

**MINUTES OF THE SELECTMEN'S MEETING
MARCH 28, 2016**

PRESENT: Arthur P. Boyle, Jr. (Chairman), Lewis W. Stone (Vice-Chairman), Michelle L. Burt (Selectman), Daniel W. Trabucco (Selectman), Michael Buckley (Town Accountant), Bill Hart (Animal Control Officer), Kathleen Keegan, Kyle Harney, Kenny Delmonte, Diana Julian, Joe Chinzi, Sabrina Chilcott (Executive Assistant), and others.

At 7:00 pm Mr. Boyle opened the meeting.

7:00 (7:20) KATHLEEN KEEGAN: UPDATE ON FUNDRAISING COMMITTEE ACTIVITIES

Ms. Keegan and Kyle Harney were present before the Board to discuss their activities as the Pembroke Fun Foundation, a small group of residents who volunteer to put on events in town. They are planning an event called Pembroke Salutes Service on October 15, 2016 from 12:00 pm to 3:00 pm at the Pembroke High School field and have a fireworks display after sunset at approximately 7:00 pm. The event is to show support to first responders and people that serve the town including the Police Department, Fire Department/EMS, DPW, Teachers the Pembroke Food Pantry, the Council on Aging and Pembroke Military Support Group. Prior to the event, the Committee will present a Certificate of Appreciation for all 800 town employees. Ms. Keegan stated that the Committee hopes to fund the fireworks display with the use of funds from the Pembroke 300th Anniversary Committee in the amount of \$15,000. Mr. Stone asked if the figure was approximate and Ms. Keegan stated that she has spoken with the contractor who provided the fireworks display for the 300th Anniversary Committee in 2012 for \$15,000, and they will be able to provide this display for the same amount. Ms. Keegan did state that there will be other incidental expenses to host the event but an amount is to be determined and the Committee will fundraise for additional money. Each member voiced support for this event; Mr. Boyle declared the Board to be in consensus in support of this event and stated that the Board looks forward to updates on the event going forward.

CONSIDER RECOMMENDATION TO PAID APPOINTMENT: ASSISTANT WIRING INSPECTOR KENNETH TWIGG

Mr. Thorne advised the Board that this advertised, part time position received six applicants, of which four were interviewed by the Building Inspector, Wiring Inspector and Town Administrator. The groups recommendation was to appoint Kenneth Twigg of 11 Elizabeth Drive to the position of Assistant Wiring Inspector, term to expire June 30, 2017. Mr. Stone moved to appoint Kenneth Twigg of 11 Elizabeth Drive to the position of Assistant Wiring Inspector, term to expire June 30, 2017; Mr. Trabucco seconded the motion. The vote was 3/0/1 with Ms. Burt abstaining from the vote as she knows the appointee.

At 7:11 pm, Mr. Boyle advised that this meeting is being made available to the public through a live video and audio broadcast on Comcast Government Access Channel 15 and is also being recorded for airing on the channel at future dates. Comments made in open session will be recorded.

VOTE AWARD OF CONTRACT: FURNACE POND ENGINEERING STUDY

Mr. Thorne advised that three responding firms were interviewed last week, ESS, CEI and Weston & Sampson. The group conducting the interviews was comprised of representatives from the Pembroke Watershed Association, the DPW Director, Selectman Bill Boulter, Treasurer/Collector Kathleen McCarthy, Health Agent Lisa Cullity and the Town Administrator. Their recommendation, where all other aspects were weighed equally, was to select the low bidder Weston & Sampson. Mr. Stone moved to award the contract for Engineering and Permitting for the Furnace Pond Dredging Project to Weston & Sampson in the amount of \$54,965; Mr. Trabucco seconded the motion. The vote was unanimously in favor.

CONSIDER RECOMMENDATIONS ON ANNUAL TOWN MEETING ARTICLES

Mr. Stone moved to recommend favorable action on Articles 11, 13, 14, 21, 22, and 23; Ms. Burt seconded the motion. The vote was unanimously in favor.

MINUTES OF THE SELECTMEN'S MEETING

UPDATE ON DOG HEARING HELD MARCH 14, 2016: ANIMAL CONTROL OFFICER WILLIAM HART

Mr. Hart updated the Board on his conversations with owner Arthur Lally and on activities taken by him to date. Mr. Lally has enrolled himself and Abram in training classes at K-9 Academy and has had his first class. The dog is confined within the fenced in rear yard and Mr. Lally has signed the order of conditions as set forth by the Board.

VOTE ARTICLES FOR INCLUSION IN THE SPECIAL WITHIN THE ANNUAL TOWN MEETING WARRANT

Mr. Boyle read the summary of each of the articles in the Special within the ATM warrant. Mr. Stone moved articles 1 through 9 for inclusion in the Special within the Annual Town Meeting warrant; Ms. Burt seconded the motion. The vote was unanimously in favor.

MINUTES OF MARCH 21, 2016

Mr. Stone moved to accept the minutes of March 21, 2016 as written; Mr. Trabucco seconded the motion. The vote was unanimously in favor.

TOWN ADMINISTRATOR'S REPORT

Mr. Thorne advised that the Police Chief has requested that the Board vote to promote the top two scoring candidates from the Civil Service Sergeants exam to the two vacant positions due to retirement; those two officers are Paul Joudrey and Thomas Baragwanath. Mr. Stone moved to promote Paul Joudrey and Thomas Baragwanath to the rank of Sergeant effective May 15, 2016; Ms. Burt seconded the motion. The vote was unanimously in favor.

OLD BUSINESS

Mr. Trabucco stated that OCPC continues to evaluate traffic diverted due to HCVE on High Street and Mountain Avenue; once more information is received, he will report to the Board.

FY17 BUDGET DISCUSSION

Mr. Thorne stated that health insurance costs saw an increase of 15% this year, resulting in a \$400k deficit in the general fund budget. He and Town Accountant Mike Buckley are presenting a plan to balance the budget. Mr. Buckley stated that the town had a balanced budget, while planning for a health insurance increase; however, the news from Mayflower Health Group was very poor, requiring an additional \$400k to be allocated to a \$7million line item. Mr. Buckley presented a budget that reflected a 1/3 increase in new revenue estimates, a 1/3 reduction to the town's portion of the budget and a 1/3 reduction to the school's portion of the budget. While the majority of these changes have achieved consensus, there are still a few outliers to be resolved and the budget is currently in balance. Mr. Thorne stated the increase in revenue estimates are based on evaluation of excise and meals tax anticipated revenues and department revenues, for a total increase of \$188,000. Discussions with various departments cut expenditures by approximately \$300,000. Mr. Trabucco asked for clarification of the effect of last year's \$500,000 allocation to the School Department budget combined with their successful proposition 2½ override worth \$1.2million. Mr. Buckley stated that each year the budgeting process of allocations and reductions is distributed as fairly as possible. The override spoke to the voters' intent to increase the school budget; this year, the recommendation is to allocate the available \$600,000 by apportioning \$350,000 to the School Department and \$250,000 to the town departments. Mr. Stone stated that the town departments are being asked to reduce their budgets, while currently spending very closely to their margin and not providing levels of services that satisfies them now. Mr. Stone stated that he would like to see the town departments funded more appropriately with the School Department receiving a higher reduction, and asked if the departments could please submit revised budgets. Mr. Buckley explained that all of the departments are doing more with less, there are no excesses, which is what Proposition 2 ½ was designed to accomplish. Mr. Stone asked if the road maintenance allocation that the DPW has requested for \$300,000 is included in this revised budget; Mr. Buckley stated that it is not. Discussion ensued on the quality of the town roads. Mr. Thorne stated that the legislature is voting on a

MINUTES OF THE SELECTMEN'S MEETING

\$300million Transportation Bond Bill that would increase Chapter 90 funding by approximately \$300k/yr. Mr. Buckley explained that this revised budget would maintain the status quo, it does not resolve the issues of the roads, the school resource officer or other requests. Mr. Thorne explained the process whereby the School Department puts for an annual Maintenance of Effort budget; this year they require minimal funding of \$1million to maintain services and he is recommending that half of that be funded. Mr. Trabucco stated that the Town Administrator and Town Accountant are responsible for the town side of the budget process, where School Committee is responsible for the School side, with steps and increases included. Mr. Trabucco voiced concerns that he has heard from elderly residents who thought that the \$500,000 budgeted to the School Department combined with the override allowance would afford them to level fund this year. Mr. Boyle explained that the School Department is significantly affected by unfunded state mandates, and stated that they are also trying to do more with less funding. Mr. Buckley summarized by saying that the federal and state governments do not return to local governments what the residents pay when there is an increase. Mr. Buckley stated that the town departments should not fight amongst themselves. Consensus was achieved by agreeing to meet with the School Committee for further discussion.

NEW BUSINESS

Mr. Thorne stated that the DPW has prepared the snow and ice deficit report for the approval of the Board of Selectmen and Advisory Committee. Mr. Trabucco moved to sign the Snow and Ice Deficit Report as submitted; Mr. Stone seconded the motion. The vote was unanimously in favor.

Mr. Boyle read the upcoming issues from the agenda.

At 8:10 pm, Mr. Stone moved to enter executive session to conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel, Department Heads; and to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares regarding the Police/Fire/DPW/Clerical Contracts; Mr. Boyle declared it so, and Mr. Trabucco seconded the motion. By roll call: Ms. Burt – yes, Mr. Stone – yes, Mr. Trabucco – yes, Mr. Boyle – yes.

At 9:45 pm, Mr. Trabucco moved to adjourn; Mr. Stone seconded the motion. The vote was unanimously in favor.

MATERIALS & EXHIBITS

Memorandum, K. Keegan: Pembroke Salutes Service Event

Letter to A. Lally, Signed Conditions (BOS/TA Office)

Resume, Cover Letter: K. Twigg (BOS/TA Office)

Furnace Pond Engineering RFP Submission, Weston & Sampson (BOS/TA Office)

Draft Annual Town Meeting Warrant (BOS/TA Office)

Draft, Special Within Annual Town Meeting Warrant (BOS/TA Office)

Draft Minutes, March 21st (BOS/TA Office)

Draft FY17 Budget (TAcct/TA Office)

Snow and Ice Deficit Report (DPW/BOS/TA Office)

Town Accountant's Employment Contract (BOS/TA Office)