

**MINUTES OF THE SELECT BOARD MEETING  
FEBRUARY 7, 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), Daniel W. Trabucco (Selectman), William Chenard (Town Manager), Linda Peterson (Advisory), Sandra Beaton (Advisory), John Scholl (Advisory), Elizabeth Benotti (Advisory), Matthew Rushing (Advisory), Robert Kenney (Advisory), Kristianne Cullinane (Advisory), Donna Badger, Sabrina Chilcott (Ass. Town Manager), and others.

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.

**VOTE TO ACCEPT THE MINUTES OF JANUARY 26, 2022**

Mr. Brown moved to accept the minutes of January 26, 2022; Ms. Marino seconded the motion. The vote was 5/0 in favor by roll call.

**TOWN MANAGER'S FY23 BUDGET PRESENTATION**

Mr. Chenard updated the Board initially on the budget process that began in late October and thank all of the department heads and staff who worked together to assist him in developing the balanced budget recommendation for FY2023. Mr. Chenard stated that his presentation will cover revenue projections and where they are going, expense projections, a review of Cares funding and an introduction to the details involved in ARPA funding. He will review the Solid Waste and Water Enterprise funds and delve into expenses. The figures for state aid and assessments are from the Governor's budget, but health care rates will be finalized in March and other projected expenses will be refined so figures may change slightly. Total General Fund revenues are projected at \$72,285,563 up from FY22 \$68,363,013 as a result of the tax levy and the debt exclusion for the community center project. General Fund Operating Expenses increase from \$66,481,359 to \$70,099,154 and he furnished totals, grouped, and shared expenses. The tax levy summary was shared, with new growth estimated to be higher than last year for a limit of \$45,539,648 and debt exclusions at \$2,958,840 for a total of \$48,498,488. Details were provided on excluded debt, with a schedule of when debt impacts retire. Local receipts from FY22 and FY23 projected were compared, and prior years were also contrasted to be in line with some of the highest years to date with excise tax commitments already in hand. Total local receipts are projected at \$5,156,500 for FY23. Mr. Chenard provided a twenty-year breakdown on State Aid at \$2,188,000 which is exceedingly flat over time, versus the Assessments which are trending sharply up, largely in part as a result of Charter School Assessments. Other available funds include the Capital Stabilization Fund, the Ambulance Fund, Septic Loan Program, Recreation Revolving Fields Fund, Council on Aging Transportation, School Athletic Fund, Recreation Revolving Cle5rical, Wetlands Protection Fund School Construction Funds, Water Enterprise Indirect, Solid Waste Indirect, Cemetery Trust Funds, Silver Lake Escrow Fund, Regions ACO and Miscellaneous for a total of \$2,392,414. Mr. Chenard focused on the town's Free Cash history; for FY22 it is \$2,710,768 but a town Pembroke's size should be at \$3million or above annually. Pembroke had twenty-five submissions to the County for CARES reimbursement; of the \$3,148,707.29 submitted, \$2,506,162.20 was approved and \$647,545.09 is still pending; the town's total allotment was \$3,104,954.60. Mr. Chenard shared information learned about the American Rescue Plan Act, Final Rule document published on January 6, 2022. In 437 pages, the detail and procedural requirements for the use of these funds was set out and is restricted to specific categories. Those include supporting public health expenditures, addressing negative impacts caused by the public health

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emergency, replacement of lost public sector revenue, provide premium pay for essential workers and invest in water, sewer and broadband infrastructure. Pembroke is expected to receive over \$1.8million in direct pay funds and nearly \$3.6million in funds given to the County on behalf of Pembroke. Plymouth County has allocated \$871,825.39 in phase one. Mr. Chenard stated that tonight he will present a high-level overview of expenses with three large impacts of note. Pension costs are increasing over \$300,000 and have increased over \$1million since FY20. Health Insurance is estimated to increase by nearly \$350,000. Energy costs have increased dramatically this year, with unleaded gasoline up 46.41%, ultra-low sulfur diesel 37.77% and wholesale #2 home heating oil up 74.56%. Discussion ensued on obtaining electric vehicles and the cost benefit of doing so, and the prospect of installing solar panels on the new community center to maximize energy efficiency. Mr. Chenard reviewed the allocations for each budgetary cost center with highlights on items of note that may require adjustment prior to town meeting. Mr. Chenard advised that both Enterprise revenues are trending flat, with solid waste revenue projected to be \$2,270,517 and water revenue at \$3,019,389 which is good news for rate payers. Initial FY23 solid waste budget requests with the variable recycling disposal line is \$1,927,335 and a major contributor to keeping these costs down is residents dramatically reducing contaminated recycling loads that have reduced the waste in the town's recycling stream. Regarding water enterprise, there will be a structural change spearheaded by the Water Commissioners to hire a Water Superintendent as our current DPW Director nears retirement, providing for a fully licensed person to head the team. The Assistant DPW Director will move over to the other side of operations. FY23 water enterprise budget request is \$2,541,085 which includes \$100,000 toward the enterprise fund reserves in the event of catastrophic failure. Mr. Chenard stated that next steps include delving deeper into each departmental budget request and expenses in a schedule of meetings that will be proposed to both the Select Board and Advisory Committee. Discussion ensued on School Committee budgeting for special education and capital borrowing rates and strategies.

## **TOWN MANAGER'S REPORT**

### COVID Update

Mr. Chenard stated that Town Hall has reopened for walk in services as a result of the drop in cases with in-person meetings resuming March 1<sup>st</sup>. Boards can meet remotely until April 1, 2022, at which time the Governor's extension expires.

## **LIAISON UPDATE**

Council on Aging wants to let residents know that they have given out 145 covid tests with events planned on Wednesday and Thursday from 11am to 12:30 pm, and they have prepared a survey using SurveyMonkey to ask residents what they would like to see in future programming offerings.

At 8:30 pm, Ms. Rushing read the upcoming issues from the agenda. Ms. Marino moved to adjourn; Mr. Brown seconded the motion. The vote was 5/0 in favor by roll call.

## **MATERIALS & EXHIBITS**

Town Manager's FY23 Budget Report (TM Office)  
Draft Minutes January 26, 2022 (TM Office)