

TOWN OF PEMBROKE
APPROVED
ADVISORY COMMITTEE MINUTES
10 SEPTEMBER 2018

Stephen Curley, Chairperson opened the meeting of the Advisory Committee in Pembroke Town Hall at 7:00PM on 10 September 2018. Also present were Linda Peterson, Stephen Walsh, Maria Karas and Elizabeth Monks.

Guest: Matthew Norton – Advisory Applicant
Michael Buckley, Town Accountant

The State Ethics Commission requires an annual update of our listing of Special Municipal employees. All Advisory members must complete and return the form distributed at tonight's meeting to the Board of Selectmen's office.

Stephen Curley welcomed Matt Norton who is interested in joining Advisory. Matt noted his past volunteer experience with the Recreation Commission, CPC, Pembroke Youth Hockey & Lacrosse, Birth Street Park Committee and US Selective Service Board. He has been a Pembroke resident for 22 years and is interested in volunteering as a member of Advisory as the town faces incredible future financial decisions i.e., new town buildings. He wants to be involved. Linda mentioned that he could not be on any other committee; he said he was not. She also asked if he was available Monday nights, he said he was. Matt asked if Advisory has a document to operate such as Robert's Rule of Order. Stephen Curley explained that the Chairperson directs the meeting and the committee votes on motions with a second, the vote is duly recorded and minutes are posted on the town website. Linda said Advisory has been working closely with the Board of Selectmen. Stephen Curley acknowledged Advisory has been known to disagree publicly with the Board of Selectmen on a number of issues.

The committee reviewed the letter received from Michael Buckley, Town Accountant. The Department of Revenue has certified Pembroke's Fiscal year 2018 Free Cash at \$1,734,996 as of June 30, 2018. Stephen Curley noted a 1.68% returned appropriation from various departments. Maria said it would be nice to have a breakdown. Advisory agreed to send Mike an email asking for a breakdown of the FY18 department funds returned. Stephen Curley commented that the snow & ice goes to the S&I and time and a half; employees use the time during the summer. They turn that money in. Last year \$400,000 was turned back, this year \$900,000; part of it might be electric (solar project).

Linda had a discussion with Josh Cutler recently at the polls with regard to the Town Manager report. He said it went to committee and should get it to the town by December.

Advisory received a Request for Transfer from Reserve Fund from Susan Roche, Recreation Director in the amount of \$2,368.08 to be used to sell back ten vacation days. Stephen Curley explained that the Reserve Fund is available for unexpected expenses that are not able to be budgeted. There is \$50,000 in this fund for FY19. He suggested that Matt could review the Massachusetts Municipal Association website to review the handbook; the first 40 pages will give him the best overview.

Upon motion moved by Linda Peterson and 2nd by Stephen Walsh to approve the Request for Transfer from Reserve Fund from Susan Roche, Recreation Director in the amount of \$2,368.08 to be used to sell back ten vacation days was

VOTED¹: To approve Request for Transfer from Reserve Fund from Susan Roche, Recreation Director in the amount of \$2,368.08, Stephen Curley, Maria Karas and Elizabeth Monks supported the motion.

The committee also reviewed the following documents:

- Advisory Monthly Financial report for July 2018

- Planning Board Reorganization – Rebecca Coletta, Chairperson; Andrew Wandell, Vice-Chairperson and Thomas Irving, Clerk.

Upon motion moved by Linda Peterson and 2nd by Stephen Walsh the meeting minutes of July 16, 2018 was

VOTED²: To accept the meeting minutes of July 16, 2018, Stephen Curley and Elizabeth Monks supported the motion. Maria Karas abstained.

The committee reviewed the Special Town Meeting Warrant Articles. The STM is scheduled for Tuesday, October 23, 2018 at 7:00pm.

The Capital Budget requests include two fire pumper trucks one to be funded by the Ambulance Fund. The DPW is looking for a dump truck and lawn mower. D.M.I. (Department of Municipal Inspections) is looking for permitting devices.

Stephen Curley suggested all members read the Warrant on your own to get their thoughts together.

Mike Buckley, Town Accountant stopped by to answer questions regarding the STM Articles and Capital Budget requests.

- Mike said that \$400,000 of the funds turned back was from the Health Insurance line item. First we need to vote to transfer \$185,478 from free cash to reduce the tax rate. This reflects savings on the town borrowing for the School Roof Debt exclusion project. Articles 1 & 2 we have to talk about; will leave us with 1.1M. He is recommending \$350,000 in savings accounts (Article 7). We have \$103,000 Assessors local aid surplus; \$135,000 DPW worker surplus. Should raise rate but can do both without raising rates. This leaves \$148,064 to be appropriated toward requested capital.
- Fire Department is requesting two fire pumpers; town paid 8 year bond. The newest one is 10-12 years old. Stephen Walsh said the by-law doesn't say that the fund can purchase replacement, ambulance and staff. Stephen Curley said we are paying two base salaries; how are we reducing. More and more facilities like Healthtrax could be reduction in funds.
- Mike said he is very much against Articles 13, 14 and 15. Article 11 – DPW requesting \$300,000 to supplement Chapter 90 funding – this was just turned down in an override; not substantiated. Linda noted that Article 9 is duplicated; Mike will discuss with Kathleen McCarthy, Town Treasurer. Article 12 submitted by the Board of Assessors authorizing \$1,000 compensation for Chief Assessor for course study; Mike said they have the money.

The committee thanked Mike.

Advisory will schedule meetings with the following departments in the coming weeks to discuss their Capital Budget requests and Articles:

Fire Chief, Police Chief, DPW, Library, School Department, Assessors

A meeting request will also be sent to Ed Thorne, Town Administrator. Advisory will accommodate Ed if he needs to meet earlier than 7:00pm.

Upon motion moved by Stephen Curley and 2nd by Linda Peterson to appoint Matthew Norton as Advisory member for a three year term was

VOTED³: To appoint Matthew Norton as Advisory member for a three year term. Stephen Walsh, Maria Karas and Elizabeth Monks supported the motion.

The Board of Selectmen will be notified and will request confirmation of Matthew Norton's appointment to Advisory at the next BOS meeting on Monday, September 17, 2018.

The next Advisory meeting is scheduled for Monday, September 17, 2018 at 7:00pm

Advisory adjourned at 8:10PM.

Respectfully submitted,

Linda Peterson, Clerk