

**MINUTES OF THE SELECTMEN'S MEETING
DECEMBER 1, 2014**

PRESENT: Daniel Trabucco (Chairman), Arthur P. Boyle, Jr. (Vice-Chairman), Lewis W. Stone (Clerk), Willard J. Boulter, Jr. (Selectman), Michelle L. Burt (Selectman), Kathleen Keegan, James Kinkade, John Melchin, Kathy Toole, Christine Quinn, Sarah McColgan, Art Egerton, Mark Burrridge (Pembroke Mariner Express), Sabrina Chilcott (Executive Assistant), and others.

At 7:00 pm, Mr. Trabucco called the meeting to order.

ANNOUNCEMENT

Ms. Burt thanked the Fire Department for their rapid response on a personal matter. Mr. Stone announced that the Board of Health will be holding a public flu clinic on December 10th at the library from 10:30 am to 12:00 pm and in the BOH office on January 5th from 6:30 pm to 8:00 pm for residents 19 years of age or older. Mr. Stone wished to clarify an erroneous statement in an editorial in the Pembroke Mariner regarding the proposed solar farm; the statement claimed that the solar farm would produce 80% of the resident's electricity. This is incorrect; the solar farm would only service municipal buildings and could produce up to 80% of the town's municipal electricity in town buildings.

7:00 LENNY LAPHAM: EAGLE SCOUT PROJECT REQUEST

Mr. Lapham was not present.

7:10 TREE LIGHTING COMMITTEE: UPDATE ON EVENT

Ms. Kathleen Keegan was present before the Board to announce that Sunday, December 7th is the annual tree lighting ceremony on the Town Green; events begin 2:00 pm with events familiar from last year and new events such as pony rides, face painting and a holiday photo booth. Santa arrives at 5:00 pm on a fire truck. Mr. Boulter moved to transfer \$1,000 from the 300th Anniversary Committee to the Tree Lighting Committee to help fund their events that day; Ms. Burt seconded the motion. The vote was unanimously in favor.

CONSIDER THE REQUEST FOR EXTRA-ORDINARY ADVANCEMENT FROM STEP 2 TO STEP 3: DPW WATER DIVISION SKILLED LABORER-DRIVER

Mr. Thorne recommended that the Board vote to grant this DPW employee an extra-ordinary advancement from Step 2 to Step 3 as requested by the DPW Director and the employee's immediate supervisor. Ms. Burt moved the Town Administrator's recommendation; Mr. Boulter seconded the motion. The vote was unanimously in favor.

CONSIDER REQUEST FOR RECLASSIFICATION: ASSISTANT TO THE REC DIRECTOR

Mr. Thorne recommended that the Board vote to grant the increase in hours and status of the Assistant Recreation Director from part-time at 35 hours to full time at 37.5 hours, the additional two hours to be funded through the Recreation Revolving Fund as requested by the Recreation Director. Mr. Boyle moved the Town Administrator's recommendation; Ms. Burt seconded the motion. The vote was unanimously in favor.

VOTE LIQUOR LICENSE RENEWALS FOR 2015

Mr. Boyle moved to approve the liquor license renewals as presented on the attached list of thirty-one licensees. Ms. Burt seconded the motion. The vote was unanimously in favor.

CONSIDER THE MINUTES OF NOVEMBER 24, 2014

Mr. Stone moved to accept the minutes of November 24, 2014 as written; Ms. Burt seconded the motion. The vote was unanimously in favor.

TOWN ADMINISTRATOR'S REPORT

Mr. Thorne stated that the Plymouth County Treasurer called to confirm Pembroke's representation at the upcoming meeting December 4th at 7:00 pm; Mr. Boyle confirmed that he will attend. Mr. Thorne stated that

Mike Valenti feels that the past two additional Sundays of availability at the Recycling Center appear to have been enough; Mr. Stone stated that he feels another would be beneficial and Mr. Stone moved to extend the Sunday hours of 9:00 am to 3:00 pm at the Recycling Center for one more week. Mr. Boyle seconded the motion; the vote was unanimously in favor. Mr. Thorne recommended, at the Council on Aging Board of Directors request that the Board vote to transfer \$200 from the Camp Pembroke Fund to the COA Board to assist in funding the retirement open house of the director. Mr. Stone moved that the Board vote to transfer \$200 from the Camp Pembroke Fund to the COA Board. Mr. Boyle seconded the motion. The vote was unanimously in favor.

ASK THE SELECTMEN

Mr. Trabucco stated that the town has received a letter from Comcast stating that they will continue to provide high speed internet service to the schools and library free of charge.

7:20 APPLICANT INTERVIEW, COUNCIL ON AGING DIRECTOR: CHRISTINE QUINN

Mr. Thorne introduced Ms. Christine Quinn of Easton to the Board and stated that there were thirteen applicants; five of those were selected for a screening meeting with the Council on Aging's Selection Committee. The COA Board is pleased to present Ms. Christine Quinn for consideration by the Board. Mr. Stone stated that he went online and visited the Westport COA's website and saw how vibrant the center appears with a wide variety of programming offerings and a robust volunteer team. Mr. Stone asked Ms. Quinn to provide an overview of her time in Westport. Ms. Quinn stated that she established a volunteer department and had lead volunteers oversee certain projects to serve baby boomers, young seniors and elders. Mr. Stone noted Ms. Quinn's master's degree and nine years of experience in two towns as a director of COA. Ms. Quinn confirmed that she has worked with seniors for the last twenty-five years; she stated that she reviewed Pembroke's demographic data and was surprised to see such a small percentage of seniors but noted that it is a growing population. Mr. Stone asked what challenges Ms. Quinn could anticipate; she stated that the town will have to address the needs of a growing population, helping seniors to stay in their homes by bringing services and offerings to them through their senior center. She stated that she would like to continue the current director's cable access show. Ms. Quinn stated that there is a large span of eligibility in seniors from 55 years to over 100 years, requiring diverse offerings and volunteers will play a key role. Mr. Boyle asked why Ms. Quinn is interested in choosing Pembroke over Westport and asked what her first week would look like; she stated that Pembroke is closer to home and she has an elderly mother nearby. She also stated that she would listen and observe staff to learn how the existing programs run. Mr. Boyle asked what impression Ms. Quinn had of the current facility; Ms. Quinn stated that it is small and will need to grow, but sufficient for the town's current demographic. Mr. Boyle asked how she would reach out to home bound seniors; Ms. Quinn stated that she utilizes Meals on Wheels feedback, Friendly Visitors and wellness checks, if necessary. Ms. Burt asked if Ms. Quinn would distribute the newsletter and if so, would it be by electronic or standard mail. Ms. Quinn stated that she would and by both methods. Mr. Boulter discussed how difficult it can be to get homebound relatives out and about. He asked about Ms. Quinn's computer skills and communications methods; Ms. Quinn stated that she envisions computer classes for seniors with basics for daily use, possibly with students who can help establish an intergenerational program. Mr. Trabucco inquired as to Ms. Quinn's grant writing background; she discussed grants that applied for that had been awarded. Ms. Quinn stated that she observes that the Board is supportive of the COA but asked if the Board is interested in seeing growth for the COA; each member confirmed that they were.

At 7:40 pm, Ms. Quinn exited the meeting.

7:40 APPLICANT INTERVIEW, COUNCIL ON AGING DIRECTOR: SARAH MCCOLGAN

Mr. Thorne introduced Ms. Sarah McColgan of Plymouth to the Board and stated that the COA Board is pleased to present Ms. Christine Quinn for consideration by the Board. Mr. Boyle stated that he would like to disclose that he worked together with Ms. McColgan long ago on a passed regulations project. Mr. Stone asked Ms. McColgan to discuss her education; Ms. McColgan stated that she received her bachelor's degree from the University of Wisconsin. Mr. Stone asked if Ms. McColgan had COA Directors experience and she confirmed that she was the Greenfield COA Director in the early nineteen-nineties. Mr. Stone asked about the years in between; Ms. McColgan stated that she's been performing human services work in tobacco

control and is a member of the COA Board in Plymouth. Mr. Stone asked what related experience she brings to the role; Ms. McColgan cited budgeting experience and staff supervision as the two most relevant. Mr. Stone asked if she had visited the Pembroke Senior Center or reviewed the town's demographics; Ms. McColgan stated that she read the newsletter but hasn't been in since her first interview. Mr. Boyle asked what her first week would look like if she received the position; Ms. McColgan stated that she would begin with a lot of observation of staff and volunteers to determine what they do and what they do well and observe the use of the facilities. Mr. Boyle asked what her initial reaction was to the senior center; Ms. McColgan stated that it is typical of a small town center, but that she's received the impression that there is a desire to build a bigger facility. Mr. Boyle asked how she might reach out to homebound residents; Ms. McColgan stated that information can be shared through public access cable television; contact can be made through telephone calls, wellness checks and personal meal delivery to receive feedback on a senior's status or engage in conversation. Mr. Boulter inquired into Ms. McColgan's computer skills; she stated that she has a standard level of office proficiency and would feel comfortable sharing basic knowledge like emailing and Skyping family with seniors. Mr. Boulter asked about her grant writing background; Ms. McColgan stated that the Formula Grant application would not be challenging and she is the chairman of the grant writing subcommittee of her COA in Plymouth. Ms. Burt stated that she would like to see seniors have access to the newsletter electronically as well as by mail. Mr. Trabucco how she anticipates the use of public access television working, and asked if she would continue the current director's show. Ms. McColgan stated that it is a great way to reach homebound seniors but she has not had the experience as the opportunity didn't exist years ago. Ms. McColgan asked the Board about their vision of elder services in Pembroke; consensus was achieved in answering with increased services and more opportunities to a wider cross section of seniors. At 8:00 pm, Ms. McColgan exited the meeting.

Mr. Trabucco requested that the vote to appoint a candidate to this position be placed on next weeks agenda.

At 8:00 pm, Mr. Stone moved to enter executive session 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; and to consider the purchase, exchange lease or value of real estate, if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body. Mr. Trabucco so declared and Ms. Burt seconded the motion.

By roll call vote: Mr. Boyle – yes, Ms. Burt – yes, Mr. Stone – yes, Mr. Boulter – yes, Mr. Trabucco – yes.