

**MINUTES OF THE SELECTMEN'S MEETING
APRIL 3, 2017**

PRESENT: Lewis W. Stone (Chairman), Willard J. Boulter, Jr. (Vice-Chairman), Arthur P. Boyle, Jr. (Clerk), Daniel Trabucco (Selectman), Matthew J. Furlong (Selectman), Edwin J. Thorne (Town Administrator), Lisa Cullity (Health Agent), Donna Bagni (BOH Chairman), Gail McSweeney (BOH Member), Tim Brennan (Town Government Study Committee), Michael Quinn, Bonnie Pajick, Sabrina Chilcott (Executive Assistant), and others.

At 7:00 pm, Mr. Stone opened the meeting and 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. Mr. Furlong exited to represent the Selectmen at the 7:00 pm Planning Board public hearing.

ANNOUNCEMENTS

Spring Household Hazardous Waste Day has been scheduled for April 15 from 9:00 am to 1:00 pm. The list of acceptable and unacceptable items is located on the town website at: www.pembroke-ma.gov. Mr. Stone announced that construction will resume on the Route 14 Reconstruction project next Monday, weather permitting.

CONSIDER THE APPOINTMENT (REAPPOINTMENT) OF PEMBROKE ANIMAL INSPECTOR

The Commonwealth of Massachusetts Division of Animal Health requires that the Selectmen for the Town of Pembroke reappoint the Animal Inspector under MGL Chapter 129 Section 15; previously, the appointing authority was incorrectly listed. As Pembroke has never voted to adopt MGL c.129 §15, the appointing authority for the Animal Inspector is the Board of Selectmen, not the Board of Health. BOH Chairman Donna Bagni was notified of this fact, and is attendance this evening. Mr. Stone recommended that the Board of Health place this adoption on the fall Special Town Meeting Warrant, allowing the Board of Health to regain the appointing authority for this position. Mr. Boyle moved to nominate Lisa Cullity for appointment to her continuing role as Animal Inspector for the Town of Pembroke; Mr. Boulter seconded the motion. Discussion ensued on employees performing dual roles in the town, and examples of several such roles were cited. Ms. McSweeney expressed concern with outsourcing restaurant inspections; Ms. Bagni stated that an evaluation of the cost benefit saves the town money. Ms. Bagni stated that 400 hours are required to complete all of the bi-annual food establishment inspections, and the operating budget allocation allows for the town to pay the reduced inspectors rate versus the Agent's rate, and the cost is offset in the annual permit fee paid by the applicant. Ms. Cullity stated that Hanover has contracted inspections for the last 15 years, and Halifax has for the last 8 years as a cost savings measure. Mr. Stone stated that the Board has thoroughly reviewed the complete job description, qualifications and appointing criteria. The vote was unanimously in favor.

REVIEW REMAINING ARTICLES, VOTE RECOMMENDATIONS ON ANNUAL WARRANT ARTICLES

Mr. Stone stated that the remaining articles ready for recommendation have been grouped into four categories for easy of discussion. General and zoning bylaw amendments articles 11, 13, 18 and 19 were presented. Mr. Thorne recommended the Board consider favorable action on article 11; Mr. Boyle moved to recommend favorable action on article 11. Mr. Trabucco seconded the motion. Mr. Brennan was present on behalf of the Town Government Study Committee to present article 11, an addition to the general by-laws to consolidate the municipal inspections services. Mr. Brennan explained that employees and residents are seeking a more streamlined process whereby related inspectional services and permits are handled efficiently with all departments working together in the process. Mr. Thorne clarified that no elected board will give up any of their statutory authority, and day to day operations will move seamlessly to work together to serve residents and present to the boards. Mr. Brennan confirmed that the boards were interviewed and the desire is to focus on big picture, policy decisions versus day to day staff support and materials issues. Mr. Boyle stated the value added benefits of cross training, support, coverage and streamlined processes. The vote was unanimously in favor. Mr. Stone presented article 13, a general bylaw addition regarding special events

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permitting. Discussion ensued. Mr. Boyle moved to recommend town meeting floor discussion; Mr. Boulter seconded the motion. Mr. Trabucco recommended that the Board affirm the submittal by the Selectmen. Mr. Boyle withdrew his motion and recommended favorable action on article 13; Mr. Trabucco seconded the motion. The vote was 3/1 with Mr. Boulter opposed. Mr. Boyle moved to recommend town meeting floor discussion on articles 18 and 19; Mr. Trabucco seconded the motion. The vote was unanimously in favor. Financial request articles 14, 15, 16, and 22, 23, 24 were presented. Mr. Thorne updated the Selectmen on the status of ongoing budget meetings with department heads, and the balanced budget with no available funding for the submitted articles. Discussion ensued on escalating fixed costs that adversely affect the town's ability to budget appropriately for understaffed or underfunded items. Mr. Thorne stated that the departments would like to speak with residents at town meeting about various items submitted, but ultimately withdraw the articles. Mr. Thorne stated that the recommendation of the Town Administrator and Town Accountant is to recommend that town meeting take no action on these six articles. Mr. Trabucco stated he would support that provided the warrant includes an explanation on these articles that they were submitted for informational purposes and will be withdrawn. Mr. Boyle moved the Town Administrator's recommendation; Mr. Trabucco seconded the motion. The vote was unanimously in favor. Conservation and CPC articles 25, 26 and 27 were presented. Mr. Thorne advised that the Conservation Agent has stated that they will wait for fall for the final Thorpe reimbursement. Mr. Boulter moved to take no action on article 15; Mr. Boyle seconded the motion. The vote was unanimously in favor. Mr. Boulter moved favorable action on articles 26 and 27; Mr. Boyle seconded the motion. The vote was unanimously in favor. Citizen's petition articles 28, 29, 30 and 31 were presented. Mr. Boyle moved favorable action on articles 28 and 29; Mr. Trabucco seconded for the purposes of discussion; discussion ensued. Mr. Boyle withdrew his motion. Mr. Boulter moved town meeting floor discussion on articles 28 and 29; Mr. Boyle seconded the motion. The vote was unanimously in favor. Mr. Boyle moved town meeting floor discussion on articles 30 and 31; Mr. Boulter seconded the motion. The vote was unanimously in favor.

REVIEW REMAINING ARTICLES, VOTE RECOMMENDATIONS ON SPECIAL WITHIN ANNUAL WARRANT ARTICLES

Mr. Boulter moved favorable action on article 1; Mr. Boyle seconded the motion. The vote was unanimously in favor. Mr. Thorne stated that a source of funding has been found for the e-911 upgrade costs to the town of \$25,000; Mr. Boulter moved favorable action on article 3. Mr. Boyle seconded the motion. The vote was unanimously in favor. Mr. Thorne stated that he is recommending town meeting floor discussion on article 4 so alternate funding sources can be explored; Mr. Boyle moved the Town Administrator's recommendation. Mr. Boulter seconded the motion. The vote was unanimously in favor.

At 8:00 pm, Mr. Furlong returned from the Planning Board public hearing.

DISCUSSION OF MUNICIPAL USER'S FEE ABATEMENT CRITERIA AND PROCEDURES

Mr. Thorne reviewed the application forms and described the current abatement procedures. Application eligibility varies; the senior abatement is for residents over 70 with an income restriction and is applied for annually and abates \$50 of their annual bill. Other eligible causes for abatement include property vacancy, summer resident, alternate means of disposal or irregular circumstances which include vacant in-law apartments and other assessment issues. Mr. Thorne included the data regarding monies abated from FY12 to FY17. Mr. Thorne explained that the trash budget is \$1.8million/year including the cost of capping the landfill, operating the Recycling Center, paying to dispose of solid waste tonnage at \$56/ton and paying for recycling disposal at the recycling repository at \$4/ton, down from \$30/ton last year. Mr. Trabucco moved to accept the Town administrator's abatement policy as presented; Mr. Boyle seconded the motion. The vote was unanimously in favor.

VOTE TO ACCEPT THE MINUTES OF MARCH 27, 2017

Mr. Boyle moved to approve the minutes of March 27, 2017 as presented; Mr. Boulter seconded the motion. The vote was unanimously in favor.

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TOWN ADMINISTRATOR'S REPORT

Mr. Thorne updated the Board on the response to the advertisements and posting of the part-time Veteran's Agent position and requested the Board consider having representatives sit in on the interview process to facilitate a recommendation for appointment to the Board. Mr. Trabucco and Mr. Boulter volunteered to participate.

NEW BUSINESS

Mr. Furlong updated the Board on the evening's public hearing held by the Planning Board; he advised the Selectmen that the Planning Board has opened the public hearing and continued it to June 12, well past the date of Annual Town Meeting.

Resident Michael Quinn was present before the Board in an unscheduled moment to advise he is seeking future volunteer opportunities to give back to the town.

Mr. Stone read the upcoming issues from the agenda.

At 8:15 pm, Mr. Boulter moved to adjourn; Mr. Boyle seconded the motion. The vote was unanimously in favor.

MATERIALS & EXHIBITS

Memorandum, Summary from M. Cahill, MGL s.15-et al, Duties, Qualifications (C. of MA/BOS/TA Office)

Draft Annual Town Meeting Warrant (BOS/TA Office)

Draft Special within the Annual Warrant (BOS/TA Office)

Draft MUF Abatement Forms, FY12-FY17 Data (BOS/TA Office)

Draft Minutes of March 27, 2017 (BOS/TA Office)