

TOWN OF PEMBROKE, MASSACHUSETTS



ADVISORY COMMITTEE ANNUAL REPORT AND RECOMMENDATIONS

2014

ANNUAL TOWN MEETING WARRANT

**ATTEND THE ANNUAL TOWN MEETING
TUESDAY, APRIL 22, 2014
7:30 P.M.**

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

TERMS USED IN MUNICIPAL FINANCE

APPROPRIATION: An authorization granted by a town meeting, city council or other legislative body to expend money and incur obligations for specific public purposes.

AVAILABLE FUNDS: Balances in the various fund types that represent non-recurring revenue sources. As a matter of sound practice, they are frequently appropriated to meet unforeseen expenses, for capital expenditures or other onetime costs. Examples of available funds include free cash, stabilization funds, overlay surplus, water surplus and enterprise net assets unrestricted (formerly retained earnings).

BUDGET: A plan for allocating resources to support particular services, purposes and functions over a specified period of time.

DEBT AUTHORIZATION: Formal approval by a two-thirds vote of town meeting or city council to incur debt, in accordance with procedures stated in MGL Ch.44 §§ 1, 2, 3, 4a, 6-15.

FISCAL YEAR: Since 1974, the Commonwealth and municipalities have operated on a budget cycle that begins July 1 and ends June 30. The designation of the fiscal year is that of the calendar year in which the fiscal year ends. Since 1976, the federal government fiscal year has begun on October 1 and ended September 30.

FREE CASH: Remaining, unrestricted funds from operations of the previous fiscal year including unexpended free cash from the previous year, actual receipts in excess of revenue estimates shown on the tax recapitulation sheet, and unspent amounts in budget line-items.

LEVY (TAX LEVY) – The amount a community raises through the property tax. The levy can be any amount up to the levy limit, which is re-established every year in accordance with Proposition 2½ provisions.

LOCAL AID (CHERRY SHEET): Revenue allocated by the Commonwealth to cities, towns and regional school districts. Estimates of local aid are transmitted to cities, towns and districts annually by the “Cherry Sheets”. Most Cherry Sheet aid programs are considered general fund revenues and may be spent for any purpose, subject to appropriation.

LOCAL RECEIPTS: Locally generated revenues, other than real and personal property taxes. Examples include motor vehicle excise, investment income, meals tax, fees, rentals, and charges.

MAINTENANCE BUDGET: A no-growth budget that continues appropriations for programs and services at their current year levels. The actual appropriation to maintain programs and services may still increase due to inflation and other factors.

OVERRIDE: A vote by the community at an election to permanently increase the levy limit. An override vote may increase the levy limit no higher than the levy ceiling. The override question on the election ballot must state a purpose for the override and the dollar amount.

RAISE AND APPROPRIATE: A phrase used to identify a funding source for an expenditure or expenditures, which refers to money generated by the tax levy or other local receipt.

RESERVE FUND: An amount set aside annually within the budget to provide a funding source for extraordinary or unforeseen expenditures.

REVOLVING FUND: Allows a community to raise revenues from a specific service and use those revenues without appropriation to support the service.

STABILIZATION FUND: A fund designed to accumulate amounts for capital and other spending purposes, although it may be appropriated for any lawful purpose (MGL Ch.40 §5B).

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

Main Motions

Debatable

Votes Required

- | | | |
|--|-----|--|
| 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 almost \$55,000,000. The committee made recommendations on articles at the annual town meeting and at the special town meeting in the Spring and again for 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:

**FY13 PEMBROKE
RESERVE FUND
APPROPRIATION:
\$150,000.00**

DATE				BALANCE
2012	REQUEST	PURPOSE	AMOUNT	150,000.00
13-Aug	Community center	Repairs to building	22,500.00	127,500.00
10-Sep	Commission on Disabilities	Computer & printer	577.67	126,922.33
15-Oct	Commission on Disabilities	Software for computer	280.00	126,642.33
22-Oct	Town Administrator	Custodian clothing	400.00	126,242.33
22-Oct	Community center	Boiler repair	4,274.00	121,968.33
12-Nov	Assessor	New tires for town vehicle	518.00	121,450.33
		Replace 6 heat pumps @		
3-Dec	Town Administrator	town hall	14,350.00	107,100.33
2013				
22-Jan	Animal Control	Dead-animal disposal	355.30	106,745.03
4-Feb	Animal Control	Vacation buy back	1,573.46	105,171.57
4-Feb	Herring Fisheries Committee	Building repairs	1,000.00	104,171.57
		Replace damaged phone		
11-Mar	Town Administrator	system	2,435.00	101,736.57
3-Jun	PEMA	Storm Shelter Operation	6,319.03	95,417.54
		Transfers to date	54,582.46	

Chairman Stephen Curley, clerk Linda Peterson, members Kathy Hassey, James McCollum, Matthew McNeilly, Rachel Michael, Patricia Elsner, Anthony O'Brien and Stephen Walsh.



**COMMONWEALTH OF MASSACHUSETTS
TOWN OF PEMBROKE
ANNUAL TOWN MEETING WARRANT
TUESDAY, APRIL 22, 2014**

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-SECOND DAY OF APRIL 2014
AT SEVEN THIRTY O'CLOCK IN THE EVENING**

then and there to act on the following articles:

ARTICLES 1 - 32

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, C and D of the Classification and Compensation By-laws according to the schedules listed in Appendix D and to raise and appropriate, transfer from available funds, or otherwise provide a sum of money to fund any changes.

Submitted by the Board of Selectmen

ADVISORY COMMITTEE RECOMMENDATION:

SELECTMEN RECOMMENDATION:

Favorable Action

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, as shown in Appendix A, or take any action relative thereto.

Submitted by the Board of Selectmen

ADVISORY COMMITTEE RECOMMENDATION:

Favorable Action

SELECTMEN RECOMMENDATION:

Favorable Action

EXPLANATION: *This article presents the Fiscal Year 2015 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 accept the provisions of G.L. c.44, §53F ½ to establish the water system as an enterprise fund, under the care, custody and control of the Department of Public Works, effective Fiscal Year 2015, beginning July 1, 2014, or take any other action relative thereto.

Submitted by the Town Administrator

ADVISORY COMMITTEE RECOMMENDATION:

Favorable Action

SELECTMEN RECOMMENDATION:

Favorable Action

EXPLANATION: *The Article asks the Town to vote to authorize the enterprise fund method of accounting method for the financial operations of the Water Division of the Department of Public Works. This action is being sought upon the recommendation of the Department of Revenue.*

ARTICLE 5: To see if the Town will vote to accept the provisions of G.L. c.44, §53F ½ to establish the solid waste system as an enterprise fund, under the care, custody and control of the Board of Selectmen, effective Fiscal Year 2015, beginning July 1, 2014, or take any other action relative thereto.

Submitted by the Town Administrator

ADVISORY COMMITTEE RECOMMENDATION:

Favorable Action

SELECTMEN RECOMMENDATION:

Favorable Action

EXPLANATION: *The Article asks the Town to vote to authorize the enterprise fund method of accounting method for the Town's Solid Waste related financial operations. This action is being sought upon the recommendation of the Department of Revenue.*

ARTICLE 6: To see if the town will raise and appropriate or appropriate and transfer from available funds \$1,838,231 to defray Water direct costs and transfer \$275,000 of Water indirect costs to the General Fund, by raising \$2,113,231 of Water Receipts, and using \$0 of Water Retained Earnings to fund to the total costs of the Water Enterprise Fund as shown in Appendix B, or take any other action relative thereto.

Submitted by the Town Administrator

ADVISORY COMMITTEE RECOMMENDATION: Favorable Action
SELECTMEN RECOMMENDATION: Favorable Action
EXPLANATION: *This Article sets the Fiscal Year 2015 operating budget for the Water Division of the Department of Public Works.*

ARTICLE 7: To see if the town will raise and appropriate or appropriate and transfer from available funds \$1,597,562 to defray Solid Waste direct costs and transfer \$32,400 of Solid Waste indirect costs to the General Fund, by raising \$1,406,462 of Solid Waste Receipts, and using \$223,500 of Solid Waste Retained Earnings to fund to the total costs of the Solid Waste Enterprise Fund as shown in Appendix C or take any other action relative thereto.

Submitted by the Town Administrator

ADVISORY COMMITTEE RECOMMENDATION: Favorable Action
SELECTMEN RECOMMENDATION: Favorable Action
EXPLANATION: *This Article sets the Fiscal Year 2015 operating budget for the Town's Solid Waste related financial operations.*

ARTICLE 8: 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: Favorable Action
SELECTMEN RECOMMENDATION: Favorable Action
EXPLANATION: *This article allows the Town to fund collective bargaining agreements negotiated between the Board of Selectmen and the listed Town Unions.*

ARTICLE 9: 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: Take No Action
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 10: 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 11: To see if the Town will vote to reclassify the Town Landing Director/Water Safety Instructor from SC-17 to SC-23 and to raise and appropriate and/or transfer a sum of money to fund this change, or take any other action relative thereto.

Submitted by the Town Administrator

ADVISORY COMMITTEE RECOMMENDATION:

Town Meeting Floor

SELECTMEN RECOMMENDATION:

Favorable Action

EXPLANATION:

ARTICLE 12: 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	Library Fines	Library fines and lost or damaged books	Books and non-print materials, total expenditures not to exceed \$25,000
2	Town Landing Activities	Activity fees and contributions	Upkeep and maintenance of Town Beaches, total expenditures not to exceed \$20,000
3	Conservation Commission	Filing Fees	For use only for wetlands protection activities, not to exceed \$15,000
4	Conservation Commission	Local Filing Fees Donations Fines	Salaries, Workshops, Conferences, Dues, Advertising, Property Maintenance - Not to exceed \$30,000 per year
5	Treasurer/Collector	Tax Title Redemption Proceeds	Tax Title legal costs \$30,000

6 DPW – Cemetery	Fees charged	To pay overtime from weekend burials and to pay for foundation. Total expenditures not to exceed \$10,000
7 DPW - Tree	Sale of Firewood 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
8 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
9 Council on Aging	GATRA Reimbursements	Expenses related to providing transportation to Pembroke residents Not to exceed \$50,000
10 Board of Health	Nursing Services Reimbursements	Expenses related to medical related supplies or health services. Not to exceed \$5,000
11 Historical District Commission	Fees from Bethel Chapel	Expenses related to the upkeep of Bethel Chapel. Not to exceed \$3,000 or take any action relative thereto.

Submitted by the D.P.W., Board of Health, Historical District Commission, Town Landing Committee, Library Trustees, Council on Aging, and Conservation Commission

ADVISORY COMMITTEE RECOMMENDATION:

Favorable Action

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 13: 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: *This article allows the Selectmen to contract with the State for improvements to public roads within the Town.*

ARTICLE 14: 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'2015-2016 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: Favorable Action

EXPLANATION: *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 Highway Department from the Chapter 90 Program.*

ARTICLE 15: To see if the Town will vote to raise and appropriate and/or transfer from excise tax funds, the sum of \$500,000, to be expended by the Department of Public Works, for Pavement Management, Reconstruction of Roads and Sidewalks; or take any other action relative thereto.

Submitted by the DPW Commissioners

ADVISORY COMMITTEE RECOMMENDATION: Unfavorable Action

SELECTMEN RECOMMENDATION: Unfavorable Action

EXPLANATION: *These funds would be in addition to Chapter 90 Funding which is only for Accepted Roads. This represents 25% of the total excise tax funds collected. The current Pavement Management Plan calls for approximately \$10,000,000 for Accepted Streets and \$2,000,000 for Unaccepted Streets to be spent over the next 3 years.*

ARTICLE 16: To see if the Town will vote to raise and appropriate, transfer from available funds and/or borrow the sum of \$40,000 or any other sum, to be expended under the direction of the Board of Selectmen and managed by the Board of Health, for the purposes of continuing the blue green algae control program in Oldham Pond, or take any other action relative thereto.

Submitted by the Board of Health

ADVISORY COMMITTEE RECOMMENDATION: Town Meeting Floor

SELECTMEN RECOMMENDATION: Favorable Action

EXPLANATION: *This is for the suppression of blue green algae. This is a similar course of action as has been taken in the past two years. It has been highly successful, and there have been no further outbreaks of blue green algae. There could be further funds needed to treat the pond should such an outbreak occur. This is based on the proposal for action from Aquatic Control who has treated and overseen the Oldham Pond project for the last three years.*

ARTICLE 17: To see if the Town will vote to raise and appropriate and/or transfer from available funds, the sum of \$12,800 or any other sum, to be expended under the direction of the Board of Selectmen and managed by the Pembroke Watershed Association, for the purposes of continuing the hydrilla control program in Hobomock Pond, or take any other action relative thereto.

Submitted by the Conservation Commission

ADVISORY COMMITTEE RECOMMENDATION:

Favorable Action

SELECTMEN RECOMMENDATION:

Favorable Action

EXPLANATION: *The aquatic vegetation control program performed at Hobomock Pond has been very effective at controlling the hydrilla infestation. However, continued management of this invasive species is necessary to prevent additional spread and to achieve a level of sustainable long-term control.*

ARTICLE 18: To see if the Town will vote to raise and appropriate and/or transfer from available funds, the sum of \$50,000 to be added to the Open Space Fund at the rate of \$10,000 per year, or take any other action relative thereto.

Submitted by the Conservation Commission

ADVISORY COMMITTEE RECOMMENDATION:

Favorable Action

SELECTMEN RECOMMENDATION:

Favorable Action

EXPLANATION: *This article is to reimburse the Conservation Commission for the purpose for the purchase of the Gary Thorpe property located off Oldham Street, shown on Assessor's Map C9, Lot 50, consisting of approximately 22+/- acres. The property was purchased on behalf of the Town of Pembroke – DPW for drainage purposes. At the time of the purchase, it was understood that the money provided from the Open Space Fund were a temporary loan and were to be reimbursed.*

ARTICLE 19: To see if the Town will vote to amend the Town of Pembroke Bylaws, Section 14 of Article XX from the Town Bylaws that reads as follows:

SECTION 14.

No person shall drink any alcoholic beverages as defined in Massachusetts General Laws Chapter 138, Section 1, while in or upon any public way or any way to which the public has a right of access, or any place to which members of the public have access as invitees or licensees, any park or playground, or while in or upon private land, building, structure or place without the consent of the owner or person in control thereof. Any person violating this by-law shall upon conviction be fined not more than fifty dollars (\$50.00) for each offense.

by adding the following:

SECTION 14A.

No person shall smoke or otherwise consume any marijuana, as defined in 105 Massachusetts CMR 725.00, while in or upon any public way or any way to which the public has a right of access, or any place to which members of the public have access as invitees or licensees, and park or playground, or while in or upon private land building,

structure or place without the consent of the owner or person in control thereof. Any person violating this by-law shall upon conviction be fined not more than three hundred dollars (\$300). For the purposes of this by-law regarding Pembroke Public Housing properties, public access areas refer to any common areas, driveway, walkways and lawns.

SECTION 14B.

No person, other than those covered under 105 Massachusetts CMR 725.00 and duly prescribed, shall possess or consume any quantity of Marijuana or Marijuana products as defined in Massachusetts General Law 94C Section 32L. Any person violating this by-law shall be fined not more than three hundred dollars (\$300).

or take any other action relative thereto.

Submitted by Police Chief Rick Wall

ADVISORY COMMITTEE RECOMMENDATION:

Town Meeting Floor

SELECTMEN RECOMMENDATION:

Favorable Action

EXPLANATION

ARTICLE 20: To see if the Town will vote to authorize the Board of Selectmen to (i) lease all or any portion of the Town's property known as the Pembroke municipal landfill, as shown on Assessor's Map D6, Parcels 2, 7 and 12, for the installation, operation and maintenance of a privately-owned, ground mounted solar photovoltaic facility for a term of up to thirty (30) years, and on such terms and conditions as the Board of Selectmen deems to be in the best interest of the Town; (ii) grant any necessary interests, including easements, for all purposes relating to the construction, maintenance, operation, and removal of the facility, and on such terms, and conditions as the Board deems to be in the best interests of the Town; (iii) execute any and all agreements and instruments necessary to effect such transactions; and (iv) take all actions necessary to implement and administer all such agreements and instruments; or take any other action relative thereto.

Submitted by the Board of Selectmen

ADVISORY COMMITTEE RECOMMENDATION:

Town Meeting Floor

SELECTMEN'S RECOMMENDATION:

Favorable Action

EXPLANATION:

ARTICLE 21: To see if the Town will vote to authorize the Board of Selectmen to (i) enter into a renewable energy power purchase and/or net metering credit purchase agreement, including an agreement for power and net metering credits generated by a solar photovoltaic facility, for a term of up to thirty (30) years, and on such terms and conditions as the Board of Selectmen deems to be in the best interests of the Town; and (ii) take all actions necessary to implement and administer such agreement; or take any other action relative thereto.

Submitted by the Board of Selectmen

ADVISORY COMMITTEE RECOMMENDATION:

Town Meeting Floor

SELECTMEN'S RECOMMENDATION:

Favorable Action

EXPLANATION:

ARTICLE 22: To see if the Town will vote to authorize the Board of Selectmen to (i) negotiate and enter into an agreement for payments-in-lieu-of-taxes (“PILOT”) pursuant to M.G.L. Chapter 59, Section 38H(b), and Chapter 164, Section 1, or any other enabling authority, for both real and personal property associated with a privately owned and operated solar photovoltaic facility to be located on the Town’s property known as the Pembroke municipal landfill (Assessor’s Map D6, Parcels 2, 7 and 12), for a term of up to thirty (30) years on such terms and conditions as the Board of Selectmen deems to be in the best interests of the Town; and (ii) take all actions necessary to implement and administer such agreement; or take any other action relative thereto.

Submitted by the Board of Selectmen

ADVISORY COMMITTEE RECOMMENDATION:	Unfavorable Action
SELECTMEN’S RECOMMENDATION:	Favorable Action
EXPLANATION:	

ARTICLE 23: To see if the Town will vote to amend the By-laws of the Town of Pembroke, Article VII, Town Administrator, to incorporate changes recommended in the “Financial Management Review” report published in December 2013 for the Town by the Massachusetts Department of Revenue as shown in Appendix E, or take any other action relative thereto.

Submitted by the Board of Selectmen

ADVISORY COMMITTEE RECOMMENDATION:	Unfavorable Action
SELECTMEN’S RECOMMENDATION:	Favorable Action
EXPLANATION:	

ARTICLE 24: To see if the Town will vote to amend the Town of Pembroke Zoning Bylaws to insert a new section under Section V. Special Provisions, Standards and Procedures, Sub-section 11, as set forth below and to amend the Table of Contents to insert “11. Assisted Living Facilities” under “Section V. Special Provisions, Standard and Procedures”.

11. ASSISTED LIVING FACILITIES

The purpose of this by-law is to provide for the availability of housing for elderly persons who require personalized health care support services and care designed to respond to the individual needs of those requiring help in activities of daily living, and/or require the skilled medical care provided in a nursing facility.

DEFINITIONS:

For the purpose of this by-law the following words or phrases shall have the following meanings.

Assisted Living Residence: any entity, which meets all of the following criteria: (1) provides room and board; (2) provides, directly by employees of the entity or through arrangements with another organization which the entity may or may not control or own, assistance with activities of daily living for three or more adult residents who are not related by consanguinity or affinity to their care provider; and (3) collects payments or third party reimbursements from or on behalf of residents to pay for the provision of assistance with the activities of daily living or arranges for the same.

Hospice program: palliative and supportive care and other services provided by an interdisciplinary team under the direction of an identifiable hospice administration to terminally ill patients with a limited life expectancy and their families, including physician's services, nursing care provided by or under the supervision of a registered nurse, social services, volunteer services and counseling services provided by professional or volunteer staff under professional supervision.

Long-Term Care Facility: any institution or distinct part of an institution, whether conducted for charity or profit, operated for the purpose of providing three or more individuals admitted thereto with long-term resident, nursing or convalescent care, supervision and care incident to old age for ambulatory persons, or retirement home care for elderly persons, including residential care facilities, convalescent or rest homes, infirmaries maintained in towns, and charitable homes for the aged.

Ancillary Services: Services and facilities may include the following: meeting room, laundry rooms, gardening, exercise rooms and recreational areas; libraries, common or private dining facilities; offices, health practitioner services for diagnoses and outpatient services for residents only; social services; barber/beauty services; transportation for medical and recreational purposes; assistance with activities of daily living, concierge service, housekeeping services, sundry store, swimming/therapeutic pools, whirlpools, lecture/theater hall, chapel, pub (for residents only), ice cream parlor, banking office (for residents only). Such services shall be ancillary to residential use and shall be intended primarily for the residents and employees of the elderly living residence.

Personal Care Services: Personal Care Services shall mean staffing, facilities and programs which are provided to residents of elderly living residences in the areas of health counseling, instruction, examination, diagnosis, hygiene, nutrition, and physical fitness.

Resident: Resident shall mean an individual who resides in an elderly living residence and who requires and receives the housing and personal services of an Assisted Living Facility.

Dwelling Unit: A portion of an elderly living residence designed for and occupied by one or two individuals as the private living quarters of such individuals. Shared units occupied by two people are allowed.

ADMINISTRATION

For the purpose of this by-law the Planning Board shall be the Special Permit granting authority. In addition, a site plan shall be required for Planning Board approval per Section V, 7. Site Plan Approval of these by-laws. A use variance may not be approved to allow this use in a district not specifically designated below.

ALLOWED DISTRICTS:

Assisted Living Residence, Hospice Care and Long-Term Care Facilities shall be an allowed use in the below described districts.

1. Residential-Commercial District – South of Congress Street beginning at the southerly intersection of Congress Street and Washington Street to the Duxbury town line, including frontage on Taylor Street.

Except no building or structure, excluding driveway(s), shall be erected in the Historic District.

1. Industrial A
2. Industrial B

DIMENSIONAL REGULATONS

2. Residential-Commercial District – South of Congress Street beginning at the southerly intersection of Congress Street and Washington Street to the Duxbury town line, including frontage on Taylor Street.
 - a. Lot Sizes: All lots require a minimum of five (5) acres in size.
 - b. Frontage: All lots require a minimum of two hundred (200) feet of frontage on a public way.
 - c. Side and Rear Set Back: No building shall be erected within fifty (50) feet of the side and rear lot line.
 - d. Height: No buildings or structures shall be erected or altered to exceed two and one-half (2 1/2) stories.
 - e. Front Yard: No building or structure shall be erected within one hundred (100) feet of the way line.
 - f. Lot Coverage: All building lots must have at least 70 % of contiguous upland area.
3. Industrial A
 - a. Lot Sizes: All lots require a minimum of five (5) acres in size.
 - b. Frontage: All lots require a minimum of two hundred (200) feet of frontage on a public way.
 - c. Side and Rear Set Back: No building shall be erected within thirty (30) feet of the side and rear lot line.
 - d. Height: No buildings or structures shall be erected or altered to exceed four (4) stories.
 - e. Front Yard: No building or structure shall be erected within one hundred (100) feet of the way line.
 - f. Lot Coverage: All building lots must have at least 80% of contiguous upland area.
4. Industrial B
 - a. Lot Sizes: All lots require a minimum of five (5) acres in size.
 - b. Frontage: All lots require a minimum of two hundred (200) feet of frontage on a public way.
 - c. Side and Rear Set Back: No building shall be erected within thirty (30) feet of the side and rear lot line.
 - d. Height: No buildings or structures shall be erected or altered to exceed four (4) stories.
 - e. Front Yard: No building or structure shall be erected within one hundred (100) feet of the way line.
 - f. Lot Coverage: All building lots must have at least 80% of contiguous upland area.

ADDITIONAL DIMENSIONAL REQUIREMENTS

- A. Parking:
 1. Assisted Living: 1.0 spaces per residential unit plus 1.0 per employee per maximum shift. In addition the board will require parking for visitors and delivery services.

2. Long Term Care: 0.5 spaces per residential units plus 1.0 per employee per maximum shift. In addition the board will require parking for visitors and delivery services.
 3. Hospice Care: 0.25 spaces per residential unit plus 1.0 per employee per maximum shift. In addition the board will require parking for visitors and deliver services.
- B. Combined rental and ownership residential uses may be allowed on the same lot. In the event of conversion from one use to the other a new application to the Planning Board shall be required.

Or take any other action relative thereto.

Submitted by the Planning Board

ADVISORY COMMITTEE RECOMMENDATION:

Town Meeting Floor

SELECTMEN RECOMMENDATION:

Town Meeting Floor

EXPLANATION:

ARTICLE 25: To see if the Town will vote to amend the Town of Pembroke Zoning Bylaws Section V. Special Provision, Standards and Procedures, Sub-section 12. Solar Photovoltaic Installations Section B. Applicability by deleting the last sentence:

Solar facilities shall be allowed on parcels of land in any zoning district except; the center protection district.

And replace it with the following sentence to read:

Solar facilities shall be allowed on parcels of land in any zoning district, except in the center protection district, wherein all Solar Photovoltaic Installations are subject to site plan review and approval in compliance with Sub-Section D.7.

And, add the following sentence to read:

Large scale ground mounted solar facilities are not an allowed use in the center protection district.

Or take any other action relative thereto.

Submitted by the Planning Board

ADVISORY COMMITTEE RECOMMENDATION:

Town Meeting Floor

SELECTMEN RECOMMENDATION:

Town Meeting Floor

EXPLANATION:

ARTICLE 26: To see if the Town will vote to raise and appropriate, transfer from available funds and/or borrow a sum of money to replace security cameras and related equipment at the Pembroke High School; or take any other action relative thereto.

Submitted by the Pembroke School Committee

ADVISORY COMMITTEE RECOMMENDATION:

Favorable Action

SELECTMEN RECOMMENDATION:

Favorable Action

EXPLANATION: *The funding of this article would allow for the replacement of 25 outdated security cameras as well as the server from which the cameras run. Over the past few years we have had an increasing number of issues with our system. First off, the cameras are currently housed on two different servers which doubles the amount of down time. There have been several incidents where it would have been helpful to have access to the camera footage, but the servers were down at the time. PHS is currently outfitted with stationary cameras, meaning there is no functionality for a 360 degree view. At the time when the system was installed, the cameras were placed in areas that were assumed to be hot beds of activity, having now been in operation for several years PHS admin has a better idea of where cameras would be better suited. The proposal we have received is to replace the two existing servers with one exacqVision server with the functionality to host all 25 cameras. We would also be replacing the current fixed cameras with higher resolution, 360 degree views. Projected cost for replacement of server, cameras (equipment and installation) will be \$25,636.*

ARTICLE 27: 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 2015, with each item to be considered a separate appropriation:

Appropriations:

From FY 2015 estimated revenues: Committee Administrative Expenses \$ 18,000

Reserves:

From FY 2015 estimated revenues for Historic Resources Reserve	\$ 45,000
From FY 2015 estimated revenues for Community Housing Reserve	\$ 45,000
From FY 2015 estimated revenues for Open Space Reserves	\$ 45,000
Balance FY 2015 estimated revenues for Budgeted Reserve	\$ 207,000

Submitted by the Community Preservation Committee

ADVISORY COMMITTEE RECOMMENDATION:

Favorable Action

SELECTMEN'S RECOMMENDATION:

Favorable Action

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 28: To appropriate any remaining balance of funds from Community Preservation Fund FY15 Annual Revenues to the Annual Budgeted Reserve, or take any other action relative thereto.

Submitted by the Community Preservation Committee

ADVISORY COMMITTEE RECOMMENDATION:

Favorable Action

SELECTMEN'S RECOMMENDATION:

Favorable Action

EXPLANATION:

ARTICLE 29: To see if the Town will vote to adopt and approve the following recommendations of the Community Preservation Committee for Fiscal Year 2015, 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 \$20,000.00 from FY15 Community Preservation Annual Revenues and that said funds be granted to the Pembroke DPW to repair/restore stone walls around lots at the Pine Grove Cemetery, or take any other action relative thereto.

Recommendation B: To appropriate the sum of \$85,000.00 from FY15 Community Preservation Annual Revenues and that said funds be granted to the Cobb Library Trustees to perform Phase 1 of a full exterior restoration including windows, insulation and to replace an oil burner with a gas fired furnace at the Cobb Library located on Union Street in Bryantville, or take any other action relative thereto.

Recommendation C: To appropriate the sum of \$15,700.00 from Community Preservation Historic Resources Reserve and that said funds be granted to the Adah Hall House Board of Trustees to preserve and restore an existing barn structure including windows at the Adah Hall House Barn located on Water Street, or take any other action relative thereto.

Recommendation D: To appropriate the sum of \$9,500.00 from Community Preservation Open Space/Recreation Reserve and that said funds be granted to Pembroke Youth Baseball to replace the blue board on backstops on the baseball fields at the Mattakeesett Street Ball fields located on Mattakeesett Street, or take any other action relative thereto.

Recommendation E: To appropriate the sum of \$100,000.00 from the Community Preservation Open Space/Recreation Reserve and that said funds be transferred to the Conservation Commission Open Space Fund for the purposes of purchasing land for open space, or take any other action relative thereto.

Submitted by the Community Preservation Committee

ADVISORY COMMITTEE RECOMMENDATION: A) Favorable Action
B) Unfavorable Action C) Unfavorable Action D) Town Meeting Floor E) Favorable Action
SELECTMEN'S RECOMMENDATION: Favorable Action

ARTICLE 30: To see if the Town will vote to accept the following amendments to the By-Laws of the Town of Pembroke, Massachusetts:

Article XXXI - A Demolition Delay Bylaw

Definitions:

PREFERABLY PRESERVED – delete the words “three months” and insert the words “twelve months”

Procedure:

Paragraph nine – Delete the words “three months” and insert the words “twelve months”.

Paragraph eleven - Delete the words “three months” and insert the words “twelve months”.

Paragraph twelve - Delete the words “three months” and insert the words “twelve months”.

Or take any other action relative thereto.

Submitted by the Pembroke Historic District Commission

ADVISORY COMMITTEE RECOMMENDATION:	Town Meeting Floor
SELECTMEN’S RECOMMENDATION:	Town Meeting Floor
EXPLANATION:	

ARTICLE 31: To see if the town will raise and appropriate or transfer from available funds, the sum of \$3,000 or any other sum, to be expended under the direction of the Board of Selectmen and managed by the Pembroke Watershed Association for the purpose of Water Quality testing of Furnace Pond, Oldham Pond, Stetson Pond, Little Sandy Bottom Pond, and Hobomock Pond as part of the Association’s Water Quality Initiative, or take any other action relative thereto.

Submitted by Petition of Patricia McCabe and others

ADVISORY COMMITTEE RECOMMENDATION:	Favorable Action
SELECTMEN’S RECOMMENDATION:	Favorable Action
EXPLANATION:	

**Subsequent Meeting for the
ELECTION OF OFFICERS
to be held on
Saturday, April 26, 2014**

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 32: 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; two Selectmen for three years; one Assessor for three years; one Town Clerk for three years; one Board of Health Member for three years; one Housing Authority member for five years; two Library Trustees for three years; one Planning Board Member for five years; one Constable for three years; two School Committee Members for three years; one DPW Commissioner for three years; or take any other action relative thereto.

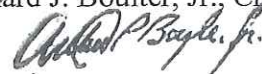
Submitted by the Town Clerk

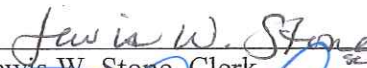
Hereof, fail not, and make due return of this Warrant, with your doings thereon, to the Town Clerk, at the time and place of meetings as aforesaid.

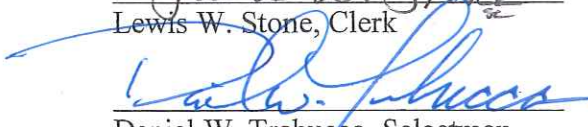
Given under our hands this 7th day of April in the year of our Lord Two Thousand and Fourteen

TOWN OF PEMBROKE
BOARD OF SELECTMEN


Willard J. Boulter, Jr., Chairman

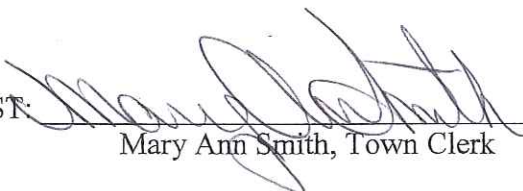

Arthur P. Boyle, Jr., Vice-Chairman


Lewis W. Stone, Clerk


Daniel W. Trabucco, Selectman


Michelle L. Burt, 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 22, 2014, 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:

4/8/14

By:

Rahut Doves

APPENDIX A

Article 3

Town Administrator's Budget

	2014 Budget	2015 Request	2015 Town Admin.	2015 Advisory
Moderator				
Wages & Salaries-Elected	100	100	100	100
	-----	-----	-----	-----
Totals	100	100	100	100
 Board of Selectmen				
Wages & Salaries-Elected	9,000	9,000	9,000	
Wages & Salaries	96,603	113,311	113,311	
General Expenses	7,849	8,497	8,497	
Purchase of Services-Audit	49,040	42,190	42,190	
	-----	-----	-----	-----
Totals	162,492	172,998	172,998	
 Town Administrator				
Wages & Salaries	106,756	125,450	106,831	
General Expenses	5,267	7,167	7,167	
	-----	-----	-----	-----
Totals	112,023	132,617	113,998	
 Legal				
Purchase of Services	115,000	125,000	115,000	
	-----	-----	-----	-----
Totals	115,000	125,000	115,000	
 Advisory Committee				
Wages & Salaries	5,400	5,400	5,400	
General Expenses	566	572	572	
Reserve Fund	70,000	100,000	70,000	
	-----	-----	-----	-----
Totals	75,966	105,972	75,972	
 Town Accountant				
Wages & Salaries	78,790	79,543	79,543	
General Expenses	4,050	4,300	4,300	
	-----	-----	-----	-----
Totals	82,840	83,843	83,843	

Board of Assessors

Wages & Salaries-Elected	5,400	5,400	5,400	
Wages & Salaries	211,737	216,647	216,647	
General Expenses	26,050	38,900	38,900	
	-----	-----	-----	-----
Totals	243,187	260,947	260,947	

Treasurer/Collector

Wages & Salaries	299,111	300,319	300,319	
General Expenses	77,785	81,885	81,885	
	-----	-----	-----	-----
Totals	376,896	382,204	382,204	

Data Processing

General Expenses	31,072	40,572	40,572	
	-----	-----	-----	-----
Totals	31,072	40,572	40,572	

Town Clerk

Wages & Salaries-Elected	72,987	72,987	72,987	
Wages & Salaries	49,636	50,636	50,636	
General Expenses	3,670	3,820	3,820	
	-----	-----	-----	-----
Totals	126,293	127,443	127,443	

Elections

Wages & Salaries	26,405	35,000	33,000	
General Expenses	12,300	17,800	17,800	
	-----	-----	-----	-----
Totals	38,705	52,800	50,800	

Registrations

Wages & Salaries	5,550	5,600	5,600	
General Expenses	6,800	6,900	6,900	
	-----	-----	-----	-----
Totals	12,350	12,500	12,500	

Conservation Commission

Wages & Salaries	53,434	53,434	52,436	
General Expenses	735	935	935	
	-----	-----	-----	-----
Totals	54,169	54,369	53,371	

Planning Board

Wages & Salaries	48,261	48,311	48,311	
General Expenses	2,090	2,240	2,240	
	-----	-----	-----	-----
Totals	50,351	50,551	50,551	

Zoning Board of Appeals

Wages & Salaries	23,573	23,630	23,630	
General Expenses	2,100	2,600	2,600	
	-----	-----	-----	-----
Totals	25,673	26,230	26,230	

Town Hall Maintenance

Wages & Salaries	60,389	61,815	61,815	
General Expenses	102,690	139,890	139,890	
	-----	-----	-----	-----
Totals	163,079	201,705	201,705	

Police Department

Wages & Salaries	2,580,251	3,056,661	2,608,346	
General Expenses	299,005	361,998	349,305	
	-----	-----	-----	-----
Totals	2,879,256	3,418,659	2,957,651	

Fire Department

Wages & Salaries	2,458,622	2,542,721	2,472,721	
General Expenses	175,725	340,225	190,225	
	-----	-----	-----	-----
Totals	2,634,347	2,882,946	2,662,946	

Inspectional Services

Wages & Salaries	174,310	179,195	179,205	
General Expenses	7,350	8,140	6,300	
	-----	-----	-----	-----
Totals	181,660	187,335	185,505	

Emergency Management

Wages & Salaries	2,481	2,481	2,481	
General Expenses	8,761	9,511	9,511	
	-----	-----	-----	-----
Totals	11,242	11,992	11,992	

Dog Officer

Wages & Salaries	41,899	52,864	41,899	
General Expenses	10,400	10,400	10,400	
	-----	-----	-----	-----
Totals	52,299	63,264	52,299	

Pembroke Public Schools

Pembroke Public Schools	28,289,729	29,725,000	28,971,029	
	-----	-----	-----	-----
Totals	28,289,729	29,725,000	28,971,029	

Department of Public Works

Wages & Salaries	784,081	794,362	794,362	
General Expenses	216,888	243,097	239,097	
Snow & Ice	100,000	100,000	100,000	
	-----	-----	-----	-----
Totals	1,100,969	1,137,459	1,133,459	

Street Lighting

General Expenses	82,300	95,000	95,000	
	-----	-----	-----	-----
Totals	82,300	95,000	95,000	

Board of Health

Wages & Salaries	108,334	111,388	108,334	
General Expenses	5,630	8,260	6,810	
Purchase of Services-Nursing	17,500	20,000	20,000	
	-----	-----	-----	-----
Totals	131,464	139,648	135,144	

Council on Aging

Wages & Salaries	155,082	181,471	155,082	
General Expenses	45,841	46,641	46,641	
Senior Tax Program	3,100	5,000	5,000	
	-----	-----	-----	-----
Totals	204,023	233,112	206,723	

Veterans' Services

Wages & Salaries	59,248	61,440	61,264	
General Expenses	2,650	2,300	2,300	
Benefits & Medical	142,000	175,000	175,000	
	-----	-----	-----	-----
Totals	203,898	238,740	238,564	

Commission on Disabilities

General Expenses	970	970	970	
	-----	-----	-----	-----
Totals	970	970	970	

Library

Wages & Salaries	436,067	446,346	446,346	
General Expenses	76,200	82,600	82,600	
Books	75,090	80,100	80,100	
	-----	-----	-----	-----
Totals	587,357	609,046	609,046	

Lydia Drake Library

General Expenses	2,285	2,285	2,285	
	-----	-----	-----	-----
Totals	2,285	2,285	2,285	

Recreation Commission

Wages & Salaries	79,255	81,948	81,948	
General Expenses	6,000	6,000	6,000	
Park Maintenance	6,300	6,300	6,300	
	-----	-----	-----	-----
Totals	91,555	94,248	94,248	

Community Center

Wages & Salaries	25,259	25,557	25,557	
General Expenses	32,396	34,346	33,521	
	-----	-----	-----	-----
Totals	57,655	59,903	59,078	

Herring Fisheries

General Expenses	1,800	1,800	1,800	
	-----	-----	-----	-----
Totals	1,800	1,800	1,800	

Town Landing

Wages & Salaries	41,251	41,251	41,251	
General Expenses	1,200	1,200	1,250	
	-----	-----	-----	-----
Totals	42,451	42,451	42,501	

Town Clock Winder

Wages & Salaries	1,457	1,457	1,457	
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	Totals	1,457	1,457	1,457	
Town Memorial Committee					
	General Expenses	5,610	5,910	5,910	
	Totals	5,610	5,910	5,910	
South Shore Women's Center					
	General Expenses	3,500	3,500	3,500	
	Totals	3,500	3,500	3,500	
Plymouth County Cooperative					
	General Expenses	107	107	107	
	Totals	107	107	107	
Historical Commission					
	General Expenses	1,900	2,000	2,000	
	Totals	1,900	2,000	2,000	
Maturing Debt Principal					
	General Expenses	1,971,049	1,966,549	1,966,549	
	Totals	1,971,049	1,966,549	1,966,549	
Maturing Debt Interest					
	General Expenses	891,674	827,083	827,083	
	Totals	891,674	827,083	827,083	
Short Term Interest					
	General Expenses	67,000	307,000	307,000	
	Totals	67,000	307,000	307,000	
Plymouth County Retirement					
	General Expenses	2,533,935	2,688,871	2,688,871	
	Totals	2,533,935	2,688,871	2,688,871	

Unemployment Compensation

General Expenses	20,000	60,000	60,000	
	-----	-----	-----	-----
Totals	20,000	60,000	60,000	

Group Health Insurance

General Expenses	6,629,423	6,819,923	6,606,675	
	-----	-----	-----	-----
Totals	6,629,423	6,819,923	6,606,675	

Group Life Insurance

General Expenses	20,000	20,000	20,000	
	-----	-----	-----	-----
Totals	20,000	20,000	20,000	

Medicare Tax

General Expenses	420,000	460,000	460,000	
	-----	-----	-----	-----
Totals	420,000	460,000	460,000	

Property & Liability Insurance

General Expenses	600,000	630,000	600,000	
	-----	-----	-----	-----
Totals	600,000	630,000	600,000	

Grand Total	51,391,111	54,566,109	52,777,626	
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APPENDIX B

Article 6

Water Budget

WATER	FISCAL 2014 BUDGET	FISCAL 2015 BUDGET
Salaries	505,535	509,419
Expenses	76,763	80,410
Cost of Pumping	446,486	458,486
Debt Service	744,844	667,916
Capital Outlay	210,000	122,000
Indirect Costs	260,000	275,000
Total Cost Water	2,243,628	2,113,231

APPENDIX C

Article 7

Solid Waste Budget

SOLID WASTE	FISCAL 2014 BUDGET	FISCAL 2015 BUDGET
Salaries	56,412	58,308
Expenses	1,551,331	1,262,943
Debt Service	276,772	259,222
Capital Outlay	0	0
Indirect Costs	32,400	32,400
Total Cost Solid Waste	1,916,915	1,612,873

APPENDIX D

Article 2

ANNUAL SALARY SCHEDULE A FULL TIME OFFICERS AND EMPLOYEES EFFECTIVE JULY 1, 2014 THROUGH JUNE 30, 2015

<u>Title</u>	<u>SA</u>	<u>Current Minimum</u>	<u>Proposed Minimum</u>	<u>Current 2nd Year</u>	<u>Proposed 2nd Year</u>	<u>Current Maximum</u>	<u>Proposed Maximum</u>
Police Chief	SA-2	89,385	92,067	94,701	97,542	100,332	103,342
Fire Chief & Forest Warden	SA-3	89,385	92,067	94,701	97,542	100,332	103,342
Lieutenant(Fire) Captain(Fire)	SA-5	n.a.	n.a.	n.a.	n.a.	481	495
Call Firefighters	SA-6	n.a.	n.a.	n.a.	n.a.	365	376
DPW Director	SA-7	89,637	92,326	92,106	94,869	96,711	99,612
Treasurer/Collector	SA-8	73,437	75,640	77,110	79,423	81,027	83,458
Youth Services Librarian	SA-11	42,527	43,803	46,644	48,043	50,812	52,336
Assistant Librarian	SA-12	13,410	13,812	13,750	14,163	15,896	16,373
Associate Librarian II	SA-13	36,888	37,995	38,727	39,889	40,554	41,771
Associate Librarian I	SA-14	32,469	33,443	34,512	35,547	35,812	36,886
Coordinator/Dir of Recreation	SA-15	46,817	48,222	49,462	50,946	51,933	53,491
Building Inspector/Zoning Agent	SA-16	59,801	61,595	62,358	64,229	63,916	65,833
Animal Control Officer	SA-18	33,830	34,845	37,732	38,864	41,524	42,770
Executive Assistant	SA-19	46,925	48,333	48,880	50,346	51,536	53,082
Chief Assessors/Appraiser	SA-21	73,437	75,640	77,110	79,423	81,027	83,458
Dir of Planning & Comm Dev	SA-22	56,373	58,064	60,658	62,478	64,853	66,799
Planning Board Assistant	SA-23	43,519	44,825	45,686	47,057	47,886	49,323
Asst. DPW Director	SA-24	60,579	62,396	64,804	66,748	68,325	70,375
Library Director	SA-27	59,285	61,064	66,425	68,418	76,035	78,316
Health Agent	SA-28	52,131	53,695	53,739	55,351	56,573	58,270
Council on Aging Director	SA-29	48,342	49,792	50,760	52,283	53,299	54,898

ANNUAL SALARY SCHEDULE B APPOINTED PART TIME OFFICERS AND EMPLOYEES EFFECTIVE JULY 1, 2014 THROUGH JUNE 30, 2015

<u>Title</u>	<u>Current Annual Salary</u>	<u>Proposed Annual Salary</u>
Town Accountant	42,797	44,081
Assistant Town Accountant	35,613	36,681
Conservation Agent Field Agent	30,843	31,768
Wiring Inspector	25,253	26,011
Veterans Agent	15,076	15,528
Plumbing Inspector	12,413	12,785
Gas Inspector	12,413	12,785
Animal Inspector	6,416	6,608
Summer Playground Director	6,277	6,465
Inspector of Weights & Measures	5,841	6,016
Assistant Wiring Inspector	4,760	4,903
Assistant Summer Playground Director	4,260	4,388
Herring Fisheries Superintendent	2,481	2,555
Civil Defense Director	2,481	2,555
Town Landing Administrator	1,984	2,044

APPENDIX D

continued

HOURLY WAGE SCHEDULE C FULL TIME/PART TIME EMPLOYEES EFFECTIVE JULY 1, 2014 THROUGH JUNE 30, 2015

<u>Department</u>	<u>SC</u>	<u>Current Minimum</u>	<u>Proposed Minimum</u>	<u>Current 2nd Year</u>	<u>Proposed 2nd Year</u>	<u>Current Maximum</u>	<u>Proposed Maximum</u>
Matron	SC-1	22.13	22.80	24.43	25.17	27.66	28.49
Patrolman-Permanent Intermittent	SC-1	22.13	22.80	24.43	25.17	27.66	28.49
Patrolman-Special	SC-2	22.13	22.80	24.43	25.17	27.66	28.49
Summer Playground Counselor (Rec)	SC-3	9.15	9.43	9.60	9.89	10.07	10.38
After School Counselor (Rec)	SC-3	9.15	9.43	9.60	9.89	10.07	10.38
Basic Recycling Attendant	SC-3	9.15	9.43	9.60	9.89	10.07	10.38
Part Time Laborer	SC-4	16.83	17.34	17.92	18.46	19.05	19.63
Call Firefighter	SC-5	19.02	19.60	19.02	19.60	19.02	19.60
Diver	SC-6	n.a.	n.a.	n.a.	n.a.	25.75	26.53
Landfill Manager	SC-7	n.a.	n.a.	n.a.	n.a.	38.32	39.47
Building Committee Assistant (PT)	SC-8	n.a.	n.a.	n.a.	n.a.	19.61	20.20
Custodians	SC-9	16.80	17.31	18.68	19.25	20.24	20.85
Election& Census Workers, Registrars	SC-10	n.a.	n.a.	n.a.	n.a.	12.37	12.75
Senior Clerk	SC-11	16.00	16.48	17.04	17.56	18.10	18.65
Junior Clerk	SC-12	12.74	13.13	13.84	14.26	14.91	15.36
Typist-Part Time	SC-13	12.24	12.61	12.80	13.19	13.37	13.78
Council on Aging Van Drivers	SC-13	12.24	12.61	12.80	13.19	13.37	13.78
Maintenance Person (PT)	SC-13	12.24	12.61	12.80	13.19	13.37	13.78
Library Aide	SC-14	12.74	13.13	13.76	14.18	14.92	15.37
Lifeguard	SC-15	n.a.	n.a.	n.a.	n.a.	11.66	12.01
Water Safety/Lifeguard Train. Inst.	SC-16	n.a.	n.a.	n.a.	n.a.	13.06	13.46
Director/Water Safety Instructor	SC-17	n.a.	n.a.	n.a.	n.a.	14.45	14.89
Head Lifeguard/Water Safety Inst.	SC-18	n.a.	n.a.	n.a.	n.a.	13.62	14.03
Extra Help-Assessors-Measurer	SC-19	n.a.	n.a.	n.a.	n.a.	10.93	11.26
Summer Head Counselor (Rec)	SC-19	n.a.	n.a.	n.a.	n.a.	10.93	11.26
After School Head Counselor (Rec)	SC-19	n.a.	n.a.	n.a.	n.a.	10.93	11.26
Extra Help-Assessors-Listers	SC-20	n.a.	n.a.	n.a.	n.a.	14.56	15.00
Water Safety Instructor Aide	SC-21	n.a.	n.a.	n.a.	n.a.	11.45	11.80
Alternate Building Inspector	SC-22	n.a.	n.a.	n.a.	n.a.	23.43	24.14
Program Instructor	SC-23	n.a.	n.a.	n.a.	n.a.	17.04	17.56
Library Page	SC-24	9.77	10.07	10.26	10.57	10.79	11.12
Recycling Attendant	SC-25	10.30	10.61	10.80	11.13	11.35	11.70
Zoning Board Assistant	SC-27	19.85	20.45	20.90	21.53	21.87	22.53
Recycling Supervisor	SC-28	13.27	13.67	13.92	14.34	14.60	15.04
Principal Clerk	SC-29	16.11	16.60	17.05	17.57	18.04	18.59
Senior Aide - Council on Aging	SC-29	16.11	16.60	17.05	17.57	18.04	18.59
Conservation Commission							
Administrative Agent	SC-30	19.48	20.07	20.49	21.11	21.45	22.10
Generalist Reference Librarian	SC-31	21.48	22.13	23.56	24.27	25.67	26.45

APPENDIX D

continued

ANNUAL SALARY SCHEDULE D ELECTED FULL TIME/PART TIME OFFICIALS EFFECTIVE JULY 1, 2014 THROUGH JUNE 30, 2015

<u>Department</u>	<u>Current Annual Salary</u>	<u>Proposed Annual Salary</u>
Moderator	100	100
Selectman	1,800	1,800
Assessor	1,800	1,800
Town Clerk	72,987	75,177

APPENDIX E

Article 23

Town By-Law “Article VII: Town Administrator”

ARTICLE VII - Town Administrator

SECTION 1.

The Board of Selectmen, by a majority vote of its full membership, shall appoint a Town Administrator who shall be a professionally qualified person possessing the education, training, and previous experience to perform the duties of the office.

The position requires a working knowledge of municipal finance, budgets, personnel policies and practices, and an ability to analyze a variety of administrative problems to make sound recommendations as to their solution.

The educational qualifications shall consist of at least a Bachelor’s Degree in public administration or related field, with a Master’s Degree in Public Administration or Business being highly desirable.

The professional experience shall include at least five (5) years in local government, public management, or a similar field. A high level of professionalism is required, characterized by sound judgment, ability to maintain strict confidentiality and an attitude of accessibility and responsiveness to other town personnel and the public.

The Town Administrator must possess the ability to handle expected and unexpected emergencies and have a strong realization that small town government requires flexibility in what is entailed in the position.

The Town Administrator must demonstrate excellent verbal skills and feel comfortable in public speaking situations and must possess excellent writing and interpersonal skills to deal with all levels of management and government.

The Town Administrator must possess a valid Massachusetts driver’s license.

The Town Administrator must be a self-motivated organized individual that accepts the role of being the town's chief executive on day-to-day matters and willing to discharge necessary resolution to situations and matters affecting the Town of Pembroke.

SECTION 2.

The Board of Selectmen shall appoint the Town Administrator to serve a three (3) year contractual term, the first year of the initial appointment of which shall be a probationary period, in accordance with the terms of this by-law, and which may be renewed by the Board of Selectmen for successive three (3) year terms.

The Town Administrator shall devote full time to the office and shall not hold any other public office, elective or appointive, nor engage in any other business or occupation during such service, unless in advance approved by the Board of Selectmen.

SECTION 3.

Under the general supervision of the Board of Selectmen, the Town Administrator functions as the town’s chief administrative and financial officer of the Town, and in cooperation with the Board of Selectmen is directly responsible for the management of staff and administration of all Town affairs not specifically reserved to another elected body, as well as for the efficient research, administration, coordination and resolution of all matters that come under the jurisdiction of the Board of Selectmen and shall be the Board of Selectmen’s liaison to all facets of the town's government and to the general public. The Town Administrator shall function independently, referring specific issues or problems to the Board of Selectmen as necessary

when clarification or interpretation of Town policy or procedures is required. The duties and responsibilities of the Town Administrator shall include, but are not intended to be limited to, the following:

Administration

- Administers, either directly or through a person or persons reporting to him, all provisions of general and special laws applicable to the town and all bylaws and votes of the town.
- Supervises and is responsible for the efficient administration of all departments, commissions, boards and officers, under the jurisdiction of the Board of Selectmen.
- Maintains full and complete records of his office, and provides periodic reports as requested by the Board of Selectmen.
- Advises, recommends, initiates and enforces policies and procedures established by the Board of Selectmen.
- Communicates the Board of Selectmen's policies and procedures to all departments.
- Responsible for receiving and disposition of all correspondence and communications.
- Acts as the town's public relations/consumer relations spokesperson for press releases, public statements and official correspondence; initiates appropriate responses to citizen inquiries and correspondence, hears and investigates citizen and other complaints or refers them to the proper department for attention, and makes necessary reports to the Board of Selectmen and other boards as appropriate.
- Attends all regular meetings and hearings of the Board of Selectmen.
- Attends all Executive Sessions of the Board of Selectmen.
- Attends all sessions of Town Meetings and shall be permitted to speak when recognized by the moderator.
- Makes necessary procedural preparation for weekly Board of Selectmen's meetings by establishing an agenda, scheduling a realistic time table for appointments, posting of notices of meetings, anticipating and disseminating background information relative to meeting agenda, and prepares recommendations for their decisions.
- Oversees the preparation of detailed minutes of all Board of Selectmen meetings.
- Oversees the preparation of detailed minutes of all Executive Sessions within Board of Selectmen meetings.
- Ascertains that all decisions of the Board of Selectmen are carried out.
- Prepares or writes town meeting warrant articles for presentation to the Board of Selectmen.
- Prepares motions and submits the warrants to town counsel for review.
- Works with town boards and committees in the dissemination of appropriate material for Town Meetings.
- Responsible for and works with town boards and committees in the preparation of the Town Annual Report.
- May be appointed by the Board to serve on other town, county, state or federal boards or committees
- Acts as the overseer and coordinates the management of a centralized town hall computer network system.
- Attends professional meeting and keeps abreast of current and pending developments in municipal government and works with any and all outside agencies in furthering the best interests of the town.
- Administers the preparation, publication, analyzing and acceptance of all contracted services and bids.
- Administers procedures for licenses and permits issued by the Board of Selectmen.

- Attends meetings of town boards and committees when needed.
- Keeps the Board of Selectmen apprised of actions by town boards and committees.
- Keeps the Board of Selectmen fully advised as to the needs of the town.
- Recommends to the Board of Selectmen for adoption such measures requiring action by them or by the town meeting as he may deem necessary or expedient.
- Accessible and available for consultation to boards, committees and commissions of the town, whether appointed or elected, and responsive to their request for assistance.

Personnel

- Where applicable by town by-laws, provides general supervision to other department heads.
- In conjunction with Town Hall Department Heads, screens all candidates for employment of Town Hall and makes hiring recommendations to the Board of Selectmen.
- Insures all hiring practices are in compliance with all statutory regulations.
- Coordinates and participates in the evaluations of employee performance and goal setting.
- Interviews and makes hiring recommendations for employment applicants within the Office of Board of Selectmen as well as other town hall departments.
- Functions as town's Human Resource manager and maintains up-to-date data and personnel files of all town employees.
- Oversees appointments to offices, boards/committees and employment with the town over which the Board of Selectmen has final approval or appointing authority.
- Recommends removal of the same, for cause, in writing and otherwise in accordance with town by-laws, collective bargaining agreements and chapter thirty-one of the General Laws.
- Implements and updates, as warranted, the town's classification and compensation plans.
- Provides for the maintenance and security of personnel files.
- Acts as the agent of the Board of Selectmen in all collective bargaining negotiations.
- Assists the Board of Selectmen, department heads, Town Accountant, and the town's labor negotiators to monitor and arrive at fair and equitable collective bargaining agreements.
- Should have knowledge of Civil Service hiring procedures, regulations and collective bargaining process.
- Monitors the work of contractors and consultants hired/retained under the Board of Selectmen's jurisdiction.
- Identifies, recommends and implements training programs for the betterment of employee performance.
- Responsible for ensuring that departments are aware of and comply with the provisions of M.G.L. Chapter 30B.

Policies

- Develops and periodically updates a Town Procedural Manual.
- Develops and maintains in-depth job descriptions for all town hall positions.
- Holds monthly meetings with department heads to keep them apprised of new policies, programs and events.

Financial

- Acts as the chief budget officer of the town.
- Monitors town spending through the fiscal year and makes financial reports to the selectmen as requested.
- Coordinates the development of strategic financial goals for the Town .
- Makes recommendations concerning financial policies and practices as directed by the selectmen.

- Using information from salary plans and union contracts, debt schedules, past expenditure patterns, revenues and policy direction from the Board of Selectmen, coordinates the timely preparation of all departmental budgets with the Town Accountant, prepares a capital improvement budget, as well as a budget to be submitted to the Board of Selectmen for inclusion in the annual Town Meeting warrant.
- Prepares applications for grants, administers grants received, works with appropriate federal, state, county and private officials and reports necessary information to the Board of Selectmen.

Legal

- Works closely with Town Counsel in the preparation of legal matters.
- Acts as liaison between Town Counsel and town departments, boards and committees and provides the Board of Selectmen with timely summaries.
- Informs the Board of Selectmen and other boards and committees of all relevant statutory and regulatory changes.

Miscellaneous

Acts as the town Parking Clerk

SECTION 4.

The Board of Selectmen shall appoint the Town Administrator to serve a three (3) year contractual term, the first year of the initial appointment of which shall be a probationary period, in accordance with the terms of this by-law, and which may be renewed by the Board of Selectmen for successive three (3) year terms.

- Acts as the towns authorized procurement officer (except for educational related procurements) for all supplies materials and equipment.
- Acts as administrator of all town tax-title real estate holdings.
- Records and maintains an updated inventory of all town owned property and equipment.
- Acts as the town's Americans with Disabilities Act (ADA) Coordinator.
- Administers town's casualty and property insurance programs including coordination of claims.
- Acting for the selectmen, oversees the rental and use of all town property.
- Administers the permit and license procedures for the Board of Selectmen.
- Approves the award of all contracts for all departments of the town and otherwise have the authority to execute contracts on behalf of the town.
- Purchases all supplies, materials and equipment, except those intended for the school department.
- Prepares applications for grants, administers grants received.
- Works with appropriate state, federal, and private officials on various town projects as required.

SECTION 5.

The compensation and other terms and conditions of employment of the Town Administrator shall be established by a contract of employment entered into between the Town Administrator and the Board of Selectmen, provided that the terms of such contract shall be consistent with this by-law and amounts appropriated therefor by the Town. The position is an exempt position as regarding federal and state minimum wage and overtime requirements and therefore is not eligible to be paid overtime for work performed beyond forty hours in a workweek. The Town Administrator need not be a resident of the Town during her or his tenure. (4/28/98 ATM)