

**MINUTES OF THE SELECT BOARD MEETING  
JANUARY 26, 2022  
REMOTE MEETING HOSTED BY PACTV ON ZOOM WEBINAR PLATFORM**

**PRESENT:** Jessica Rushing (Chairwoman), John G. Brown, Jr. (Vice-Chairman), Rebecca Coletta (Clerk), Tracy Marino (Selectwoman), William Chenard (Town Manager), Conrad Leger (Environmental Partners), Kathleen Keegan, Sabrina Chilcott (Ass. Town Manager), and others.

**NOT PRESENT:** Daniel W. Trabucco (Selectman)

At 7:00 pm Ms. Rushing opened the meeting and advised that Pursuant to Chapter 20 of the Acts of 2021, this meeting will be conducted via remote means. Members of the public who wish to access the meeting may do so in the following manner: This meeting can be viewed live via PACTV as linked on the agenda then select "Pembroke YouTube Streaming Channel". To log in to the meeting to participate, use the web-based version of zoom and register to receive an email link to join the webinar at the website address listed above. No in-person attendance of members of the public will be permitted, but 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, for reasons of economic hardship and 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.

**CONRAD LEGER, ENVIRONMENTAL PARTNERS: PAVEMENT MANAGEMENT**

Mr. Leger was present before the Board to explain the data collection and roadway assessments on the town's 92.45 miles of accepted roadways that led to the road surface rating established; he further defined the maintenance and repair categories. Mr. Leger provided the example that routine maintenance, including fog seal or crack seal, is \$1/square yard; preventive maintenance such as a bonded wearing course, micro surfacing and shim and overlay is \$8/square yard; minor rehabilitation such as mill and overlay is \$18/square yard, and major rehabilitation of full depth reclamation is \$45/square yard. Mr. Leger advised that the overall rating of Pembroke's roads included 3.35 miles of major rehabilitation, or 41,144 square yards, which would cost \$1,851,489 to address; 21.64 miles of minor rehabilitation, or 278,294 square yards, which would cost \$5,009,296; preventative maintenance is needed on 33.32 miles or 430,172 square yards for \$3,441,376 and routine maintenance is required on 11.22 miles or 159,767 square yards for a cost of \$159,767 for a total maintenance and repair cost for all roads of \$10,461,927. Mr. Leger showed the mapping and tracking system displays and began to address capital improvement planning and action planning, identifying that the estimated network value of all of our roadways is \$53,683,605 with a backlog repair cost of \$10,461,925, and overall spending is limited to annual Chapter 90 funding or approximately \$516,388 per year. Discussion ensued on prioritizing repairs by performing cost benefit value analysis, underground utility condition and other factors such as location and use. Repair scenarios were reviewed, each requiring additional operating budget funding. Mr. Leger concluded by stating that an asset management platform is not designed to be a stagnant document, but a living, breathing document that has information consistently updated.

**KATHLEEN KEEGAN: TREE LIGHTING UPDATE, POSSIBLE FORM TOWN COMMITTEE**

Ms. Keegan was present before the Board to recap the celebration details and success of the Pembroke Tree Lighting on December 5<sup>th</sup>. Ms. Keegan stated that the Committee doesn't want to merge with the town, but they seek a financial and labor commitment from the town to partner with the Committee to fund the replacement of the banners and their frames, lights and other related items; the DPW historically hangs all of the lights, and the Committee would want to ensure that the town's partnership persevered. Discussion ensued on the mechanics of hosting the ceremony during and post construction. Ms. Keegan stated that partnering with the Recreation Commission to raise money and execute the celebration may be an option.

**VOTE ANNUAL WARRANT OPEN FEBRUARY 7, SPECIAL WITHIN ANNUAL FEBRUARY 15, CLOSE ALL FEBRUARY 18**

Ms. Coletta moved to open the annual town meeting warrant on February 7, 2022, open the special within the annual warrant on February 15<sup>th</sup> and close all warrants on February 18, 2022 at 12PM Noon. Mr. Brown seconded the motion. The vote was 4/0 in favor by roll call vote.

**MINUTES OF THE SELECT BOARD MEETING**

**EXECUTE PURCHASE AND SALE AGREEMENT: A6-248, 0 MATTAKEESETT**

Ms. Coletta moved to sign the Purchase and Sale Agreement for the parcel at 0 (248) Mattakeesett Street, as voted at town meeting. Ms. Marino seconded the motion. The vote was 4/0 in favor by roll call vote.

**VOTE NOT TO EXERCISE RIGHT OF FIRST REFUSAL (40B) AT 51 REDWOOD CIRCLE**

Ms. Marino moved to waive the Right of First Refusal of 51 Redwood Circle, Pembroke and allow the property to be marketed for sale by DHCD to eligible buyers within the 40B program. Mr. Brown seconded the motion, and the vote was 4/0 in favor by roll call vote.

**APPOINT ALTERNATE DAVID CLAUSS JR AS MEMBER, JR COMMISSIONER JACK BOULTER AS ALTERNATE MEMBER; APPLICANT VIRGINIA MCCARTHY AS ALTERNATE**

Ms. Marino moved to appoint current alternate David Clauss, Jr. to the member vacancy, term to expire 2022 and to appoint current Junior Commissioner Jack Boulter to the resulting alternate vacancy, term to expire 2024 and move to appoint Virginia McCarthy of 24 Glenwood Road to the alternate vacancy, term to expire 2023. Mr. Brown seconded the motion. The vote was 4/0 in favor by roll call vote.

**VOTE TO ACCEPT THE MINUTES OF JANUARY 12, 2022**

Ms. Marino moved to accept the minutes of January 12, 2022; Mr. Brown seconded the motion. The vote was 4/0 in favor by roll call.

**TOWN MANAGER’S REPORT**

COVID Update

Mr. Chenard advised that there has been an uptick in ambulance responses and hospitals are concerned, causing a delay or rescheduling of other procedures. The number of severe cases remains very low and 99% of intubated patients are unvaccinated. Pembroke’s increased vaccination rates and dropping case counts are auspicious. The Town still has several staff members at Town Hall out with COVID, while cases in first responders have dropped. Mr. Chenard thanked the Plymouth County Commissioners and Treasurer Tom O’Brien for securing COVID test kits; Pembroke will receive 12,960 total tests, or 6,480 boxes.

Construction Update

Community Center’s design development phase is complete, and the project is on schedule; the documents are being reviewed and have been sent to the cost estimators.

380 Washington Street Flagpole Update

Mr. Chenard advised that the Planning Board was approached by Crown Castle to relocate the flag from the cell tower’s flagpole to a new pole erected beside the fire station and they voted to approve the change.

**LIAISON UPDATE**

Mr. Brown advised that the Council on Aging met today, and the Director reported the delivery of 2,166 meals in October, November and December. Ms. Coletta stated that the alternate delegate from the Planning Board has been getting more involved and they are an invaluable resource.

Mr. Chenard stated that he recommends that the next meeting February 7 remain remote but the town may potentially return to in person meetings on February 23. At 8:20 pm, Ms. Rushing read the upcoming issues from the agenda. Ms. Marino moved to adjourn; Ms. Coletta seconded the motion. The vote was 4/0 in favor by roll call vote.

**MATERIALS & EXHIBITS**

EPG Slideshow Pavement Management Plan, C. Leger (DPW/TM Office)

Draft Warrant Timeline (TM Office)

Draft Purchase & Sale Agreement, A6-248, 0 Mattakeesett KP Law (TM Office)

Emails, DHCD R. Hayashi & Letter/Appraisal 51 Redwood Circle (TM Office)

Email W. Boulter, Jr. & Vacancy App, V. McCarthy RE: Herring Fisheries Appts (TM Office)

Draft Minutes January 12, 2022 (TM Office)