

TOWN OF PEMBROKE
APPROVED
ADVISORY COMMITTEE MINUTES
12 MARCH 2018

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

Linda opened the meeting with a Request for Transfer from the Reserve Fund from Police Chief Wall in the amount of \$15,295.50 funding for police cruiser lost to fire – new one on order. The total funding needed to replace this cruiser is \$34,098.50. The insurance settlement was \$20,303.00. If the insurance funds go back into the General Fund would the Chief need the amount of \$34,098.50? Stephen Curley noted that the request for this funding should be included in the Special Town Meeting Warrant; which it's not. Police Chief Wall should request the STM Warrant be reopened and included. Stephen Walsh mentioned that Fire Chief Wall planned to request \$10,000 for truck repairs that may take a year to get fixed.

Linda excused herself from the meeting to ask Police Chief Wall to join Advisory for this discussion. The Chief was meeting with the Board of Selectmen in anticipation of tomorrow's storm.

Chief Wall joined Advisory and explained that the \$20,000 from the insurance claim was received and recorded in his budget then forwarded to Town Accountant. He explained that he does not understand the mechanics of where the money goes but needs the money when the car is ready. Stephen Curley discussed this with the Board of Selectmen and Mike Buckley, Town Accountant a few weeks back and insurance money does go to the General Fund. Stephen Walsh asked Chief Wall if he heard of the new police cruiser rental program coming on line soon called Blue Line Rental. They offer police cruiser rentals. Police Chief Wall had not heard of them.

Upon motion moved by Stephen Curley and 2nd by Stephen Walsh the Request for Transfer from the Reserve Fund in the amount of \$34,098.50 was approved. If the insurance money from the damaged cruiser is available from the General Fund for the purchase of the new cruiser, Advisory will amend their vote to approve the original request of \$15,295.50

VOTED¹: To approve the Request for Transfer from the Reserve Fund in the amount of \$34,098.50. If the insurance money from the damaged cruiser is available from the General Fund for the purchase of the new cruiser, Advisory will amend their vote to approve the original request of \$15,295.50. James McCollum, John G. Brown, Jr. Elizabeth Monks and Maria Karas supported the motion.

Advisory reviewed and discussed the Snow & Sanding Budget deficit memo received from Gene Fulmine, DPW Director dated February 26, 2018. The deficit is \$270,346.40 minus the budgeted \$100,000 but does not include the recent storms.

The committee reviewed and discussed the Annual Town Meeting Warrant Articles as follows: Stephen Curley noted that the first few Articles are the same as in previous years.

Article 7 is a new Article establishing and authorizing revolving funds for certain Town departments, boards, committees, agencies or officers. **Article 8** sets the limits of the revolving accounts. Linda noted that the Town Treasurer/Collector limit on spending is included in Article 8 but not in Article 7. This is a question for the Board of Selectmen. The committee suggested asking Michael Buckley, Town Accountant for FY17 and FY18 revolving accounts balance; what was received and spent.

Article 10 PILOT Agreement to authorize the Board of Selectmen to approve an agreement for payment in lieu of taxes as negotiated by the Town Administrator in connection with the proposed

¹⁻⁴The Chairperson did not vote on these motion.

medical office building/facility to be located on a portion of the land known as and number 15 Corporate Park Drive. The committee noted they're not sure what this is.

Article 11 – To see if the Town will vote to raise and appropriate, transfer from available funds and/or otherwise provide the sum of \$17,500 to provide Pembroke's 50% share of the treatment of Lower Chandler Mill. Linda asked why Pembroke is paying for this if the ponds are owned by the state. Stephen Walsh said in the past the town has received a \$50,000 grant from the state to treat the ponds; what happened this year. The town should be receiving \$75,000. The committee suggested asking the Board of Selectmen.

Article 14 – To see if the town will vote to adopt a minimum value of \$10,000 for the issuance of person property tax bills. The committee agreed to ask Catherine Salmon, Chief Assessor for an explanation.

Article 15 – Advisory's Article – To see if the Town will vote to amend the General By-laws: Article X – Advisory Committee by revising two sections of the by-law.

Section 1 – Paragraph 2

Current Language

"Such committee shall consist of (9) members, voters of the town and shall serve without compensation."

Proposed Language

Such committee shall consist of **appointed individuals not to exceed nine (9) members and a minimum not to go below four (4) serving members**. These voters of the Town shall serve without compensation.

Section 1 – Paragraph 7

Current Language

A majority of the members of the Advisory Committee shall constitute a quorum thereof.

Proposed Language

A majority of the **serving** members of the Advisory Committee shall constitute a quorum thereof.

Upon motion moved by Stephen Curley and 2nd by James McCollum, Favorable Action for Article 15 to amend the General By-laws: Article X – Advisory Committee by revising two sections of the By-law as noted above

VOTED²: Favorable Action for Article 15 to amend the general by-laws: Article X – Advisory Committee by revising two sections of the General By-law as noted above, John G. Brown Jr., Stephen Walsh, Elizabeth Monks and Maria Karas supported the motion.

Article 16 – To see if the town will raise and appropriate and/or transfer from available funds, the sum of \$5,000 to contract with the South Shore Community Action Council to provide services to residents of the Town. Maria asked about this article. Stephen Curley explained the town now has a contract with South Shore Community Action Council; this money assists battered women.

Article 17 – To see if the Town will vote to authorize the Recreation Department to hire (1) part-time Senior Clerk. Stephen Curley noted year one authorizes the request to hire and year 2 the funding is requested. He's not sure why they need one. John Brown said he was not in favor.

Article 18 – To see if the Town will vote to amend Schedule C, Classification and Compensation By-law by upgrading the position of Generalist Reference Librarian, Schedule SC-31 to SA-32 at the rate of step 1: \$46,508; step 2: \$50,993; step 3: \$55,575. The committee suggested inviting Deborah Wall, Library Director to an upcoming Advisory meeting to discuss.

Article 19 – (override request) To see if the Town will vote to raise and appropriate or transfer from available funds for the purpose of hiring and outfitting six (6) Firefighter/Paramedics.

Article 20 – (override request) To see if the Town will vote to raise and appropriate or transfer from available funds in the sum of \$155,326 for the purpose of hiring two (2) police officers.

¹⁻⁴The Chairperson did not vote on these motion.

Stephen Curley explained that with the \$600,000 deficit this is outrageous. Stephen Walsh believes the healthcare costs for new employees should be included in the department budgets. Stephen Curley said that would have to be approved by the Board of Selectmen.

Article 22 – To see if the Town will vote to raise and appropriate, transfer from available funds, and or borrow the sum of \$300,000 to supplement our Chapter 90 funding for our Pavement Management Plan for accepted and unaccepted local roads of Pembroke. Stephen Curley noted that the roads around the ponds don't meet requirements for acceptance for Chapter 90 funds.

Article 24 – To see if the Town will vote to appropriate a sum of money for repairs and improvements to the Luddham's Ford Dam. The question was asked if community grants were available.

Article 25 is a request to establish a Town Manager although the article is vague.

Article 26 – Stabilization Fund for future Capital Projects – authorization to establish by town meeting. Article 27 is a place holder for the Capital funding Study Committee.

Article 28 – To see if the Town will vote to appropriate and/or reserve from the Community Preservation annual revenues in the amounts recommended by Community Preservation Committee for committee administrative expenses, community preservation projects and other expenses in fiscal year 2019, with each item to be considered a separate appropriation:

FY19 estimated revenues for Historic Resource Reserve	\$40,000
FY19 estimated revenues for Community Housing Reserve	\$40,000
FY19 estimated revenue for Open Space Reserves	\$40,000
FY19 estimated revenue for Committee Administrative Expenses	\$20,000

And further to appropriate any remaining balance of funds as of the termination of the 2018 Annual Town Meeting from Community Preservation fund FY19 Annual Revenues to the Annual Budgeted Reserve.

Upon motion moved by Stephen Curley and 2nd by Stephen Walsh Favorable Action for Article 28 to see if the Town will vote to appropriate and/or reserve from the Community Preservation annual revenues in the amounts recommended by Community Preservation Committee for committee administrative expenses, community preservation projects and other expenses in fiscal year 2019, with each item to be considered a separate appropriation:

FY19 estimated revenues for Historic Resource Reserve	\$40,000
FY19 estimated revenues for Community Housing Reserve	\$40,000
FY19 estimated revenue for Open Space Reserves	\$40,000
FY19 estimated revenue for Committee Administrative Expenses	\$20,000

And further to appropriate any remaining balance of funds as of the termination of the 2018 Annual Town Meeting from Community Preservation fund FY19 Annual Revenues to the Annual Budgeted Reserve.

VOTED³: Favorable Action for Article 28 to see if the Town will vote to appropriate and/or reserve from the Community Preservation annual revenues in the amounts recommended by Community Preservation Committee for committee administrative expenses, community preservation projects and other expenses in fiscal year 2019, with each item to be considered a separate appropriation: as noted above, James McCollum John G. Brown Jr. Elizabeth Monks and Maria Karas supported the motion.

Article 29 – To see if the Town will vote to adopt and approve the following recommendations of the Community Preservation Committee for FY19, and to see if the Town will vote to implement such recommendations by appropriating a sum of sums of money from the Community Preservations Fund.

The committee suggested inviting Brian Van Riper, CPC Chairperson to meet with Advisory regarding the balance, approved and unspent.

¹⁻⁴The Chairperson did not vote on these motion.

Article 30 – To see if the Town will vote to add to the By-Laws of the Town of Pembroke under Article XXIII Miscellaneous, Section 25 right to farm by adding subsection 3A to read: “no board of commission shall charge a fee or permit fee for keeping of 10 or less poultry or 5 or less rabbits”. The cost to prepare the “fee” bill and send to residents is approximately \$5.00. It costs \$.50 to purchase a chicken.

Special Town Meeting Warrant Articles

Article 2 FY17 unpaid bill to A&E Woods

Article 3 – to pay for damages to town and school buildings from “Riley” storm

The committee received two memos from the Zoning Board of Appeals they believed received in error.

Upon motion moved by James McCollum and 2nd by Stephen Walsh the meeting minutes of February 26, 2018 was

VOTED⁴: To accept the meeting minutes of February 26, 2018, Stephen Curley, John G. Brown Jr., Elizabeth Monks and Maria Karas supported the motion.

The committee agreed to schedule appointments with the following Department Heads to discuss FY19 Budget and Annual Town Meeting Warrant Articles:

3/26/18 – 7:00PM Fire Chief – 7:30PM Police Chief

4/2/18 – 6:30PM Ed Thorne & Michael Buckley – 7:00PM Library Director – 7:30PM DPW Director

4/9/18 – 7:00PM Brian Van Riper – 8:00PM School Committee

The next Advisory meeting is scheduled for Monday, March 19, 2018 at 7:00PM. Advisory is scheduled to meet with the Board of Selectmen for the School Committee FY19 presentation.

Respectfully submitted,

Stephen Curley, Clerk

¹⁻⁴The Chairperson did not vote on these motion.