

TOWN OF PEMBROKE  
APPROVED  
ADVISORY COMMITTEE MINUTES  
22 JANUARY 2018

Linda Peterson, Chairperson opened the meeting of the Advisory Committee in Pembroke Town Hall at 7:00PM on 22 January 2018. Also present were, Stephen Curley, James McCollum, John G. Brown, Jr. Stephen Walsh, and Elizabeth Monks  
Guests: Maria Karas, Advisory Committee candidate

Linda opened the meeting welcoming Maria asking why she was interested in becoming a member of Advisory. Maria said she moved from Weymouth and has been a resident of Pembroke for three months; she is a first time home owner. She has a business background and this would be a good way to get experience in the business world and give back. She works in patient financials; is knowledgeable about budgets and believes it's very important to be active in different ways. She attended the last Town Meeting and is a registered voter. Stephen Curley noted that if she was looking to see how the town works this is the committee to be on as you will learn a lot. The committee meets every Monday night September through May with one meeting in June. There's work involved but it's not rocket science. Linda asked Maria if she had any questions for the committee. Maria said she has family in town, no kids and no dogs yet. Linda said she was welcomed to stay for the remainder of the meeting as it's an open meeting. Maria thanked the committee for their time and consideration.

Upon motion moved by Stephen Curley and 2<sup>nd</sup> by James McCollum to approve the appointment of Maria Karas as a member of the Advisory

**VOTED<sup>1</sup>:** To approve the appointment of Maria Karas as a member of the Advisory, John G. Brown Jr. Elizabeth Monks and Stephen Walsh supported the motion.

An email will be sent to the Board of Selectmen to arrange confirmation and swearing in with Town Clerk.

Upon motion moved by Stephen Curley and 2<sup>nd</sup> by Elizabeth Monks the meeting minutes of January 8, 2018 was

**VOTED<sup>2</sup>:** To accept the meeting minutes of January 8, 2018, James McCollum, John G. Brown Jr. and Stephen Walsh supported the motion.

The committee reviewed and discussed documents received:

- Susan Roche, Recreation Director responded to Advisory's email regarding her request of \$6,000 for building repairs from the Reserve Fund explaining she considered this request an emergency with the need to shut the electricity off due to the leaking.
- Advisory's FY 17 Annual Report was updated with the Reserve Fund expenditures received from Michael Buckley, Town Accountant. All agreed with the final document; it will be forwarded to the Board of Selectmen.
- FY18 Operating Budget as of 12/31/17 – the committee agreed to send a communication to the following Department Heads asking for rationale of their budget status and their plan to stay on budget through end of year:
  - Police Chief – general expenses are at 61%
  - Fire Chief – general expenses are at 63%
  - Gene Fulime, DPW Director – Snow & Sanding expenses are at 114%/\$113,538.32 expended and provide a breakdown of expenses.

<sup>1-2</sup> The Chairperson did not vote on these motion.

- Michael Buckley, Town Accountant – Unemployment Compensation at 59% - who's collecting?

Advisory adjourned at 7:20PM to the Board of Selectmen meeting regarding FY19 Budget.

Michael Buckley, Town Accountant presented the proposed FY19 budget to the Board of Selectmen. He stated that all agree on dollars with assistance from the Town Treasurer - 2 1/2% (\$400,000) of new growth; 3 1/2% income, 1% from chapter 70, free cash (\$300,000 to \$500,000) 9M revenue.

Bills to pay:

- Pension assessment \$116,000
- Debt fluctuates
- 8M health insurance; we estimate 10% increase. The Mayflower Steering Committee meeting is scheduled this week.
- \$859,000 to support town budget
- \$190,000 gone
- \$650,000 to school; 70% of town budget

Ed Thorne, Town Administrator and Michael Buckley, Town Accountant will be meeting with Department Heads on Monday, January 29, 2018 to review FY19 budget. Ed and Mike are also working on alternate budgets. Erin Obey, School Superintendent and Mike Tropeano, School Committee Vice-Chair said they are still working through their budget and could have it finalized by first week of February. Dan Trabucco asked if all parties were in agreement if we have level funding. Mike Buckley said the budget hasn't been released to Advisory. Stephen Curley noted the town increased local receipts last year and free cash is short \$900,000. Snow & Ice over budget through end of December; we are heading into the unknown with critical issues. Bill Boulter, Board of Selectman Chairperson said we should look at a 5-10 year picture; the DPW believes they're understaffed; the police department wants increased staff. Dan asked Mike Buckley about the Milton plan. Mike said he would need to check with Milton. Lewis Stone, Clerk mentioned the Solar Farm savings of \$240,000 this year. The town is looking at the possibility of another location.

Ed Thorne, Town Administrator will distribute a copy of the proposed FY19 budget to all at the Department Head meeting next week. This budget does not include funding for the proposed new buildings (Police, Fire, and DPW). Dan Trabucco said the Capital Funding Committee is preparing a formal presentation shortly.

Advisory adjourned at 8:30pm. The next Advisory meeting is scheduled for Monday, January 29, 2018 at 6:00PM.

Respectfully submitted,

Stephen Curley, Clerk

<sup>1-2</sup> The Chairperson did not vote on these motion.