

TOWN OF PEMBROKE
APPROVED
ADVISORY COMMITTEE MINUTES
24 SEPTEMBER 2018

Stephen Curley, Chairperson opened the meeting of the Advisory Committee in Pembroke Town Hall at 6:30PM on 24 September 2018. Also present were Linda Peterson, Stephen Walsh, Elizabeth Monks and Matthew Norton
Maria Karas @ 6.59PM

Guests: – Ed Thorne, Town Administrator & Michael Buckley, Town Accountant
Deborah Wall, Library Director
Rick Wall, Police Chief

The committee reviewed the meeting minutes of September 17, 2018. Linda Peterson noted one grammar correction.

Upon motion moved by Linda Peterson and 2nd by Matthew Norton the meeting minutes of September 17, 2018 with one grammar correction noted was

VOTED¹: To accept the meeting minutes of September 17, 2018 with one grammar correction, Stephen Curley, Stephen Walsh and Elizabeth Monks supported the motion. Maria Karas was not present for the vote.

The committee welcomed Ed Thorne, Town Administrator and Michael Buckley, Town Accountant to review Capital Budget Requests and the Special Town Meeting Warrant Articles.

- Ed began by stating the town can afford Article 4, funding of the Town's Capital Plan for FY19 and that's it.
- Ed was asked about Article 15 submitted by the Recreation to fund a full time custodian; he said they did it on their own. Matthew Norton explained, as a previous member of the Recreation Commission, that Recreation contracted out someone else to maintain the fields as it was more cost effective. It was not the intent to make the Custodian position FT; when out on sick leave, they contract it out. The money being used is now paying for the contractor; they're looking to the town to pay for the custodian. Matthew Norton noted that there is little surplus in the revolving account as this has been used for Capital funding. They're committed to keeping \$275,000 in this account. Recreation revenue varies year by year and is not guaranteed. Stephen Curley noted that the town doesn't have the money. They made changes to the budget; no vacation time, no one to clean the place.
- Article 8 consolidates the building maintenance and custodial salaries for the five town buildings in the center of town. Ed said this will be implemented in the spring.
- Ed said he is scheduled to meet with the DPW on Tuesday, September 25, 2018. The Commissioners are walking away from Public Works and moving to the Water Department.
- Linda asked Ed about the addition of two Articles one to fund fiscal policy by hiring someone to assist with grants and the other a CPC recommendation. Ed said that he and Mike Buckley spoke with the town's financial advisors and they can do this for them free so they won't be submitting an Article. The additional CPC recommendation is adding a ramp to the Boy's Club.
- Mike Buckley noted that Mike Hill, Fire Chief is out advocating for Article 4. Stephen Walsh said the language in the Article for the fire pumper should be reworded to support borrowing from the Ambulance Fund. Mike Buckley said he would discuss with Bond Counsel.
- Ed said "Obligated Expenses" noted on his handout and what Mike Buckley is recommending should balance.
- DPW has two borrowing items in Article 4; water filtration plant for 1.7M and generator for \$390,000. They're withdrawing the \$390,000.

- Water Department Article is to create a Stabilization Fund for long range planning.
- Stephen Walsh asked about the DPW request for a dump truck w/plow. We have as many trucks as employees. Linda noted that Advisory was told during a meeting with the DPW Director that only 4 employees plow. Ed said he would be back next week after he meets with the DPW.
- Article 13 to fund Police Department overtime - Mike Buckley said overtime budget is \$450,000; \$15,000 has been spent during the first 12 weeks of the fiscal year. He plans to provide the same information to the Board of Selectmen tonight. The Police Chief is staffing at 5 officers per shift at a minimum.

The committee thanked Ed and Mike.

The committee welcomed Deborah Wall, Library Director to discuss her Capital Requests. Deborah said she is requesting three Articles:

1. Replacement of Fire Alarm & Fire Suppression Systems for \$9,052 – They experienced a fire panel malfunction in February which led to having the Fire Alarm system looked at; she received a quote to replace the panel by Flight. Matt asked if it would include new capabilities such as Co2. She is not sure but will check. Stephen Curley also suggested she run it by Andrew Sullivan.
2. Replacement of Double Water Bubbler in Main Area - \$5,381 – The bubbler is rotting inside. This bubbler is located on the adult main side and is also handicap accessible. She tries to avoid directing adults w/no children to the children's side of the library for water.
3. Replacement of carpet in the Children's Room - \$15,000 – She explained that she has been replacing the carpet in sections. The adult meeting room and hallway have been replaced. The lowest quote received was from John; his quotes have been the lowest. The building is 20 years old. Maria asked if carpet is the best option. Deborah said yes. They use carpet squares which works out well if a section gets torn or worn it can easily be replaced. The children's craft room has a vinyl floor. Carpet muffles the sound and it's less expensive. Maria asked the size of the room. Deborah said it's a large room approximately 11,000 square feet. The building is 18,000 feet.

Deborah mentioned she is having a problem with the floor outlets. The covers keep breaking and she has searched for replacement covers. No one seems to be able to find a solution.

Deborah said that e-books are becoming state wide and Penguin Random House is moving to a 24 month subscription. You can still purchase paper books at 40% off; but no discount on e-books.

The committee thanked Deborah.

The committee learned of an "active shooter" situation in Marshfield this evening; not sure if Police Chief Wall will be available to meet.

Matthew Norton asked about the Overlay Surplus as a funding source for some of the Capital Requests. Stephen Curley explained that the Assessors put aside a percent every year for such things as abatements of tax bills. After a couple of years the money is turned back to the General Fund.

Stephen Curley reviewed the letter received from Gene Fulmine, DPW Director explaining the DPW's Capital Budget requests. He said the letter is more of a recap than an explanation. The dump truck request is to replace a 2000 F450 with 212,995 miles. Doing the math this vehicle would have been driven approximately 12,000 miles per year/50 miles a day.

The committee welcomed Police Chief Rick Wall - he acknowledged the "Active Shooter" situation in Marshfield and advised he would be keeping his radio on for updates.

- The Chief said as a result of recent events in Falmouth and Weymouth where officers were killed during routine calls he has increased his staff to 5 officers per shift on the day and evening with an additional 35 hours on the midnight shift. He referenced two recent incidents of domestic violence calls in one day; one needed to be transported to the hospital. Workload and safety is a factor; it's a different time. He has been asking since 2012 to increase staff to 5 officers per shift. Stephen Walsh asked if we hire more officers do we save on overtime after academy and training. Chief Wall said he will still have to cover sick calls, vacation and comp time. The officer morale has gone up and they're feeling safer.

- Police Tasers Request - \$5,600 – This would be for six Tasers which would be covered for 5 years. He would like to add a line item for them in the budget.
- Police Ammunition - \$12,000 – This is for training and practice.
- Police Cruiser - \$13,000
- Police Narcotic ID System - \$25,000 – he shared a picture of this new device. This is a hand held tool to test narcotics without removing them from their package. He had two officers come in contact with fentanyl and as a result they were transported to the hospital as a precaution. Another incident drug incident shut down the police station and hazmat was called. This device would prevent the airborne risk.
- His department is responding to over 12,000 calls; up 18-19,000 calls per year. Crime is down, overdoses are down. The police are having positive community contacts. Mental Health issues have increased dramatically. The school officer is spending time in the elementary and middle schools. They are also spending time at New England Villages learning to work with people with disabilities. We're doing a lot more. Chief Wall asked "how are we going to pay for this stuff". Stephen Curley suggested he needs to speak with the Board of Selectmen.
- Article 14 – Request to hire two full-time Police Officers – The cost would be approximately \$65,000 - \$70,000 per year per officer. He would have two more officers to train. Stephen Curley noted that state aid has increased at such a snail's pace but the state has a billion dollar surplus this year. Chief Wall understands that the fall is for Capital requests and doesn't like doing it this way but the incidents in Falmouth and Weymouth set him back. He said his officers do a great job and he needs to keep them safe. Stephen Curley said if you look back at 2009 free cash, people stopped buying cars, local receipts went down. One town ended up in state receivership. It has to be sustainable. Are we overfunding departments if they're turning back money? We need to look at this. Advisory asked Mike Buckley for the FY18 yearend close; a second request will be sent to Mike for this information. Maria asked how much administrative staff he has. Chief Wall said he has a Payroll Clerk and an Administrative Assistant.

The committee thanked Chief Wall

Maria asked about the math calculation for overtime. Stephen Curley said that the \$450,000 overtime budget is to fill shifts including training of officers off shift; off shift is overtime. He's looking for \$160,000 in overtime; will need \$300,000 based on how he's spending. Two new officers would offset; you create a new shift which adds to more overtime.

The committee discussed salary increases for contracted staff such as the Town Accountant, Town Administrator, Town Treasurer/Collector and Health Agent during the past 10 years. The increases range from 35% to 46%. Benefits and insurance increased from 18% of the budget to 22%. School department increased to 27% of budget and public safety increased 50%. The average salary for a fire fighter in 2007 was \$76,000 with overtime in 2016 it increased to \$117,000 with overtime. The \$6,000 for paramedic pay rolled into the salary; \$4.50 overtime rate increase.

Stephen Curley reviewed the link Maria shared with the committee last week on police employment, officer's per capita rates for US Cities and prepared a list of surrounding towns. Pembroke is ranked 9th from the bottom out of 24; which is less than average. This document will be scanned and forwarded to the committee. He also shared a list of births by year also to be sent to the committee. School spending for Pembroke is higher than average. Birth rates in 1985 were 280 and in 2015 161.

Ed Thorne, Town Administrator is scheduled to meet with Advisory at 6:30pm on October 1st.

The next Advisory meeting is scheduled for **Monday, October 1, 2018 at 6:30pm**

Advisory adjourned at 8:50PM.

Respectfully submitted,

Linda Peterson, Clerk