

**MINUTES OF THE SELECT BOARD MEETING  
OCTOBER 6, 2021**

**PRESENT:** Jessica Rushing (Chairwoman), John G. Brown, Jr. (Vice-Chairman), Rebecca Coletta (Clerk), Daniel W. Trabucco (Selectman), Tracy Marino (Selectwoman), William Chenard (Town Manager), John McKeown, Paul Gorman, Bryan Jarvis, Allyson Mahar, Margaret Struzik (Town Clerk), Steve Dodge (Moderator), Linda Peterson, Willard J. Boulter, Jr., Gino Fellini, Elin Flashman, Dana Bean, Susan Runne, Don Bryant, Carol Dodge, Vincent Cogliano, Mark Ames, Karen Ames, Arthur Egerton, Sabrina Chilcott (Assistant Town Manager), and others.

At 7:00 pm Ms. Rushing opened the meeting and advised that this meeting is being made available to the public through an audio recording which will be used to ensure an accurate record of proceedings produced in the minutes of the meeting. All comments made in open session will be recorded.

**JOHN MCKEOWN, HOUSING AUTHORITY: APPOINTMENT OF “TENANT BOARD MEMBER” IN ACCORDANCE WITH CHAPTER 121B §1, §5 AND §5A: PAUL GORMAN**

Mr. McKeown was present before the Board to advise that, in January of 2021, Governor Baker signed Chapter 358 of the Acts of 2020, “An Act Enabling Partnerships for Growth” into law with sections 70-72 and 88-91 making changes to chapter 121B, §1, §5 and §5A which defined Tenant Board Members in towns. The Commonwealth DPH issued Public Housing Notice 2021-01 “Changes Pertaining to Town Appointed Tenant Board Members” explaining and defining the process that the Pembroke Housing Authority was required to go through to advertise and post the position. One person sent a letter of interest for this Tenant Board Member five-year term to the Town Clerk, Paul Gorman. Mr. Gorman was present before the Board to express his interest in the role. Ms. Marino moved to appoint Paul Gorman to the role of Tenant Board Member for the Pembroke Housing Authority, term to expire in 2026. Mr. Brown seconded the motion. The vote was unanimously in favor.

**HERRING SUPERINTENDENT BILL BOULTER: REQUEST VOTE TO MODIFY APPOINTED ROLES OF COMMISSIONERS, ALTERNATES**

Mr. Boulter was present before the Board regarding a letter to the Board requesting reorganization of members from full member roles to alternate roles. However, this is a seven-member board with two alternates; they are proposing a six-member board with three alternates. Discussion ensued on formation of the Commission. Mr. Trabucco requested that the formation and composition of the current Commission be researched and reported back prior to a vote that changes the existing form. Ms. Rushing recommended that the Commission continue their work and schedule meetings in the meantime.

**7:30 PUBLIC HEARING: 99 RESTAURANTS OF BOSTON, LLC D/B/A 99 RESTAURANT & PUB, CHANGE OF OFFICERS/DIRECTORS/LLC MANAGERS AT 166 CHURCH ST**

The ABCC sent Pembroke notification that an inverted process would be in effect for these transactions, a change of officers and/or directors relative to all 64 of the licenses issued to 99 Restaurants of Boston, LLC. This streamlined process allows for most of the paperwork and fees to be submitted directly to Boston. The transaction will not result in any change to the personnel, operation, or physical structure of the restaurant with no manager change. Ms. Marino moved to approve the application of the 99 Restaurants of Boston, LLC d/b/a 99 Restaurant & Pub at 166 Church Street, license # 00051-RS-0960 for a Change of Officer/Directors/LLC Managers. Mr. Brown seconded the motion. The vote was unanimously in favor.

**REVIEW SPECIAL TOWN MEETING ARTICLE 3 AND VOTE RECOMMENDATION**

Mr. Chenard is recommending favorable action on article three, an article to transfer from free cash \$183,120 for debt exclusion interest and \$3,838 for short term interest. Ms. Coletta moved to recommend favorable action on article three; Ms. Marino seconded the motion. The vote was unanimously in favor.

**VOTE TO APPROVE THE MINUTES OF SEPTEMBER 29, 2021**

Ms. Marino moved to accept the minutes of September 29, 2021; Ms. Coletta seconded the motion. The vote was unanimously in favor.

## MINUTES OF THE SELECT BOARD MEETING

### **DISCUSSION, POSSIBLE VOTE: CREATE/TASK A TOWN COMMITTEE WITH ADOPT AN ISLAND STYLE PROGRAM**

Interest was expressed in discussing with the Board options for supporting an ‘adopt and island’ style program and either creating a committee or tasking a committee with overseeing the assignment and monitoring of the adoptions and abandonments. Ms. Coletta shared observations from residents who have cared for islands in the past. Discussion ensued. Ms. Coletta volunteered to get more information regarding regulations and requirements and bring them back to the Board.

### **JOINT WITH MODERATOR, ADVISORY: TOWN MEETING PROCESS AND REVIEW OF WARRANT ARTICLES**

Mr. Chenard shared the guidance received by the Clerks office from the Secretary of State; as town meeting is a voting action, people cannot be prohibited from participating should the town implement a mask requirement. Mr. Dodge confirmed that the protocols in place from the last two meetings will be in effect this town meeting, and the cafeteria will be a socially distanced space for those wearing masks. Discussion ensued on procedural options for seated voter counting and a paper ballot. Ms. Peterson stated that Advisory is making all motions apart from the CPC project article and the citizens petition article.

### **COMPASS PROJECT MANAGEMENT, INC. OWNER’S PROJECT MANAGER AND ARCHITECT’S UPDATE: COMMUNITY CENTER PROJECT**

Project Executive Bryan Jarvis and Project Manager Allyson Mahar from Compass Project Management were present before the Board stating that Compass was founded on the philosophy that successful projects result from a deliberate process of developing the best plan, assembling the most qualified team and committing to excellence from concept to closeout. Compass was founded in 2009 and are dedicated to OPM work on predominantly public projects. In the last twelve years, they have undertaken over 80 projects from \$2M to \$300M and have extensive experience with both Design Bid Build and Construction Manager at Risk returning to many communities for multiple projects including in Walpole, Norwood, Westwood, Boston University, UMass, Stoughton, Medway, Millis, and Hopkinton. Mr. Jarvis shared their core principals of leadership, collaboration, and accountability focusing on communication with partners and stakeholders. Compass has developed many tools to keep stakeholders informed with clear and concise updates that enable timely decisions to be made. Discussion ensued on monthly reports incorporating a project dashboard containing project information, design and construction activity, schedule updates, budget status, change orders and issues facing the project. Allyson Mahar was introduced as the Project Manager and a resident of Pembroke. Mr. Trabucco asked when the architect will have the bid documents ready; Mr. Chenard stated that the target is to begin by the end of March with building beginning in the summer. All contractors and subcontractors must be pre-qualified, but late April and May is possible. Mr. Chenard stated that he has scheduled a meeting of the prior building committee got next week.

### **BOARD LIAISON UPDATES**

Mr. Brown provided an update on New England Village and the services they offer. Ms. Marino stated that the Open Space Committee is excited about the response to their Trail Stewardship program. Ms. Marino stated that Library Director Deborah Wall’s last day was Friday and the Board wished Ms. Wall well in retirement; Assistant Director Kathleen Benvie has assumed the role of Acting Library Director.

### **TOWN MANAGER’S REPORT**

Community Resilience Building workshop was held today at the Pembroke Public Library, and the draft plan is in production with a public listening session to be held on October 18<sup>th</sup> from 4:30 pm to 6pm in the Veterans Hall.

COVID update: seventy more individuals have been vaccinated since the last update for a total of 11,871 residents fully vaccinated. Case counts are stabilizing with the expectation of a reduction in cases in the days to come.

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Construction updates: Center Street domestic water transfers will be occurring near Erickson Lane, and Route 53 paving will continue at night between 8pm and 5am. The Birch Street Playground reopens tomorrow.

Pembroke Fire Department is having an open house on October 17, 2021, from 10:00 am to 2:00 pm. Mr. Chenard announced that he has provisionally appointed Wendy LaPierre to the role of Deputy Police Chief effective October 17, 2021, congratulations were shared with the Deputy Chief.

Community Comment: Mr. Chenard recommended that the Board remove this agenda item until the recently received correspondence can be reviewed and discuss this segment further.

At 8:30 pm, Ms. Rushing read the upcoming issues from the agenda. Ms. Coletta moved to adjourn; Ms. Marino seconded the motion. The vote was unanimously in favor.

**MATERIALS & EXHIBITS**

Letter of Request, Certified Vote, Advertisement of Pembroke Housing Authority; Chapter 358 of the Acts of 2020, “An Act Enabling Partnerships for Growth” §§70-72 and §§88-91 making changes to chapter 121B, §1, §5 and §5A; DPH Public Housing Notice 2021-01 “Changes Pertaining to Town Appointed Tenant Board Members” RE: Appointment of Paul Gorman

Letter, Herring Fisheries Membership, W. Boulter (TM Office)

Final Draft Warrant for Signature (TM Office)

Complete ABCC Application, CVAA License Change 99 Restaurants of Boston, LLC (TM Office)

Draft Minutes of September 29, 2021