

# TOWN OF PEMBROKE, MASSACHUSETTS



## **ADVISORY COMMITTEE ANNUAL REPORT AND RECOMMENDATIONS**

**2013**

## **ANNUAL TOWN MEETING WARRANT**

**ATTEND THE ANNUAL TOWN MEETING  
TUESDAY, APRIL 23, 2013  
7:30 P.M.**

**PEMBROKE HIGH SCHOOL  
LEARNING LANE  
PEMBROKE, MA**

## A BRIEF GUIDE TO PEMBROKE TOWN MEETING PROCEDURES

### ***If you wish to speak:***

The proper procedure is to stand at the microphone until the moderator has recognized you or someone else. Wait for the microphone and give your name and address before you proceed. You should not interrupt the speaker except in an extreme case to raise a point of order.

Any person must cease and yield the floor at the moderator's request. During debate, the speaker is required to address the moderator. Questions may be asked only through the moderator.

### ***Asking Questions about Procedure:***

The voter can always ask the moderator about questions of procedure. If the voter is not clear as to what he is voting on, or what the effect of the passage of the pending motion will be, he should ask the moderator for clarification.

### ***Advice on Preparing Motions or Amendments:***

The Town Counsel is available for consultation concerning wording and procedure for making motions or amendments from the floor.

### ***Main Motions:***

A main motion proposes action under the article of the warrant being considered. Main motions may be made only when no other business is pending. They are the basic motions, and others revolve around them.

### ***Motions to Amend:***

A proposal to change the main motion before the meeting is made by a motion to amend. It may itself be amended. The first amendment is called the primary amendment and an amendment to the primary amendment is called the secondary amendment. No further amendments are permitted to keep matters from getting too complicated. (In other words – only three motions are allowed on the floor).

### ***Other Motions and Points of Order:***

A motion to adjourn may be made at anytime. Adjournment must be to a scheduled time and place. When all articles in the warrant have been disposed of, a motion to dissolve is in order.

If you wish to terminate debate on a motion and call for an immediate vote, you can “move the previous question”. This motion is not debatable and requires a two-thirds vote.

A Point of Order is a question. On a point of order a voter may raise one or more of the following questions and no others:

1. Is the speaker entitled to the floor?
2. Is what the speaker is saying or proposing indecorous, frivolous, irrelevant, illegal or contrary to proper procedure?
3. Is pending action frivolous, irrelevant, illegal or contrary to proper procedure?

## SUMMARY OF MOTIONS

### Name of Motion

| <u>Main Motions</u>   | <u>Debatable</u> | <u>Votes Required</u>                 |
|---|------------------|---------------------------------------|
| 1. Motion to take action under article                        | yes              | Majority or 2/3rds as may be required |
| 2. Motion to take up articles out of order                    | yes              | 4/5ths                                |
| 3. Motion to reconsider an article acted upon and disposed of | yes              | majority                              |
| 4. Motion to Indefinitely Postpone                            | yes              | majority                              |

### Subsidiary Motions

|  |     |          |
|--|-----|----------|
| 1. Previous question (which ends debate) | no  | 2/3rds   |
| 2. Motion to amend main motion           | yes | majority |

### Privileged Motions

|  |     |          |
|--|-----|----------|
| 1. To adjourn to a fixed time or recess        | no  | majority |
| 2. Question quorum count to *open meeting      | no  | no vote  |
| 3. Question quorum count to **continue meeting | no  | no vote  |
| 4. Fix time to (or at) which to adjourn        | yes | majority |

## Article II

### SECTION 10.

The number of voters necessary to constitute a quorum for the purposes of calling the meeting to order shall be **\*one hundred and fifty (150)**. Thereafter, the quorum requirement shall be **\*\*one hundred (100)** for the further transaction of business, including adjourned sessions and such parts of the meeting that are devoted exclusively to the election of officers. (Art.14 STM 11/15/2012)

## ANNUAL REPORT OF THE ADVISORY COMMITTEE

To the Honorable Board of Selectmen and Citizens of the Town of Pembroke:

The Advisory committee's major task is to submit a balanced budget at the annual town meeting in the Spring for the following fiscal year. The committee also makes recommendations on every article at town meeting whether for or against. This year's fiscal budget was \$50,934,238. The committee made recommendations on 10 articles at the annual town meeting and 24 at the special town meeting in the Spring and another 18 articles at the Fall special town meeting. We would like to thank Ed Thorne and Mike Buckley for their invaluable assistance in supplying information for the budget. The following is a list of supplemental transfers made by the committee from the Reserve Fund:

| APPROPRIATION                  |                           |                                  |                         | 150,000.00        |
|--------------------------------|---------------------------|----------------------------------|-------------------------|-------------------|
| DATE                           | REQUEST                   | PURPOSE                          | AMOUNT                  | BALANCE           |
| <b>2011</b>                    |                           |                                  |                         |                   |
| 18-Jul                         | Town Accountant           | Longevity                        | 283.34                  | 149,716.66        |
|                                | Town Administrator        | custodial clothing - contractual | 800.00                  | 148,916.66        |
| 26-Sep                         | Recreation Commission     | Contractual prof improvement     | 100.00                  | 148,816.66        |
| <b>2012</b>                    |                           |                                  |                         |                   |
| 27-Feb                         | Board of Assessors        | Backup tapes & balance on Server | 2,833.72                | 145,982.94        |
| 2-Apr                          | Veterans' Service Officer | Reim't for Travel & Meetings     | 283.81                  | 145,699.13        |
| 9-Apr                          | Veterans' Service Officer | Reim't for Travel & Meetings,    |                         |                   |
|                                |                           | balance                          | 92.00                   | 145,607.13        |
| 23-Apr                         | Town Administrator        | Audit                            | 2,698.00                | 142,909.13        |
| 24-Apr                         | Data Processing           | General expense (@STM)           | 3,850.00                | 139,059.13        |
|                                | Inspection Department     |                                  |                         |                   |
|                                | (STM)                     | Wages and salaries (@STM)        | 4,111.00                | 134,948.13        |
| 7-May                          | Town Administrator        | Audit                            | 1,119.10                | 133,829.03        |
|                                | Advisory Committee        | Printing motions                 | 4.98                    | 133,824.05        |
|                                | Town Clerk                | Special Election                 | 15,000.00               | 118,824.05        |
| 2-Jul                          | Town Hall                 | Electricity                      | 3,204.97                | 115,619.08        |
|                                | Town Hall                 | Postage                          | 200.00                  | <b>115,419.08</b> |
| <b>Total Transfers To Date</b> |                           |                                  | <b><u>34,580.92</u></b> |                   |

Respectfully submitted,

Stephen Curley Chairman, Linda Peterson Clerk, Matthew D. McNeilly II, Kathy Hassey, Gary Fine, James McCollum, and Patricia Elsner, members.



**COMMONWEALTH OF MASSACHUSETTS  
TOWN OF PEMBROKE  
ANNUAL TOWN MEETING WARRANT  
TUESDAY, APRIL 23, 2013**

PLYMOUTH, ss.

To either of the Constables of the Town of Pembroke in the County aforesaid.

Greeting: In the name of the Commonwealth of Massachusetts, you are hereby required and directed to notify and warn the inhabitants of the Town of Pembroke who are qualified to vote on Town affairs and Elections therein to meet at the

**PEMBROKE HIGH SCHOOL  
LEARNING LANE, PEMBROKE, MASSACHUSETTS  
ON  
TUESDAY, THE TWENTY-THIRD DAY OF APRIL 2013  
AT SEVEN THIRTY O'CLOCK IN THE EVENING**

then and there to act on the following articles:

**ARTICLES 1 - 28**

**ARTICLE 1:** To hear and act on the Reports of the Town Officers and Committees, or take any action relative thereto.

Submitted by the Board of Selectmen

ADVISORY COMMITTEE RECOMMENDATION:

Favorable Action

SELECTMEN RECOMMENDATION:

Favorable Action

EXPLANATION: *This article allows any standing Board or Committee the opportunity to inform the Town of any important developments. All reports for the calendar year that were submitted by Department and Committee Heads are printed in the Annual Town Report.*

**ARTICLE 2:** To see if the Town will vote to amend schedules A, B and C of the Classification and Compensation By-laws according to the schedules listed below and to raise and appropriate, transfer from available funds, or otherwise provide a sum of money to fund any changes:

**SCHEDULE A  
CLASSIFICATION OF POSITIONS**

*ALL DEPARTMENTS*

| <u>Title</u>                                 | <u>Compensation Schedule</u> |
|--|------------------------------|
| Police Chief                                 | SA-2                         |
| Fire Chief & Forest Warden                   | SA-3                         |
| Lieutenant (Fire) Captain (Fire) –Call Dept. | SA-5                         |
| Call Firefighters                            | SA-6                         |
| DPW Director                                 | SA-7                         |
| Treasurer/Collector                          | SA-8                         |
| Youth Services Librarian                     | SA-11                        |
| Assistant Librarian                          | SA-12                        |
| Associate Librarian II                       | SA-13                        |
| Associate Librarian I                        | SA-14                        |
| Coordinator/Director of Recreation           | SA-15                        |
| Building Inspector/Zoning Agent              | SA-16                        |
| Deputy Fire Chief                            | SA-17                        |
| Animal Control Officer                       | SA-18                        |
| Executive Assistant                          | SA-19                        |
| Lieutenant/Assistant to Police Chief         | SA-20                        |
| Chief Assessor/Appraiser                     | SA-21                        |
| Director of Planning & Community Development | SA-22                        |
| Planning Board Assistant                     | SA-23                        |
| Assistant DPW Superintendent                 | SA-24                        |
| Library Director                             | SA-27                        |
| Health Agent                                 | SA-28                        |
| Council on Aging Director                    | SA-29                        |
| Town Clerk                                   | SA-30                        |

**ANNUAL SALARY SCHEDULE A**  
**EFFECTIVE JULY 1, 2013 THROUGH JUNE 30, 2014**

|    | MINIMUM        | 2 <sup>ND</sup> YEAR | MAXIMUM        |
|----|----------------|----------------------|----------------|
| SA | <i>Current</i> | <i>Current</i>       | <i>Current</i> |
| 2  | 89,385         | 94,701               | 100,332        |
| 3  | 89,385         | 94,701               | 100,332        |
| 5  |                |                      | 481            |
| 6  |                |                      | 365            |
| 7  | 89,637         | 92,106               | 96,711         |
| 8  | 73,437         | 77,110               | 81,027         |
| 11 | 42,527         | 46,644               | 50,812         |
| 12 | 13,410         | 13,750               | 15,896         |
| 13 | 36,888         | 38,727               | 40,554         |
| 14 | 32,469         | 34,512               | 35,812         |
| 15 | 46,817         | 49,462               | 51,933         |
| 16 | 59,801         | 62,358               | 63,916         |
| 17 | 74,330         | 78,743               | 83,807         |
| 18 | 33,830         | 37,732               | 41,524         |
| 19 | 46,925         | 48,880               | 51,536         |
| 20 | 74,700         | 79,093               | 84,219         |
| 21 | 73,437         | 77,110               | 81,027         |
| 22 | 56,373         | 60,658               | 64,853         |
| 23 | 43,519         | 45,686               | 47,886         |
| 24 | 60,579         | 64,804               | 68,325         |
| 27 | 59,285         | 66,425               | 70,035         |
| 28 | 52,131         | 53,739               | 56,573         |
| 29 | 48,342         | 50,760               | 53,299         |
| 30 |                |                      | 72,987         |

**ANNUAL SALARY SCHEDULE B  
APPOINTED PART TIME OFFICERS AND EMPLOYEES  
ANNUAL SALARY EFFECTIVE  
JULY 1, 2013 THROUGH JUNE 30, 2014**

| <b>POSITION</b>                      | <b>CURRENT SALARY</b> |
|--------------------------------------|-----------------------|
| Town Accountant                      | \$42,797              |
| Assistant Town Accountant            | 35,613                |
| Conservation Agent                   | 30,843                |
| Wiring Inspector                     | 25,253                |
| Veterans' Agent                      | 15,076                |
| Plumbing Inspector                   | 12,413                |
| Gas Inspector                        | 12,413                |
| Animal Inspector                     | 6,416                 |
| Summer Playground Director           | 6,277                 |
| Inspector of Weights & Measures      | 5,841                 |
| Assistant Wiring Inspector           | 4,760                 |
| Assistant Summer Playground Director | 4,260                 |
| Herring Fisheries Superintendent     | 2,481                 |
| Civil Defense Director               | 2,481                 |
| Town Landing Administrator           | 1,984                 |



**SCHEDULE C**  
**FULL TIME/PART TIME HOURLY WAGE SCHEDULE**  
**EFFECTIVE JULY 1, 2013 THROUGH JUNE 30, 2014**

| <u>Title</u>   | <u>Compensation Schedule</u> |
|--|------------------------------|
| Matron   | SC-1                         |
| Patrolman - Permanent Intermittent   | SC-1                         |
| Patrolman - Special  | SC-2                         |
| Summer Playground Counselor (Recreation Dept.)   | SC-3                         |
| After School Counselor (Recreation Dept.)  | SC-3                         |
| Basic Recycling Attendant  | SC-3                         |
| Part-time Laborer  | SC-4                         |
| Call Firefighter   | SC-5                         |
| Diver  | SC-6                         |
| Landfill Manager   | SC-7                         |
| Building Committee Assistant (Part-time)   | SC-8                         |
| Custodian  | SC-9                         |
| Election Workers, Census Workers and Board of Registrars                                     | SC-10                        |
| Senior Clerk   | SC-11                        |
| Junior Clerk   | SC-12                        |
| Typist - part-time   | SC-13                        |
| Council on Aging Drivers   | SC-13                        |
| Maintenance Person (Part-time)   | SC-13                        |
| Library Aide   | SC-14                        |
| Lifeguard  | SC-15                        |
| Water Safety/Lifeguard Training Instructor   | SC-16                        |
| Director/Water Safety Instructor   | SC-17                        |
| Head Life Guard/Water Safety Instructor  | SC-18                        |
| Extra Help – Assessors Measurer  | SC-19                        |
| Summer Head Counselor (Recreation Dept.)   | SC-19                        |
| After School Head Counselor (Recreation Dept.)   | SC-19                        |
| Extra Help – Assessors Lister  | SC-20                        |
| Water Safety Instructor Aide   | SC-21                        |
| Alternate Building Inspector   | SC-22                        |
| Program Instructor   | SC-23*                       |
| Library Page   | SC-24                        |
| Recycling Attendant  | SC-25                        |
| Zoning Board Assistant   | SC-27                        |
| Recycling Supervisor   | SC-28                        |
| Principal Clerk  | SC-29                        |
| Senior Aide – Council on Aging   | SC-29                        |
| Assistant to the Conservation Commission   | SC-30                        |
| *SC 23 is a flexible rate based on approval by the Wage & Personnel Board (Art #37 ATM 4/01) |                              |

**SCHEDULE C**  
**FULL TIME/PART TIME HOURLY WAGE SCHEDULE**  
**EFFECTIVE JULY 1, 2013 THROUGH JUNE 30, 2014**

| SC | Minimum        | 2 <sup>nd</sup> Year | Maximum        |
|----|----------------|----------------------|----------------|
| SC | <i>Current</i> | <i>Current</i>       | <i>Current</i> |
| 1  | 22.13          | 24.43                | 27.66          |
| 2  | 22.13          | 24.43                | 27.66          |
| 3  | 9.15           | 9.60                 | 10.07          |
| 4  | 16.83          | 17.92                | 19.05          |
| 5  | 19.02          | 19.02                | 19.02          |
| 6  |                |                      | 25.75          |
| 7  |                |                      | 38.32          |
| 8  |                |                      | 19.61          |
| 9  | 16.80          | 18.68                | 20.24          |
| 10 |                |                      | 12.37          |
| 11 | 16.00          | 17.04                | 18.10          |
| 12 | 12.74          | 13.84                | 14.91          |
| 13 | 12.24          | 12.80                | 13.37          |
| 14 | 12.74          | 13.76                | 14.92          |
| 15 |                |                      | 11.66          |
| 16 |                |                      | 13.06          |
| 17 |                |                      | 14.45          |
| 18 |                |                      | 13.62          |
| 19 |                |                      | 10.93          |
| 20 |                |                      | 14.56          |
| 21 |                |                      | 11.45          |
| 22 |                |                      | 23.43          |
| 23 |                |                      | 17.04          |
| 24 | 9.77           | 10.26                | 10.79          |
| 25 | 10.30          | 10.80                | 11.35          |
| 27 | 19.85          | 20.90                | 21.87          |
| 28 | 13.27          | 13.92                | 14.60          |
| 29 | 16.11          | 17.05                | 18.04          |
| 30 | 19.48          | 20.49                | 21.45          |
|    | 9.77           | 10.26                | 27.66          |

Submitted by the Board of Selectmen

ADVISORY COMMITTEE RECOMMENDATION:  
SELECTMEN RECOMMENDATION:

Favorable Action  
Town Meeting Floor

**EXPLANATION:** *This article allows the Town to set the salaries and wages of Town employees that are not employed under the conditions of a collective bargaining agreement or employed by the School Committee. It is generally the vehicle used to grant cost of living increases and may be amended from time to time either within this article or through a separate Town Meeting action.*

**ARTICLE 3:** To see what sums the Town will raise by taxation or otherwise to pay Town Debts and charges for the ensuing fiscal year and to fix the salary and compensation of all elective officers and employees of the Town, as provided by Section 108 and 108A of Chapter 41, Mass. General Laws, and applicable amendments thereto, and appropriate the same, or take any action relative thereto.

Submitted by the Board of Selectmen

**ADVISORY COMMITTEE RECOMMENDATION:**

Favorable Action

**SELECTMEN RECOMMENDATION:**

Town Meeting Floor

**EXPLANATION:** *This article presents the Fiscal Year 2014 operating budget as prepared by the Town Administrator. Included in the article are the department's requests and the Advisory Committee recommendations.*

**ARTICLE 4:** To see if the Town will vote to authorize the Treasurer, with the approval of the Selectmen, to borrow money from time to time in anticipation of the revenue of the fiscal year beginning July 1, 2013, in accordance with the provisions of the General Laws, Chapter 44, Section 4, and to issue a note or notes as may be given for a period of less than one year in accordance with General Laws, Chapter 44, Section 17, or take any action relative thereto.

Submitted by the Board of Selectmen

**ADVISORY COMMITTEE RECOMMENDATION:**

Favorable Action

**SELECTMEN RECOMMENDATION:**

Favorable Action

**EXPLANATION:** *State law requires Town Meeting approval to authorize the Treasurer, with the approval of the Selectmen, to borrow money during the course of the fiscal year. This article allows the Town to issue short-term notes to meet its cash flow needs.*

**ARTICLE 5:** To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide a sum of money for the purpose of funding any new collective bargaining agreements between the Town and the Pembroke Patrolmen's Association, Pembroke Permanent Firefighters Association, Council 93, Local 1700 (Town Hall), and Council 93, Local 1700 (Public Works), or take any other action relative thereto.

Submitted by the Board of Selectmen

ADVISORY COMMITTEE RECOMMENDATION: Town Meeting Floor  
 SELECTMEN RECOMMENDATION: Town Meeting Floor  
 EXPLANATION: *This article allows the Town to fund collective bargaining agreements negotiated between the Board of Selectmen and the listed Town Unions.*

**ARTICLE 6:** To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money to be added to the Stabilization Fund, or take any action relative thereto.

Submitted by the Board of Selectmen

ADVISORY COMMITTEE RECOMMENDATION: Town Meeting Floor  
 SELECTMEN RECOMMENDATION: Town Meeting Floor  
 EXPLANATION: *This article authorizes the Town Meeting to set aside a sum of money to be placed into the Town's Stabilization Fund to be used for future purposes. Requires 2/3 majority vote.*

**ARTICLE 7:** To see if the Town will vote to authorize the Board of Selectmen to make application for and to accept federal or state grants for assistance pertaining to community development projects or programs, or take any action relative thereto.

Submitted by the Board of Selectmen

ADVISORY COMMITTEE RECOMMENDATION: Favorable Action  
 SELECTMEN RECOMMENDATION: Favorable Action  
 EXPLANATION: *This article authorizes the Selectmen to apply for and to accept any federal or state grants on behalf of the Town.*

**ARTICLE 8:** To see if the Town will vote to authorize the following revolving accounts pursuant to M.G.L. c. 44, s.53E½ :

| NO. | DEPARTMENT                                      | RECEIPTS  | EXPENDITURES   |
|-----|---|---|--|
| 1   | Selectmen's Printing and Advertising            | Hearing fees, sale of printed materials and parking fines not to exceed the cost of tickets | Advertising hearings, bids and employment; printing by-laws, contracts, regulations and parking tickets, total expenditures not to exceed \$10,000 |
| 2   | Pembroke School Department Building Utilization | Rents and custodial fees received from school facilities                                    | Maintenance and repairs of school buildings, facilities wages, custodial overtime, utilities at the  |

|    |                                     |   |   |
|----|-------------------------------------|---|---|
|    |                                     |   | Hatch building, total expenditures not to exceed \$100,000  |
| 3  | Zoning Board of Appeals Advertising | Advertising fees for hearings           | Advertising hearings, total expenditures not to exceed \$5,000  |
| 4  | Police Department Copy Machine      | Sale of photo copies of police reports  | Copy machine equipment and supplies, total expenditures not to exceed \$3,500                                       |
| 5  | Police Warrant                      | Fees for service of warrants            | Labor and materials furnished in the service of warrants, total expenditures not to exceed \$2,000                  |
| 6  | Library Fines                       | Library fines and lost or damaged books | Books and non-print materials, total expenditures not to exceed \$25,000  |
| 7  | Town Landing Activities             | Activity fees and contributions         | Upkeep and maintenance of Town Beaches, total expenditures not to exceed \$20,000                                   |
| 8  | Board of Selectmen                  | Earth Removal Permits, Deposits/Bonds   | Hiring engineers or surveyors to report to Board of Selectmen – not to exceed \$10,000                              |
| 9  | Pembroke Public Schools             | School Bus Fees                         | Contracted services and wages for student transportation, total expenditures not to exceed \$350,000                |
| 10 | Pembroke Public Schools             | Tuition and Fees                        | Wages, stipends, supplies, and other expenses directly related to the operation of the Pembroke Pre-School Program, |

|    |  |   |   |
|----|--|---|---|
|    |  |   | Kindergarten Program, Summer Reading Program and/or other tuition based programs – not to exceed \$100,000                                  |
| 11 | Planning Board                               | Fees from the Sale of Zoning Bylaw Books  | Printing of the Zoning Bylaw Books, total expenditures not to exceed \$5,000  |
| 12 | Conservation Commission                      | Filing Fees   | For use only for wetlands protection activities, not to exceed \$15,000   |
| 13 | Pembroke School Dept School fees and revenue | Fines, Fees, Deposits, Contributions, and Other Revenues received by individual school administrators in the ordinary course of school administration which do not fall within the statutory scope of Athletic/Extra-Curricular Revolving accounts, and/or student activity accounts. | Incidental school level expenses necessary to further the educational interests of the students, total expenditures not to exceed \$100,000 |
| 14 | Affordable Housing Committee                 | Fees and Gifts  | Expenses related to providing affordable housing to Pembroke residents – Not to exceed \$50,000   |
| 15 | Conservation Commission                      | Local Filing Fees<br>Donations<br>Fines   | Salaries, Workshops, Conferences, Dues, Advertising, Property Maintenance - Not to exceed \$30,000 per year                                 |
| 16 | Treasurer/Collector                          | Tax Title Redemption Proceeds   | Tax Title legal costs \$30,000  |

|    |  |                                   |   |
|----|--|-----------------------------------|---|
| 17 | DPW – Cemetery                                 | Fees charged                      | To pay overtime from weekend burials and to pay for foundation. Total expenditures not to exceed \$10,000   |
| 18 | DPW - Tree                                     | Sale of Firewood<br>Fees charged  | To replace equipment and beautification to supply trees, shrubs, flowers, mulch, etc. for all public areas in town, total expenditures not to exceed \$20,000 |
| 19 | Conservation Commission/ Town Forest Committee | Fees from logging in Town Forests | Expenses related to the care and maintenance of town forests. Not to exceed \$20,000  |
| 20 | Council on Aging                               | GATRA Reimbursements              | Expenses related to providing transportation to Pembroke residents<br>Not to exceed \$50,000  |
| 21 | Board of Health                                | Nursing Services Reimbursements   | Expenses related to medical related supplies or health services. Not to exceed \$5,000  |

or take any action relative thereto.

Submitted by Board of Selectmen, D.P.W., Board of Health, Historical Commission, Town Landing Committee, Library Trustees, Police Dept., Zoning Board of Appeals, Pembroke School Dept., Planning Board, Council on Aging, Conservation Commission, Affordable Housing Committee

ADVISORY COMMITTEE RECOMMENDATION: Favorable Action

The Advisory Committee recommends that numbers 1,3,4,5,8,11 and 14 be considered with the budget (Article 3).

SELECTMEN'S RECOMMENDATION: Favorable Action

EXPLANATION: *This article will allow the above listed departments to retain certain revenues and use these receipts in support of the programs for which the fee was charged.*

**ARTICLE 9** : To see if the Town will vote to raise and appropriate, and/or transfer from available funds, a sum of money for State Aid construction of public highways and other accepted local roads of Pembroke in accordance with the provision of Section 34, M.G.L. Ch. 90 and any other applicable statute, said sum to be expended in FY'2014-2015 in conjunction with the available State Funds, and further to authorize the Town Treasurer to meet said appropriation whether by taxation, transfer, borrowing or otherwise, or take any action relative thereto.

Submitted by the DPW Commissioners

|   |                    |
|---|--------------------|
| ADVISORY COMMITTEE RECOMMENDATION:  | Favorable Action   |
| SELECTMEN RECOMMENDATION:   | Town Meeting Floor |
| EXPLANATION: <i>This is a routine article. The purpose of this article is to request the Town Meeting to authorize the Town Treasurer to borrow funds in anticipation of reimbursement from the Massachusetts Department of Transportation from the Chapter 90 Program.</i> |                    |

**ARTICLE 10** : To see if the Town will vote to authorize the Board of Selectmen to enter into contracts with Massachusetts Department of Transportation for the construction and maintenance of public highways for the ensuing year, or take any action relative thereto.

Submitted by the Board of Selectmen

|  |                  |
|--|------------------|
| ADVISORY COMMITTEE RECOMMENDATION:   | Favorable Action |
| SELECTMEN RECOMMENDATION:  | Favorable Action |
| EXPLANATION: <i>This article allows the Selectmen to contract with the State for improvements to public roads within the Town.</i> |                  |

**ARTICLE 11**: To see if the Town will vote to raise and appropriate, and/or transfer from available funds, and/or borrow the sum of \$500,000 which is equal to 25% of the amount collected in excise tax revenue in Fiscal Year 2012, for the implementation of the Department of Public Works Pavement Management Plan for accepted and unaccepted local roads in the Town of Pembroke; said sum to be expended in Fiscal Year 2014 and further to authorize the Town Treasurer to meet said appropriation whether by taxation, transfer, borrowing or otherwise, or take any action relative thereto.

Submitted by the DPW Commissioners

|  |                    |
|--|--------------------|
| ADVISORY COMMITTEE RECOMMENDATION:   | Unfavorable Action |
| SELECTMEN RECOMMENDATION:  | Town Meeting Floor |
| EXPLANATION: <i>The purpose of this article is to request that Town Meeting approve funding to implement our new Pavement Management Plan. This will be an annual request.</i> |                    |



**ARTICLE 12:** To see if the Town will vote to appropriate the sum of \$11,500,000 to be expended by the Department of Public Works for road repairs and construction, including the payment of all costs incidental or related thereto, and to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow the sum of \$11,500,000 and to issue bonds or notes therefor in accordance with Massachusetts General Laws, Chapter 44, Section 7, Clause 6, or any other enabling statute, or take any other action relative thereto.

Submitted by the DPW Commissioners

|  |                    |
|--|--------------------|
| ADVISORY COMMITTEE RECOMMENDATION:   | Town Meeting Floor |
| SELECTMEN RECOMMENDATION:  | Town Meeting Floor |
| EXPLANATION: <i>The purpose of this article is to request that Town Meeting approve funding to implement our new Pavement Management Plan. This will allow us to perform work for all Backlog Repairs and Maintenance of both Accepted – Unaccepted Streets. Work to be over the next 3-5 years. Requires 2/3 majority vote.</i> |                    |

**ARTICLE 13:** To see if the Town will transfer the control and custody of parcel G11-12E, to the Department of Public Works, to be used in perpetuity as an expansion of the Pine Grove Cemetery, or take any other action relative thereto.

Submitted by the DPW Commissioners

|  |                  |
|--|------------------|
| ADVISORY COMMITTEE RECOMMENDATION:   | Favorable Action |
| SELECTMEN'S RECOMMENDATION:  | Favorable Action |
| EXPLANATION: <i>The transfer of this land will allow the Department of Public Works to expand the Pine Grove Cemetery, which is off of Elm Street in North Pembroke.</i> |                  |

**ARTICLE 14:** To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of \$8,500, to be expended under the direction of the Town Administrator, for the purchase and installation of approximately 500 feet of fence around Magoun Field, or take any action relative thereto.

Submitted by the DPW Commissioners

|   |                    |
|---|--------------------|
| ADVISORY COMMITTEE RECOMMENDATION:  | Town Meeting Floor |
| SELECTMEN'S RECOMMENDATION:   | Town Meeting Floor |
| EXPLANATION: <i>These funds will be used to replace the existing chain link fence at the Magoun Field in North Pembroke, near the intersection of Route 53 and Route 139.</i> |                    |

**ARTICLE 15:** To see if the Town will vote to raise and appropriate, and/or transfer from available funds, a sum of money to be used for the purchase of equipment for Animal Control, or take any other action relative thereto.

Submitted by the Animal Control Officer

ADVISORY COMMITTEE RECOMMENDATION:

Unfavorable Action

SELECTMEN'S RECOMMENDATION:

Favorable Action

EXPLANATION: *The funding of this article would allow for the purchase of emergency equipment consistent with a disaster plan, up to but not limited to an 8,000-10,000 watt generator and portable kennels to shelter animals in an emergency situation. The estimated cost would be approximately \$2,500.*

**ARTICLE 16:** To see if the Town will vote to raise and appropriate, and/or transfer from available funds, and/or borrow a sum of money to be used for the purpose of purchasing and installing an Emergency Awareness System between the Pembroke Public School Buildings, The Town Hall and the Pembroke Police Station.

Submitted by the Pembroke Police Chief

ADVISORY COMMITTEE RECOMMENDATION:

Favorable Action

SELECTMEN'S RECOMMENDATION:

Favorable Action

EXPLANATION: *Approval and funding of this article will allow the Pembroke Police to install an Emergency Awareness System that will allow staff at the Pembroke Schools and the Pembroke Town Hall to instantly and quietly alert police when problems arise. This system consists of the installation of a workstation computer at the Police Station to be connected to the existing network computer. Deployment of up to fifty (50) remote activation devices, which when activated will give Police Dispatch an instant alarm screen on the dispatch computer. Police Dispatchers automatically receive additional building information to indicate the exact location of the alert and who sent the alert. Police, School and Town Hall Administrators will also receive an email/text alert notice within seconds. This system does not require the Schools or Town to purchase additional equipment or install additional infrastructure. The current estimation is \$21,271.10.*

**ARTICLE 17:** To see if the Town will vote to transfer the sum of \$82,500 from the Community Center Building, Phase II account and return it to Annual Revenues FY(12), or take any other action relative thereto.

Submitted by the Community Preservation Committee

ADVISORY COMMITTEE RECOMMENDATION:

Favorable Action

SELECTMEN'S RECOMMENDATION:

Town Meeting Floor

EXPLANATION:

**ARTICLE 18:** To see if the Town will vote to appropriate and/or reserve from the Community Preservation annual revenues in the amounts recommended by the Community Preservation Committee for committee administrative expenses, community preservation projects and other expenses in fiscal year 2014, with each item to be considered a separate appropriation:

**Appropriations:**

From FY 2014 estimated revenues: Committee Administrative Expenses (5%) \$ 14,250

**Reserves:**

|  |            |
|--|------------|
| From FY 2014 estimated revenues for Historic Resources Reserve (10%) | \$ 28,500  |
| From FY 2014 estimated revenues for Community Housing Reserve (10%)  | \$ 28,500  |
| From FY 2014 estimated revenues for Open Space Reserves (10%)        | \$ 28,500  |
| Balance FY 2014 estimated revenues for Budgeted Reserve              | \$ 185,250 |

Submitted by the Community Preservation Committee

ADVISORY COMMITTEE RECOMMENDATION:

Favorable Action

SELECTMEN'S RECOMMENDATION:

Town Meeting Floor

EXPLANATION: *This article satisfies a mandate by the State in the Community Preservation Act. It is stated in the act that each year the Town must reserve a minimum of 10% for each category from the projected combined income from our 1% surcharge and funding from the State.*

**ARTICLE 19:** To appropriate any remaining balance of funds from Community Preservation Fund FY14 Annual Revenues to the Annual Budgeted Reserve, or take any other action relative thereto.

Submitted by the Community Preservation Committee

ADVISORY COMMITTEE RECOMMENDATION:

Town Meeting Floor

SELECTMEN'S RECOMMENDATION:

Favorable Action

EXPLANATION:

**ARTICLE 20:** To see if the Town will vote to adopt and approve the following recommendations of the Community Preservation Committee for Fiscal Year 2014, 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:** To appropriate the sum of \$50,000 from FY14 Community Preservation Annual Revenues to preserve and rehabilitate the wall at the historic Pine Grove Cemetery and to preserve and rehabilitate the wall and several headstones at the historic Mount Pleasant Cemetery, with said funds to be expended under the direction of the Pembroke DPW, or take any other action relative thereto.

**Recommendation B:** To appropriate and transfer the sum of \$150,000.00 from Community Preservation Fund Open Space Reserves and the sum of \$65,000.00 from FY14 Community Preservation Annual Revenues, for a total appropriation of \$215,000.00 and authorize the Board of Selectmen to acquire by purchase, gift, and/or eminent domain, for open space purposes, approximately 80 +/- acres of land, located off Monroe Street, shown on Assessor's Map D6, Lot 5, Map D5, Lot 1 and Map C6, Lot 25, with the care,

custody and control of said land to be held by the Conservation Commission under the provisions of G.L. c.40, §8C, or take any other action relative thereto.

Recommendation C: To appropriate and transfer the sum of \$57,500.00 from Community Preservation Fund Community Housing Reserve and that said funds be granted to the Pembroke Housing Authority for the preservation and/or support of community housing by installing Phase Two (2) of an intercom system at Kilcommons Drive, a state public housing development located on Kilcommons Drive, or take any other action relative thereto.

Recommendation D: To appropriate the sum of \$8,000.00 from FY14 Community Preservation Annual Revenues and that said funds be granted to Robert DeMarzo under a grant agreement to preserve and rehabilitate the historic animal pound located in front of the Pembroke Town Hall by removing weeds and vines and repairing stonework, and to authorize the Board of Selectmen to accept a preservation restriction on said property on such terms and conditions as the Board of Selectmen deems appropriate; or take any other action relative thereto.

Recommendation E: To appropriate the sum of \$25,000.00 from FY14 Community Preservation Annual Revenues and that said funds be granted to the Cobb Library Trustees under a grant agreement for the preservation and rehabilitation of the historic Cobb Library located on Union Street in Bryantville, including the replacement of lighting fixtures, insulation of crawl spaces, duct work and rehabilitation of the cathedral ceilings, and to authorize the Board of Selectmen to accept a preservation restriction on said property on such terms and conditions as the Board of Selectmen deems appropriate, or take any other action relative thereto.

Recommendation F: To appropriate the sum of \$31,850.00 from FY14 Community Preservation Annual Revenues and that said funds be granted to the East Pembroke Community Club under a grant agreement for Phase II of the preservation and rehabilitation of the historic East Pembroke Community Club located on Taylor Street, which is to bring the kitchen, bathroom and electrical service up to code, restore aluminum ceiling and install wrought iron railings, or take any other action relative thereto.

Submitted by the Community Preservation Committee

**ADVISORY COMMITTEE RECOMMENDATION:**

|                   |                    |
|-------------------|--------------------|
| Recommendation A: | Favorable Action   |
| Recommendation B: | Town Meeting Floor |
| Recommendation C: | Favorable Action   |
| Recommendation D: | Unfavorable Action |
| Recommendation E: | Favorable Action   |
| Recommendation F: | Favorable Action   |

**SELECTMEN'S RECOMMENDATION:**

Town Meeting Floor

**EXPLANATION:**

**ARTICLE 21:** To see if the Town will vote to amend Article IV Section 12 of the By-Laws of the Town of Pembroke to read as follows:

**SECTION 12.**

Whenever a vacancy exists in any appointive Town office or employee position for which a salary or wage is paid, the vacancy will be advertised once in a local newspaper of general circulation, which will also post it on their websites; also, the position will be posted on the town website. A paper copy will be posted in town hall and in the department seeking the candidate. Applications to fill such vacancy will be accepted by the appointing authority for at least ten (10) business days following the publication notice of vacancy and the closing date will be listed in the notice. This by-law shall not apply to employees covered under Civil Service. The appointing authority of a vacant office or position may make a temporary or interim appointment to fill such vacancy until such time as a permanent appointment is made after compliance with this section.

Submitted by the Library Director

ADVISORY COMMITTEE RECOMMENDATION:

Favorable Action

SELECTMEN'S RECOMMENDATION:

Favorable Action

EXPLANATION: *The current requirement is to post twice in local newspapers. The town has one newspaper, and it is now expected that employment opportunities will be posted and available through online sources. This change provides for that and will make job postings more efficient and less costly for the town.*

**ARTICLE 22:** To see if the Town will vote to raise and appropriate, and/or transfer from available funds, the sum of \$6,000 to be added to the amounts voted under Article 3, Library Wages and Salaries, and further to increase each step under Article 2, Schedule SA-27, Library Director, by \$6,000, or take any other action relative thereto.

Submitted by the Library Trustees

ADVISORY COMMITTEE RECOMMENDATION:

Town Meeting Floor

SELECTMEN'S RECOMMENDATION:

Town Meeting Floor

EXPLANATION: *This would bring the Library Director's salary in line with other library directors' salaries.*

**ARTICLE 23:** To see if the Town will vote to amend Schedule C, Classification and Compensation By-law by adding the position of Generalist Reference Librarian, Schedule SC-31 at the rate of:

Min: \$21.48

2<sup>nd</sup>: \$23.56

Max: \$25.67

and raise and appropriate, transfer from available funds, or otherwise provide a sum of \$21,230 to be added to the amount voted under the Library Personal Services in the annual town meeting warrants, or take any other action relative thereto.

Submitted by the Library Director

ADVISORY COMMITTEE RECOMMENDATION:

Town Meeting Floor

SELECTMEN'S RECOMMENDATION:

Town Meeting Floor

EXPLANATION: *This article seeks to fund, in a part-time capacity, this position which was originally approved as full-time by Town Meeting in April 2012 but not budgeted due to lack of town funds. This position, identified in the FY12 long range plan of the library as a needed position, will increase services to the residents of Pembroke. The certified librarian will provide outreach and programming support for all ages. The librarian will support the Youth Services Librarian and the Director and provide programming for adults such as computer training and research assistance as well as other educational and recreational programs. They would enhance residents' ability to find, understand and evaluate information and provide one-on-one assistance.*

**ARTICLE 24:** To see if the Town will vote to amend Schedule A, Classification and Compensation By-law by adding the position of Generalist Reference Librarian, Schedule SA-31 at the rate of:

Min: \$41,889

2<sup>nd</sup>: \$45,955

Max: \$50,061

and raise and appropriate, transfer from available funds, or otherwise provide a sum of \$41,889 to be added to the amount voted under the Library Personal Services in the annual town meeting warrants, or take any other action relative thereto.

Submitted by the Library Director

ADVISORY COMMITTEE RECOMMENDATION:

Town Meeting Floor

SELECTMEN'S RECOMMENDATION:

Town Meeting Floor

EXPLANATION: *This article seeks to fund, in a part-time capacity, this position which was originally approved as full-time by Town Meeting in April 2012 but not budgeted due to lack of town funds. This position, identified in the FY12 long range plan of the library as a needed position, will increase services to the residents of Pembroke. The certified librarian will provide outreach and programming support for all ages. The librarian will support the Youth Services Librarian and the Director and provide programming for adults such as computer training and research assistance as well as other educational and recreational programs. They would enhance residents' ability to find, understand and evaluate information and provide one-on-one assistance.*

**ARTICLE 25:** To see if the Town will vote to raise and appropriate, and/or transfer from available funds, a sum of money for the purpose of increasing one Principal Clerk position at the Council on Aging from part-time to full-time.

Submitted by the Council on Aging Director

ADVISORY COMMITTEE RECOMMENDATION:  
SELECTMEN'S RECOMMENDATION:  
EXPLANATION:

Town Meeting Floor  
Town Meeting Floor

**ARTICLE 26:** To ask the Town of Pembroke to vote to raise or appropriate or transfer from available funds, the sum of \$3,500 to contract with South Shore Women's Resource Center for domestic violence intervention and prevention services for its residents, or take any other action relative thereto.

Submitted by Petition of Lawrence W. Bell and others

ADVISORY COMMITTEE RECOMMENDATION: Unfavorable Action  
SELECTMEN'S RECOMMENDATION: Town Meeting Floor  
EXPLANATION: *This article is submitted by Petition and therefore obligated to be included on the warrant. However, this item is already included in the budget for FY14 in the amount of \$3,500.*

**ARTICLE 27:** To see if the Town will vote to raise and appropriate and/or transfer from available funds, the sum of \$6,925.00 to support the Annual Tree Lighting Event and the costs associated with the maintenance and installation of the lights. The funds will be held in a revolving account to be administered by the Town Administrator.

Submitted by Petition of Kathleen Keegan and others

ADVISORY COMMITTEE RECOMMENDATION: Favorable Action  
SELECTMEN'S RECOMMENDATION: Town Meeting Floor  
EXPLANATION:

**Subsequent Meeting for the  
ELECTION OF OFFICERS  
to be held on  
Saturday, April 27, 2012**

|   |                |
|---|----------------|
| Pembroke Town Hall – Veteran's Hall         | Precinct 1     |
| Pembroke Community Middle School            | Precinct 2 & 4 |
| Bryantville Elementary School Auditorium    | Precinct 3     |
| North Pembroke Elementary School Auditorium | Precinct 5     |

Then and there to act on the following article:

**ARTICLE 28:** To bring to the Election Officers their vote, all on one ballot, for the following named Officers and Committees, to Wit:

One Moderator for one year; one Selectman for three years; one Assessor for three years; one Board of Health Member for three years; one Housing Authority member for five years; three Library Trustees, two for three years and one for two years; one Planning Board Member for five years; one Constable for three years; one School Committee Member for three years; one DPW Commissioner for three years; or take any other action relative thereto.

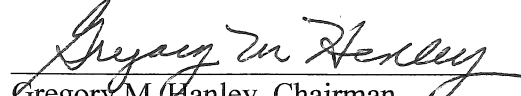
Submitted by the Town Clerk

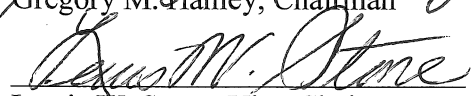


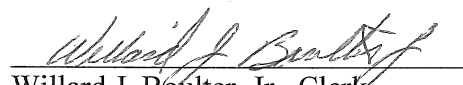
Hereof, fail not, and make due return of this Warrant, with your doings thereon, to the Town Clerk, at the time and place of meetings as aforesaid.

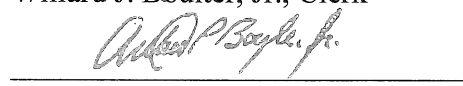
Given under our hands this 1<sup>st</sup> day of April in the year of our Lord Two Thousand and Thirteen

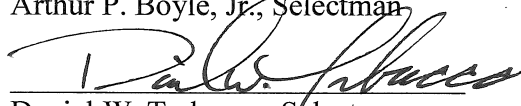
TOWN OF PEMBROKE  
BOARD OF SELECTMEN

  
Gregory M. Hanley, Chairman

  
Lewis W. Stone, Vice-Chairman

  
Willard J. Boulter, Jr., Clerk

  
Arthur P. Boyle, Jr., Selectman

  
Daniel W. Trabucco, Selectman

A true copy, ATTEST:

  
Mary Ann Smith, Town Clerk

PURSUANT TO THE WARRANT, for the Annual Town Meeting to be held on Tuesday, April 23, 2013, I have notified and warned the inhabitants of the Town of Pembroke by posting up attested copies of the same at the Town Office Building, Pembroke Center Library, Pembroke Center Post Office, North Pembroke Post Office, Bryantville Post Office, and the Country Corner Store.

POSTED: Date: \_\_\_\_\_ By: \_\_\_\_\_