ice" and correct to healthcare employee contribution from "85%" to "25%" was

VOTED¹: To accept the meeting minutes of 18 December 2017 as amended with two corrections "replace snow & sanding with "snow & ice" and correct to healthcare employee contribution from "85%" to "25%". Stephen Curley, John G. Brown Jr. and Stephen Walsh supported the motion.

Susan Roche, Recreation Director submitted a Request for Transfer from Reserve Fund in the amount of \$6,000 for roof and window repair to the Community Center building. The committee reviewed and discussed her request noting the invoice had already been received but not submitted with her request. The Massachusetts General Laws state that monies distributed from the Reserve Fund first is approved by Advisory. The committee agreed to send an email to Susan Roche with a copy to Ed Thorne, Town Administrator and Michael Buckley, Town Accountant stating that the Massachusetts General Laws require Advisory approval of funds prior to work being done unless an emergency.

Upon motion moved by Stephen Curley and 2nd by James McCollum the Request for Transfer from the Reserve Fund from Susan Roche, Recreation Director for \$6,000 for building repairs was

VOTED²: To approve the Request for Transfer from the Reserve Fund from Susan Roche, Recreation Director for \$6,000 for building repairs John G. Brown Jr. Elizabeth Monks and Stephen Walsh supported the motion.

¹⁻² The Chairperson did not vote on these motion.

Advisory reviewed and discussed the application of Maria Karas interested in participating on the Advisory Committee. The committee agreed to invite her to the Advisory meeting on Monday, January 22, 2018.

Advisory adjourned at 7:40pm. The next Advisory meeting is scheduled for Monday, January 22, 2018 at 7:00PM.

Respectfully submitted,

Stephen Curley, Clerk

¹⁻² The Chairperson did not vote on these motion.