

TOWN OF PEMBROKE

APPROVED
ADVISORY COMMITTEE MINUTES
23 March 2015

Chairperson Linda Peterson opened the meeting of the Advisory Committee in Pembroke Town Hall at 7:30 PM on 23 March 2015. Also present were Stephen Curley, Timothy Brennan, James McCollum, Stephen Walsh, Rachel Michael and Mark Gould
Anthony O'Brien arrived at 7:46 PM
Not present: Richard McManus.

The Committee reviewed and discussed the following correspondence:

- From Mike Buckley, Town Accountant regarding Article 7: Stabilization Fund. Mike is recommending no action.
- From Mary Ann Smith, Town Clerk regarding mileage for Registrars requested in her FY16 budget. The committee would like further explanation as it is their understanding that the Registrars complete their work at Town Hall with no travel involved. A follow-up email will be sent to Mary Ann.
- From Kathleen McCarthy, Town Treasurer/Collector regarding tax lien information. The committee would like more information regarding the number of both commercial and residential liens for the past three years. A follow-up email will be sent to Kathleen requesting this additional information.
- From Sabrina Chilcott, Executive Assistant to the Board of Selectmen –sent the committee the Memorandum of Agreement between the AFSCME Council 93 Local 1700, Clerical Unit and Town. It was also noted that the Board of Selectmen would be signing the union contracts for Fire, Police and DPW at their meeting tonight (3/23/15). The committee will request a copy of these contracts from the Board of Selectmen office.

Upon motion made by James McCollum and seconded by Stephen Walsh following the discussion, it was

VOTED¹: To accept the minutes of the meeting held on 16 March 2015 as amended.
Stephen Curley, Timothy Brennan and Anthony O'Brien supported the motion. Rachel Michael and Mark Gould abstained.

Linda Peterson, Chairperson noted she attended the recent MMA meeting. The 30M is additional money to the towns to hopefully be passed by the state. The snow and ice deficit for the town is what may be allowed to be either 2 years or 5 years deferred to future years, but no answer yet. She provided the handouts from the meeting to committee members.

Linda also attended the School Committee meeting last week. She provided handouts from the meeting to committee members. Based on Article 27 upon passage of a proposition 2 ½ referendum, she would like know what the figure is and what this does to the tax rate.

The Committee met with Ed Thorne, Town Administrator, to review and discuss the Town FY16 budget.

- OPEB Study request for \$7,050. Ed noted that Mike Buckley, Town Accountant and Jennifer Grasso, Assistant Treasurer attended a recent meeting discussing a joint purchase. This may be a moot point. Ed will have more information by Monday, March 30, 2015 and will pass along to the committee.
- Advisory Committee increased W&S line to \$5,800. Ed adjusted the budget to reflect this change.
- Board of Assessors Certification Expense went down – Ed was not aware as to why. The committee will follow-up with Catherine Salmon, Chief Assessor.
- Town Administrator vehicle use line item. Ed noted this line item was rolled into his salary line item.
- Town Clerk Registrars mileage – Ed agreed that the Registrars work at town hall and he did not know why they would require mileage. The committee will follow-up with Mary Ann, Town Clerk.
- Zoning Board of Appeals – the wage & salary went down. Ed provided the math (\$22.53/hrx20 hrs. x52.4 weeks = \$23, 612). Longevity OK.

- Town Hall/Building Maintenance – clothing allowance. Ed noted this is for two custodians and the clothing allowance is in their contract. They are part of the DPW union.
- Police Department is requesting an additional \$25,900. Ed was able to add \$3750 to the Police budget noted in the Chief Salary line item. Ed and Mike Buckley, Town Accountant will revisit this by the end of the week.
- Inspectional Services gas and mileage – Ed recommends the gas line item of \$400 be deleted. This expense is covered under the mileage line item. Ed is currently addressing the wiring mileage. He met with the auditors regarding this topic but will leave this line item for now.
- Pembroke Public Schools – Ed noted the school department is receiving an increase of \$561,000 versus FY15 budget. The school is looking for 1.3M. Based on Article 27 upon passage of a proposition 2 ½ referendum, Linda would like to know what the figure is and what this does to the tax rate. Ed noted he has this information and will provide it to the committee. He also noted that the Board of Selectmen voted tonight to put the school request on the election ballot.
- The Board of Selectmen also voted tonight for the DPW debt exclusion. The DPW Article 18 is to see if the town will vote to raise and appropriate, transfer from available funds and/or authorize the Treasurer to borrow a sum of money to purchase equipment: front end loader (\$350,300), Snow blower attachment and power angle blade for a backhoe (\$110,500); a new 10 wheel dump truck, sander and plow for (\$312,750) and new trackless multi-purpose tractor and attachments for (\$176,450).
- Linda noted that the Board of Selectmen, as leaders of the town, should make a recommendation on the Town Warrant Articles and not use “Town Meeting Floor” as their recommendation.
- Veteran Services – next to the column is the word “increase”. Ed removed noting this was left in error.
- Library – The Advisory Committee voted to increase the W&S line item to \$457,109 as requested by Deborah Wall, Library Director. Ed agreed.
- Recreation Commission W&S line should be increased to reflect the clerical position change from part-time to full-time approved by the Board of Selectmen. Ed noted the extra funding will come from the revolving fund.
- Community Center maintenance - 60% of the 2nd custodian comes from this budget and 40% from the Town Hall maintenance budget.
- Ed asked if the extra funds determined by the budget review would be added to the Police Department budget. The committee agreed they could.
- Ed noted that there is currently approximately \$500,000 in free cash and 1.3 M in the Stabilization fund. The four union contracts were signed by the Board of Selectmen tonight; the Advisory Committee will receive a copy. These are one year contracts with a 1 ½% wage increase. The \$171,614 for Collective Bargaining Agreements line item will cover it.
- Clock Winder – Will he repair the clock? Ed noted he will be repairing the clock; one of the hands is stuck.
- Health Insurance – Ed said the Steering Committee is scheduled to meet on March 31, 2015 and plans to attend a meeting on April 8, 2015. He will have more information at that time.

The Committee next reviewed the Solid Waste FY16 Budget with Ed Thorne, Town Administrator:

- Landfill manager – how much does he work? Ed noted the manager still does a lot of monitoring. He acts as a liaison to the engineers and DPW. He also handles the recycling. He will be invaluable when the solar is installed as he will act as the liaison during construction.
- Portable toilets at the Landfill? Ed noted that these portable toilets will be used at Stetson Pond; the town also plans to add a portable dock. Ed will move this line item to the Town Landing budget.
- Telephone expense? – Ed noted this is part of the alarm system costs.
- Recycle expense – why did it jump? – Ed noted due to recycle bins, the town purchased a smaller version (35 gallon). They currently have a good plan in place. These recycle bins cost \$42 under state contract and with a grant the town received another \$10 off.
- Landfill closure expense – why did it increase? – Ed will consult with Mike Buckley, Town Accountant and let the committee know the answer.

The Committee asked Ed about why the Board of Selectmen voted “Favorable Action” on Article 26, specifically Recommendation A regarding the CPC granting the Pembroke Youth Baseball \$6,800 to replace fencing? The committee understanding is that Pembroke Youth Baseball is responsible for all maintenance. Ed noted Pembroke Youth Baseball has an agreement with the Board of the Selectmen and they work with the Recreation Commission. Ed noted the CPC money is requested and granted by CPC.

Ed noted that the Town Administrator in Halifax is putting together a report on road mileage, cost per mile, etc. in reference to snow removal. Halifax is half the size of Pembroke. The committee is interested in receiving a copy of this report.

The committee reviewed and discussed the April 28, 2015 Special Town Meeting Warrant – There are two Articles.

Article 1 – Request to transfer \$126,700 to supplement FY15 appropriations. The committee asked Ed Thorne, Town Administrator where the money was coming from? Ed will get back to the committee and let them know.

STM Warrant - Article 2 – Favorable Action

VOTED²: Following the discussion, Favorable Action moved by Stephen Curley 2nd by Timothy Brennan. James McCollum, Anthony O'Brien, Stephen Walsh, Mark Gould and Rachel Michael supported the motion.

The committee reviewed the April 28, 2015 Annual Town Meeting Warrant as follows:

Article 2 – Favorable Action

VOTED³: Following the discussion, Favorable Action moved by Stephen Curley 2nd by Anthony O'Brien. Timothy Brennan. James McCollum, Stephen Walsh, Mark Gould and Rachel Michael supported the motion.

Article 5 – Favorable Action

VOTED⁴: Following the discussion, Favorable Action moved by Stephen Curley 2nd by Anthony O'Brien. Timothy Brennan. James McCollum, Stephen Walsh, Mark Gould and Rachel Michael supported the motion.

Article 7 – Take no Action

VOTED⁵: Following the discussion, take no Action moved by Stephen Curley 2nd by Anthony O'Brien. Timothy Brennan. James McCollum, Stephen Walsh, Mark Gould and Rachel Michael supported the motion.

Article 9 – Linda Peterson, Chairperson noted that the GATRA budget was \$50,000 last year versus \$80,000 for FY16. Stephen Curley noted they are planning to expand services in Pembroke.

Article 21 – Favorable Action

VOTED⁶: Following the discussion, Favorable Action moved by Stephen Curley 2nd by Anthony O'Brien. Timothy Brennan. James McCollum, Stephen Walsh, Mark Gould and Rachel Michael supported the motion.

Article 18 – The committee voted their recommendation at the 3/16/15 meeting “Town Meeting Floor. This vote will stand.

Article 26 – To see if the Town will vote to adopt and approve the following recommendations of the Community Preservation Committee for fiscal Year 2016, and to see if the Town will vote to implement such recommendations by appropriating a sum or sums of money from the Community Preservation Fund. Each recommendation is to be voted on individually.

Recommendation A – Request of \$6,800 from Pembroke Youth Baseball to replace fencing on field C at Mattakeesett Street baseball fields.

VOTED⁷: Following the discussion, Town Meeting Floor for request of \$6,800 from Pembroke Youth Baseball to replace fencing on field C at Mattakeesett Street baseball fields. Moved by Stephen Curley, 2nd by Anthony O'Brien. James McCollum, Timothy Brennan, Stephen Walsh and Mark Gould supported the motion. Rachel Michael abstained.

Article 27 – What will this cost the average tax payer? – 1.3M is the amount they are seeking. Ed Thorne, Town Administrator will provide this information to the committee.

Article 28 – The committee voted their recommendation at the 3/16/15 meeting “Town Meeting Floor”. This vote will stand.

There being no further discussion the Committee adjourned at 9:15 pm.

Respectfully submitted,

Stephen Curley, Clerk