

**MINUTES OF THE SELECT BOARD MEETING  
MARCH 24, 2021  
REMOTE MEETING HOSTED BY PACTV ON ZOOM PLATFORM**

**PRESENT:** **Panelists:** Daniel Trabucco (Chairman), Jessica M. Rushing (Vice Chairwoman), John G. Brown, Jr. (Clerk), Rebecca Coletta (Selectwoman), Tracy Marino (Selectwoman), William Chenard (Town Manager), Stephen Dodge (Moderator), Susan Roche (Recreation Director), Gretchen Emmetts (Council on Aging Director) Deborah Wall (Library Director)  
**Attendees:** Linda Peterson, Thomas Driscoll, Sabrina Chilcott (Assistant Town Manager)

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, §18-20, and the Governor's March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place, this meeting of the Pembroke Select Board is being conducted via remote participation. No in-person attendance of members of the public will be permitted, but the public can view this meeting while in progress on Comcast Government Access channel 15, and for those without cable, via livestream at: <https://www.pactv.org/pactv/towns/pembroke>. Members of the public attending this meeting virtually will be allowed to make comments if they wish to do so, during the portion of the meeting designated for public comment, by registering to login to this webinar at <https://www.pembroke-ma.gov/select-board/meetings>. While no in-person attendance of members of the public will be permitted, every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the Pembroke website an audio or video recording, transcript or other comprehensive record of proceedings as soon as possible after the meeting. All votes taken will be roll call votes.

**DISCUSSION, POSSIBLE VOTE OF ANNUAL TOWN MEETING DATE/LOCATION**

Mr. Trabucco advised that the agenda was amended to include this topic as new information regarding COVID cases and concerns arise regularly; Mr. Chenard advised that the CDC guidelines remain the same with gatherings up to 150 with an exemption under statute for town meeting. Mr. Chenard advised that the town has seen 77 cases in the last week, with cases a growing concern. On speaking with other area Town Managers, most are planning to delay their town meetings as trend in cases is on the rise. The Boards options include going forward with town meeting on May 11<sup>th</sup> with a vote for the Community Center project on the election ballot on May 15<sup>th</sup>; post town meeting for May 11<sup>th</sup> and request that the Moderator open the meeting and push it back to and outdoor meeting on May 8<sup>th</sup> with the ballot vote remaining on the May 15<sup>th</sup> election ballot, or postpone town meeting to a later date for vaccination rates to increase and cases to decrease, with the ballot vote remaining on the May 15<sup>th</sup> election ballot. Discussion ensued including cost benefit analysis of a special election versus an outdoor meeting comparative cost and the PHS building and field utilization plan in spring. Mr. Trabucco stated his goal is to hold a safe town meeting indoors increasing social distance capacity to 600 by adding the gymnasium on May 11 as planned with the ballot question on the May 15<sup>th</sup> election ballot. Mr. Dodge stated that he prefers to delay town meeting to June and hold it indoors, stating that the outdoor variables become unknowingly problematic. Mr. Dodge stated that a Moderator's goal is to increase participation making attendees feel as comfortable as possible. He advised that the Mass Moderator's Association throughout the state is considering promoting the delaying of town meetings. Discussion ensued on mechanics of moving town meeting back to Saturday, May 8<sup>th</sup> and process of hosting the meeting outside. Mr.

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Dodge stated that a few weeks may make the difference in the public's level of confidence to attend the meeting whereby a robust discussion is anticipated on the Community Center article. Ms. Rushing voiced concerns with rising case numbers and stated that she would support postponement to have the meeting outdoors, with the possibility of holding the meeting indoors if circumstances warrant in June. Ms. Coletta stated her preference of hosting a safe town meeting indoors on May 11 as planned with the ballot question on the May 15<sup>th</sup> election ballot, and she cited return to school protocols that the state and local communities have endorsed and concluded by stating that proceeding forward by posting the warrant as planned still allows the Moderator his statutory latitude to postpone if circumstances warrant. Ms. Marino stated that she has spoken with seniors in town who struggle to obtain vaccination appointments and likely will not feel safe at a town meeting unless fully vaccinated. Mr. Brown stated that he supports a May 11<sup>th</sup> indoor town meeting as PEMA has presented an indoor plan using three locations in PHS to safely hold residents interested in attending. Ms. Emmetts shared vaccination statistics whereby sixteen residents over the age of seventy-five and one hundred and seventy-two residents over the age of sixty-five who have expressed interest remain unvaccinated. Ms. Emmetts stated that seniors have expressed that they are in no rush to return to large groups of people despite the vaccine. At 7:58 pm, Ms. Coletta moved that the Board confirm that the town should take steps to move forward with preparation for the annual town meeting, special town meeting, on May 11<sup>th</sup> as provided for in our bylaws. Mr. Brown seconded the motion. By roll call vote: 3/2: Brown – yes; Coletta – yes; Marino – no; Rushing – no, Trabucco – yes.

### **BUDGET REVIEW: RECREATION, COMMUNITY CENTER, LIBRARY, COUNCIL ON AGING, HEALTH DEPARTMENT, TOWN CLERK, ELECTIONS, REGISTRARS, VETERANS SERVICES**

Mr. Chenard stated that several department heads are present tonight to provide an operations overview. Library Director Deborah Wall was present before the Board and began by sharing the Library's mission and vision statements. Ms. Wall stated that the library closed on March 17<sup>th</sup> and began new virtual outreach services and programs using Zoom and Facebook Live. In June the library began offering a new curbside delivery service, helping people get library cards remotely and put together grab bag crafts for all ages. The library reopened with restrictions in place on August 3<sup>rd</sup> but closed again in December when the town responded to case spikes. The library is open for all to browse but curbside pickup remains an option. The library staff checks out material, perform online requests for information, provide tax forms, assists with the four computers available under social distancing and book passport appointments. Using CARES funds, the library was able to add wireless/mobile printing and RFID and self-checkout. Ms. Wall stated that the total number of physical items circulated in 2020 was 68,571, online items represented 27,715. There were over 73,000 in-person visits, 285 passports were accepted, and the library has 13,821 cardholders. Ms. Wall concluded by reviewing current and future capital needs.

Ms. Roche began her presentation by displaying and reviewing the Recreation Department operation chart with a staff of two including herself and one custodian; they schedule and interact with many counselors and instructors in the fee-based programs as well as fields and court rentals, sports teams and organizations, tenants and contractors and residents and groups for facility rentals. Ms. Roche stated that she manages and participates in the development and administration of the Recreation Department annual budget, determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations. She plans, coordinates, and directs a diversified year-round, town-wide recreation program and community events and reviews program areas implements changes or new programs to meet recreational needs of the community; develops, maintains, and implements a Recreation

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Department operations master plan. Recreation promotes interest in recreation programs through publicity, joint program brochures with various community groups, and public contacts; speaks before citizens groups, students, and other organizations. Ms. Roche provided an overview of essential duties and responsibilities of the recreation department, including managing and supervising assigned operations to achieve goals within available resources; planning and organizing workloads and staff assignments; responsible for interviewing and hiring of staff; training, coaching and motivating assigned staff; developing staff skills, evaluating work performance, reviewing progress, and directing changes as needed. They supervise and manage the daily operations of the Community Center Building, maintenance personnel, tenants, and grounds including the Libby Short Basketball and Tennis Courts, the Howard Bezanson Field and Community Center Playground and they manage and coordinate the maintenance and upkeep of various other fields and parks throughout town including the oversight of the JJ Shepherd Memorial Park/Ballfield, the Marcus B. Ford Park/Birch Street Playground, Magoun Park/Ballfield and Playground.

Ms. Emmetts began her presentation by explaining that the purpose of the Council on Aging is to identify the needs of the elders of our community; to educate citizens and enlist the support of all to meet the needs of elders and to recognize such assistance; to design, advocate for, and/or implement services to fill these needs, or to coordinate existing services; to cooperate with the Massachusetts Executive Office of Elder Affairs, and the area agency on aging, and to be cognizant of state and federal legislation and programs regarding elders. Ms. Emmetts explained that her staff consist of two part-time principal clerks, one vacant part time outreach coordinator, on part-time transportation clerk, two SHINE/outreach part-time administrators and part-time van and volunteer drivers. To address nutrition needs in the senior population, the COA offers Meals on Wheels (provided by Old Colony Elder Services), congregate lunches (provided by Old Colony Elder Service and COA), grab & go meals (provided in part the COA grant funding and Donations), and weekly Food Pantry deliveries (provided by Firehouse Pantry, COA outreach and volunteer drivers). In transportation, they offer rides to medical appointments, employment, social day programs, grocery shopping, bank, pharmacy needs and rides to the COA for all programs (provided by GATRA, COA and volunteer drivers). In health, wellness, and education, the Senior Center offers zumba, yoga, whole body, mindfulness and meditation classes, programs about diabetes, heart disease, matter of balance, vaccination clinics, and blood pressure clinics. They provide caregiver support through the Memory Café, home visits, referral services, and family assistance. Before COVID, they offered arts, cultural, and travel opportunities through senior art classes, seasonal craft classes, music performances, and senior trips for entertainment. She is particularly proud of the work done through Outreach, which supports everything previously mentioned with senior tax work off, fuel assistance, financial assistance/bookkeeping, SNAP, Housing applications, hoarding assistance, equipment assistance and more. Ms. Emmetts stated that COVID ended all in person events with COA part time staff members allowed to work on our outreach calls from home, during which time they called over 4000 Pembroke residents that were 60 and older to monitor status and determine needs. Food Pantries closed, and Ms. Emmetts and volunteers shopped and delivered groceries to 80 different residences through donations to the Hope Fund. Staff returned in May, small pre-registered programming returned in July and stayed in place until Thanksgiving when programming halted due to increased case numbers. Ms, Emmetts and her staff continue to work with Pembroke's seniors to ensure that all who want to be vaccinated receive the vaccine.

Mr. Chenard reviewed the Town Clerk's responsibilities, including chief election official, recording officer, public records officer, licensing officer and public information officer. She is responsible for producing the census containing information collected for municipal purposes including school

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n, student population, estimating number of teachers required; growth and planning needs; resident identification for police and fire, Street List (51 MGL §6); collection of dog information; proof of residency; veteran information and determining inactive voter status for purge required by the National Voter Registration Act. In elections, she register voters, hire election workers, permanently disabled voters list, mail absentee ballots, nomination papers, campaign finance forms, ballot preparation, prepare inactive, deleted, & registered to vote too late lists, and active voter list. At town meeting, she records votes on various articles discussed (tm minutes), keeps attendance, prepares certified articles, sends in debt/borrowing articles to dept of revenue, sends in general/zoning/charter article changes to attorney general and waits for approval. The Clerk is the custodian of records including town meeting records, town census/street listings, birth, death, marriage certificates, decisions of board of appeals, planning board records & decisions, all other public records of the town if no other disposition is appropriate, minutes of boards & committees, historical deeds and records and maps of cemetery sales. Mr. Chenard shared the budgets for each Department, stating that he is recommending the department budget requests, which can be viewed at [https://www.pembroke-ma.gov/sites/g/files/vyhlf36666/f/uploads/fy2022\\_proposed\\_budget\\_02252021.pdf](https://www.pembroke-ma.gov/sites/g/files/vyhlf36666/f/uploads/fy2022_proposed_budget_02252021.pdf).

**REQUEST FOR RENEWAL: ICE CREAM VENDOR PERMIT #IC-01-21 STEPHEN BURT OF BURT’S ICE CREAM TRUCK**

Ms. Rushing moved to grant the application of Stephen Burt of Burt’s Ice Cream to renew his permit #IC-01-21 to Engage in Ice Cream Truck Vending and operate an ice cream truck throughout the Town Monday through Saturday from 9:00 am to dusk and on Sunday from 11:00 am to dusk for a period of one year pending inspection by the Health Agent. Ms. Marino seconded the motion. By roll call vote: 5/0: Brown – yes; Coletta – yes; Marino – yes; Rushing – yes, Trabucco – yes.

**VOTE SLATE OF TEMPORARY ALTERATION OF PREMISES LICENSES FOR PEMBROKE RESTAURANTS (TO NOV.1) SUBJECT TO SITE APPROVAL AND INSPECTION**

Ms. Marino moved to approve temporary alteration of premises licenses for outdoor dining with ambient noise and acoustic music for the slate of Pembroke restaurants as presented, asubject to the approval of the Police Chief and Fire Chief, and to inspection by the Health Agent, Building Inspector and Planning office, licenses to expire November 1, 2021. Mr. Brown seconded the motion. By roll call vote: 4/0/1: Brown – yes; Marino – yes; Rushing – yes, Trabucco – yes with Ms. Coletta abstaining.

**REVIEW ROUTINE WARRANT ARTICLES FOR RECOMMENDATIONS**

Mr. Chenard reviewed articles seven, eight, thirteen, fifteen, thirty-one and thirty-two, all routine articles; Mr. Chenard recommended favorable action. Mr. Brown moved that the Board recommend favorable action on articles 7, 8, 13, 15, 31 and 32. Ms. Rushing seconded the motion. By roll call vote: 5/0: Brown – yes; Coletta – yes; Marino – yes; Rushing – yes, Trabucco – yes.

**DISCUSSION AND POSSIBLE VOTE: COMM. CENTER ARTICLE RECOMMENDATION, SUBMIT BALLOT QUESTION TO TOWN CLERK**

Mr. Chenard reviewed a proposed ballot question to forward to the Town Clerk for inclusion in the upcoming local election ballot; the Community Center project article is proposed to be funded subject to a proposition two and-one half override or debt exclusion vote. Bond counsel has drafted the proposed question before the Board; discussion ensued on allowing all voters the opportunity to cast their vote on this issue. Ms. Rushing moved to include the ballot question as presented on the

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ballot; Ms. Marino seconded the motion. By roll call vote: 5/0: Brown – yes; Coletta – yes; Marino – yes; Rushing – yes, Trabucco – yes.

**OLD BUSINESS**

Vote to appoint liaison to Historic District Commission and/or Pembroke Historical Society  
Discussion ensued on past practice versus liaising with 501(c)3 organizations. Consensus was achieved on reconsidering this item at a future date.

**Community Comment**

Ms. Marino stated that Liz Bailey, the new Chair of the 501(c)(3) Pembroke Historical Society, has asked if the Select Board would like to appoint a Board Liaison to the PHS. Mr. Trabucco requested that this item be placed on the next agenda for discussion.

**New Business**

Mr. Trabucco stated that he has received questions about pickleball; Ms. Rushing advised that a court has opened for pickleball in Hanover. Ms. Marino stated that she has been asked if the town will be posting crosswalk signs at various locations in town; Mr. Chenard requested that she forward a list and he will review.

At 9:45 pm, Mr. Trabucco read the upcoming issues. Mr. Brown moved to adjourn; Ms. Rushing seconded the motion. By roll call vote: 5/0: Brown – yes; Coletta – yes; Marino – yes; Rushing – yes, Trabucco – yes.

**MATERIALS & EXHIBITS**

PowerPoint Presentations (S. Roche, G. Emmetts, M. Struzik, W. Chenard (TM Office)  
Application to Operate Ice Cream Truck, S. Burt (TM Office)  
Slate of Eligible Licenses for Temporary Outdoor Dining 2021 COVID (TM Office)  
Draft 2021 Annual Town Meeting Warrant (TM Office)  
Proposed Ballot Question (TM office)