

**MINUTES OF THE SELECTMEN'S MEETING  
SEPTEMBER 9, 2020**

**HYBRID IN-PERSON MEETING, ALSO HOSTED BY PACTV ON ZOOM PLATFORM**

**PRESENT:** Daniel Trabucco (Chairman), John G. Brown, Jr. (Clerk), Tracy Marino (Selectman), James Agnew (School Committee), Sabrina Chilcott (Assistant Town Manager)  
Video: Jessica M. Rushing (Vice Chairman), Rebecca Coletta (Selectman), William Chenard (Town Manager), Erin Obey (Superintendent of Schools), Michael Tropeano (School Committee), Susan Scholl (School Committee)

At 7:00 pm, Mr. Trabucco advised that Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, s.18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Pembroke Board of Selectmen will be conducted in person in the Town Hall's Veterans Hall and via remote participation of board members via Zoom. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Pembroke website, at <https://www.pembroke-ma.gov/home/news/governors-order-suspending-certain-provisions-open-meeting-law>. Members of the public who want to attend in person may come to Town Hall, or may view the meeting on television, Comcast Government channel 15 live or via livestream at [www.pactv.org/watch/prime](http://www.pactv.org/watch/prime). All votes taken during this meeting will be roll call votes.

**BOARD OF SELECTMEN'S PROCESS DEFINED: RESIDENT COMPLAINT OR GRIEVANCE PROCESS/PUBLIC COMMENT**

Mr. Chenard introduced the MMA's best practice recommendation for conduct and civility of public officials (volume five, number 3, January 2020) and a draft of an optimal public comment policy for the board's review and discussion. Mr. Chenard recommended review, discussion and ultimate adoption of a policy to curtail unsolicited and unanticipated public comment on off-topic (non-agenda) items. Discussion ensued on August 26<sup>th</sup> meeting actions and the parameters and definition of process for the 'Ask the Selectmen' segment. Mr. Trabucco recommended that the board members review the draft policy as presented for further discussion at the next meeting. Questions arose surrounding remote versus hybrid meeting formats and costs to maintain a town co-hosted 300 participant Zoom account; Ms. Obey advised that the School Committee maintains an account which allows 300 participants, one cohost and the cost is \$128 per month.

**7:30 PUBLIC HEARING: IGOLF CENTERS, INC. CHANGE OF LOCATION FROM 140 CORP. PARK DR STE 2000 TO 296 OLD OAK ST, LIQUOR LICENSE #00064-GP-0960**

Mr. Trabucco advised that this public hearing is to hear public comment on the application of David Laine of iGolf Centers, Inc., General On Premises, All Alcoholic Beverages License #00064-GP-0960, for a Change of Location from 140 Corporate Park Drive, Suite #2000 to 296 Old Oak Street, currently described as a one-story contains one floor totaling 10,000 s.f. with six separate rooms containing one golf simulator in each room, three axe throwing bays, two bathrooms and a locked storage area. Mr. Laine has submitted a completed application and ABCC required addenda including application, lease and floor plan. The Planning Board voted to waive site plan review and approved the plan as a minor modification to an existing site plan and the Board of Zoning and Building Law Appeals has approved the requested Special Permit on August 17, 2020. Mr. Laine's application predates the final permitting from the Building Department to allow time for processing at the Alcoholic beverages Control Commission; no license is released until final Occupancy Permit and Fire Safety Certificate are submitted. Ms. Rushing moved to approve the application for a

## **MINUTES OF THE SELECTMEN'S MEETING**

Change of Location of iGolf Centers, Inc., General On Premises, All Alcoholic Beverages License #00064-GP-0960, from 140 Corporate Park Drive, Suite #2000 to 296 Old Oak Street, currently described as containing one floor totaling 10,000 s.f. with six separate rooms containing one golf simulator in each room, three axe throwing bays, two bathrooms and a locked storage area. Ms. Marino seconded the motion. By roll call vote: 4/0/1: Brown – yes; Coletta – yes; Marino – yes; Rushing – yes, with Trabucco abstaining.

### **VOTE TO APPROVE MINUTES OF AUGUST 26, 2020**

Mr. Brown moved to approve the minutes of August 26, 2020 as written; Ms. Marino seconded the motion. By roll call vote: 4/0/1: Brown – yes; Coletta – yes; Marino – yes; Rushing – yes, with Trabucco abstaining.

### **TOWN MANAGER'S REPORT**

#### Town Manager Awarded

Mr. Chenard announced that Pembroke's legislative delegation will be making a presentation to former Pembroke Town Manager Edwin Thorne tomorrow at 10:00 am in the vicinity of Town hall. The International City/County Management Association will also be presenting.

#### Plymouth County CARES Information

The Plymouth County Commissioners addressed phase four questions noting additional funding is available and some cities and towns may not use their funds, leaving unexpended funds added to the amount which is estimated at \$17 million at this time. Pembroke would have approximately \$450,000-\$580,000 left to submit as conditions warrant. Mr. Trabucco inquired about the need for a fall town meeting; Mr. Chenard responded by clarifying the deferral of all capitals items, changes to state aid in late fall may require votes to balance should changes to revenues result in underfunding of line items; additionally, the Town Clerk has raised concerns about the current funding level of the fall presidential election expenses.

### **7:45 PPS/SCHOOL COMMITTEE: CARES ACT REIMBURSABLE EXPENSES**

At 7:46 pm, Michael Tropeano called the meeting of the Pembroke School Committee to order. Mr. Chenard advised that the Plymouth County Commissioners have announced phase 4 funding for county cities and towns, releasing an additional 25% of the \$90,945,729 which is based on population. This will result in an additional \$808,560.76 for the Town of Pembroke. Pembroke's total allocation is now \$2,353,258.30. Cares Act Funding summary (allocated) is Phase One amount \$808,560.76; Phase Two amount \$586,702.46; Phase Three amount \$149,434.32 and Phase Four \$808,560.76 for a total of \$2,353,258.30. The total remaining future phase unallocated balance is \$17,462,745.60. Using the methodology for previous phase calculations would result in future allocation between \$405,555 and 558,914. Mr. Chenard concluded by stating that the school department has identified over nearly \$1.6 million in costs related to COVID-19 and he turned the presentation over to School Superintendent Erin Obey to provide an overview. Ms. Obey recapped the four phases of funding and iterated other funding opportunities available to the Schools including remote learning tech essentials grant of \$158,986 for 511 iPads and cases; remote learning earmark from the supplemental budget of \$100,000 and the COVID-19 contingency that the school department carried in their FY21 operating budget of \$118,119. Ms. Obey stated that expenses to date include \$497,975 of expenses submitted through phase one CARES funding, specifically \$471,600 for 1800 Chromebooks and \$26,375 for 25 laptops. Expenses related to cleaning supplies of \$127,012.25 include \$700 for UV sanitizing wipes; \$17,280 for a 6 week supply of disinfecting wipes; \$25,969.54 for an 8 week supply of alcohol based hand sanitizer; \$33,846.15 for a 6 week tab supply for 25 atomizers; \$19,216.56 for PHS duct work magnetic mount UV air purifiers and

At 8:43 pm, Ms. Coletta moved to adjourn; Mr. Brown seconded the motion. By roll call vote: 4/0/1: Brown – yes; Coletta – yes; Marino – yes; Rushing – yes, with Trabucco abstaining.

MMA Best Practice Series, January 2020, Volume 5, Number 3 (BOS/TM Office)  
Draft Public Comment Policy, W. Chenard (BOS/TM Office)  
GOP ABCC Liquor Change of Location App w/Addenda, D. Laine for iGolf (BOS/TM Office)  
COVID Related Expenses/CARES Appropriations PowerPoint, W. Chenard (BOS/TM Office)  
COVID Related Expenses/CARES Appropriations PowerPoint, E. Obey (PPS/BOS/TM Office)  
Draft Minutes of Meeting of August 26, 2020 (BOS/TM Office)