

TOWN OF PEMBROKE
APPROVED
ADVISORY COMMITTEE MINUTES
12 FEBRUARY 2018

Linda Peterson, Chairperson opened the meeting of the Advisory Committee in Pembroke Town Hall at 7:00PM on 12 February 2018. Also present were James McCollum, John G. Brown, Jr. Stephen Walsh, Elizabeth Monks and Maria Karas.

Absent: Stephen Curley

- Advisory was scheduled to join the Board of Selectmen meeting to hear the DPW FY19 Budget discussion; DPW cancelled.
- The committee discussed scheduling another public meeting for residents to review the town's financials prior to the Annual Town Meeting as done last year. Linda suggested a Monday night following the Board of Selectmen meeting possibly at 7:30PM in Veteran's Hall. This would be convenient for Advisory, Board of Selectmen and PACTV would already be onsite. The committee suggested April 30, 2018. An email will be sent to Ed Thorne, Town Administrator and Sabrina Chilcott, Assistant to the Town Administrator asking if this date would work for the Board of Selectmen.
- Linda noted that Advisory did not receive a copy of the debt schedule from Michael Buckley, Town Accountant; a second request will be sent.

Upon motion moved by James McCollum and 2nd by Elizabeth Monks the meeting minutes of February 5, 2018 was

VOTED¹: To accept the meeting minutes of February 5, 2018, John G. Brown Jr. and Stephen Walsh supported the motion. Maria Karas abstained.

- A comment was made by Maria stating that these minutes are well written.

Linda suggested the committee review and discuss the FY19 Budget detail and prepare questions for Ed Thorne, Town Administrator and Michael Buckley, Town Accountant. Advisory agreed to invite Ed and Mike to their meeting of February 26, 2018 at 6:30PM to accommodate their schedules and ask for department detail. Stephen Walsh noted that we went to town meeting last year with 1.8M available funds – where did it come from. The committee agreed to ask Michael Buckley, Town Accountant for a copy of the FY17 & FY18 Actual Budget with detail.

The committee reviewed and discussed the FY19 Budget detail as follows:

Page 9 – Betty asked about the School Construction Surplus – Linda believes it was appropriated for school construction. Silver Lake Escrow is down to \$98,000. The Ambulance Fund \$400,000 including the Ambulance Fund – Additional \$161,725 goes back to the town and builds up.

Page 11- eyewear reimbursement is now a separate line item. Not funding the OPEB. Increase in Travel & Meetings for the Board of Selectmen. Board of Selectmen clerical salaries are down; Sabrina Chilcott's title/position transferred; also longevity and performance pay. Stephen Walsh said "performance pay" should be incorporated into salary; this is a question for Ed.

Page 12 – Maria asked why the increase in computer maintenance in the Town Accountant budget. Stephen Walsh noted this is due to the purchase of new accounting software; the cost is split between the town and school.

Page 13 – Linda noted the increase in "performance pay" in the Assessor's budget. Treasurer clerical salaries have increased. Town Clerk office supplies increased; could be due to the election.

Page 15 – Maria asked about the overtime for the Planning Board. Linda explained this is a union position and the employee works overtime Monday nights when the town hall is open to the public.

¹The Chairperson did not vote on these motion.

Maria Karas excused herself from the meeting at 7:48PM

Page 16 – increase in overtime for Town Hall/Building Maintenance; question for Ed. There are 2 FT custodians and 1 full time split between the Library and Council on Aging. Water line item new for town hall; ask Ed.

Page 17 – Police Department is requesting two new cruisers; Ed is giving them one. Salaries increased. K9 expenses have been added to salary.

Page 18 – Fire is requesting more staff and expects to get it at town meeting. Where does the town save when backfilling with overtime; fire is still requesting \$500,000 in overtime.

Page 19 - \$408,024 for Municipal Inspection Services; now combined services.

Page 20 – School Department – currently have 2,800 students.

Page 20/21 – DPW - Linda asked about Standby Pay of \$20,000; Stephen Walsh said it was new to the contract. DPW Pavement Management request of \$325,000. They are requesting an increase to the Snow & Ice line item from \$100,000 to \$600,000. Town wide utilities – solar credits.

Page 22 – Council on Aging – Linda asked if they were appointing an interim director. Council on Aging is requesting to fund Outreach.

Page 23 – Library – requesting staffing if override goes through. Clothing allowance line item must be for the custodian.

Page 24 – Community Center - overtime proposed in new budget; is it for custodian?

Page 26 – DPW requesting \$16,000 for a new truck. Healthcare budgeted for \$500,000.

Advisory adjourned at 8:26PM. The next Advisory meeting is scheduled for **Monday, February 26, 2018 at 6:30PM.**

Respectfully submitted,

Stephen Curley, Clerk

¹The Chairperson did not vote on these motion.