

TOWN OF PEMBROKE  
APPROVED  
ADVISORY COMMITTEE MINUTES  
11 January 2016

Chairperson Linda Peterson opened the meeting of the Advisory Committee in Pembroke Town Hall at 7:30PM on 11 January 2016. Also present were Stephen Curley, Timothy Brennan, James McCollum, John G. Brown, Jr., Stephen Walsh, Richard McManus and Elizabeth Monks. Guests: Kathleen McCarthy, Michael Buckley, Lisa Culity, Gary Fine

The committee met with Kathleen McCarthy, Town Treasurer/Collector, to discuss FY17 budget.

- Kathleen noted there are few changes to her budget. She has two employees receiving their 5 year 2% and longevity and a new employee at the 3<sup>rd</sup> step.
- The debt budget; all issues approved at Town Meeting. The Town currently has an AA rating. Kathleen explained the Town pays the debt every six months and interest every 12 months. The numbers in the left column of the spreadsheet coincide with Kathleen's debt master spreadsheet.
- She noted the Town received \$42,000 for a tax possession.
- With no other questions or comments from the committee they thanked Kathleen.

The committee met with Michael Buckley, Town Accountant to discuss FY17 budget.

- Michael noted there are two employees, himself and Assistant Accountant. The previous employee working in the Assistant Accountant role worked 30 hours and an additional 10 hours supporting another department. She transitioned into full time position within the Town. They backfilled the Assistant Accountant position as full time; working five days.
- The committee asked what he thought the Town would receive in State aid. Michael noted he wasn't expecting much; maybe 1% in local aid.
- Timothy Brennan asked Michael about accruals. Tim will follow-up with an email.
- With no other questions or comments from the committee they thanked Michael.

The committee reviewed correspondence received:

- Memo received from the Board Selectmen regarding the Annual Report for FY15. All annual reports are due to Selectmen office by January 31, 2016. Linda will work on this document and review with committee before submitting to the Selectmen.
- The December Advisory monthly financials – currently on track.

The committee reviewed and discussed the Advisory FY17 budget.

Upon motion made by Stephen Curley for level funding, FY17 Advisory budget, 2<sup>nd</sup> by James McCollum following the discussion.

**VOTED<sup>1</sup>:** To accept level funding, FY17 Advisory budget. Timothy Brennan, John G. Brown, Jr., Stephen Walsh, Richard McManus and Elizabeth Monks supported the motion.

The committee reviewed and discussed the "draft" Advisory Committee meeting minutes of 14 December 2015.

<sup>1-2</sup>The Chairperson did not vote on this motion.

Upon motion made by James McCollum and 2<sup>nd</sup> by Stephen Curley following the discussion, it was

**VOTED<sup>2</sup>:** To accept the minutes of the meeting held on 14 December 2015. John G. Brown, Jr., Stephen Walsh and Elizabeth Monks supported the motion. Timothy Brennan and Richard McManus abstained.

The committee met with Lisa Culity, Health Agent:

- Lisa is seeking a raise in salary. She conducted a survey across the state for Health Agent salaries; Pembroke has the lowest paid Health Agent, Rockland is 2<sup>nd</sup>.
- Nursing Services – There are currently five nurses that work for the Town of Pembroke per diem. They provide services such as blood pressure clinics, flu shots, etc. They're services also available in case of an emergency and included in the Town's Emergency Plan.
- Town Administrator launched program to prepare a 5-10 year plan. Lisa noted that staffing is the same as it was in 1980 but the population has doubled. It's not possible to respond to resident complaints and requests within 40 hour schedule. She asked the question "where are we going". We need to start funding it or cutting services.
- Clerical budget includes Monday night overtime. Union states the employee is allowed to work Monday night hours and receive overtime; they have that option.
- Health Agent vehicle is a 2007 two wheel truck with 45,000 miles. It has plenty of life left but is not ideal in the winter.
- Title V inspections up – completed over 50 last year.
- The committee inquired as to what's the average salary for a Health Agent. Lisa noted \$66,000 - \$70,000. An increase would require a vote from The Board of Selectmen.

Lisa Culity also discussed the FY17 IT Committee budget:

- She noted that this committee was formed 3 ½ years ago. At that time the Town was receiving IT support from the School Department.
- The Town brought in an outside company; they chose Hub Technical for IT services and support. This company also developed the Town's new website. Lisa noted that Deb Wall did a magnificent job with the website. Every department can now update their own information.
- A digital platform is still needed – all records are in paper.
- Hub Technical licensing has increased.
- New equipment: 4-5 new computers a year – generator almost complete at the Library.
- FiOS fiber cable – pushing for Wi-Fi access at Town Hall.

Lisa also discussed the Trash Budget – The Town will be transitioning to automated trash pick-up. Each resident will receive a 64 Gallon tote (similar to the recycle tote w/different color cover). Residents will be allowed to purchase a second 64 gallon tote. The target implementation date is July 1, 2016.

With no other questions or comments from the committee they thanked Lisa.

The Advisory Committee adjourned at 8:43PM. The next Advisory Committee meeting is scheduled for **Tuesday, 19 January 2016 @7:30PM.**

Respectfully submitted,

Stephen Curley, Clerk

<sup>1-2</sup>The Chairperson did not vote on this motion.