

**MINUTES OF THE SELECT BOARD MEETING  
MARCH 23, 2022**

**PRESENT:** Jessica Rushing (Chairwoman), John G. Brown, Jr. (Vice-Chairman), Rebecca Coletta (Clerk), Tracy Marino (Selectwoman), Daniel W. Trabucco (Selectman), William Chenard (Town Manager), Matthias Warren, Bryan Jarvis, Joel Bargmann, Wendy LaPierre, James Shea, Lee-Ann Meehl, Elin Flashman, Karen Ames, Mark Ames, Dana Bean, Susan Runne, Dale Harrison, Stephen Ciciotti, Art Egerton, Gretchen Emmetts, Sabrina Chilcott, and others.

At 7:00 pm Ms. Rushing opened the meeting with the Chairman's statement.

**MATTHIAS WARREN, TRINITY SOLAR: APPLICATION FOR NEW 90 DAY DOOR-TO-DOOR SOLICITATION PERMIT**

Mr. Warren was present on his application for a for a Door-to-Door Solicitation Permit representing Trinity Solar. He seeks to go door to door in Pembroke for the purpose of "to set appointments for homeowners to meet with a solar pro and look at their options for solar panels" from 10:00 am to 7:00 pm or dusk for ninety days, or to June 23, 2022. He has satisfied the CORI requirements; if approved, the application, approval and all related documents will be forwarded the next business day to the Police Chief along with two copies of the current No Solicitation List for the next permitting step which includes a comprehensive background check and final permit to be issued by the Chief of Police. The Police Department will keep one of the NSL to retain for their records and enforcement, and one NSL will be handed to the Solicitor with their photographic ID generated by the Police Department. Ms. Marino moved to approve the application of Matthias Warren on behalf of Trinity Solar for a door-to-door solicitation permit authorizing sales from 10:00 am to 7:00 pm Monday through Saturday, license eligible for renewal on its expiration on June 23, 2022, subject to approval and permit card issuance by the Chief of Police. Mr. Brown seconded the motion. The vote was unanimously in favor.

**STEPHEN BURT, BURT'S ICE CREAM: RENEWAL APPLICATION FOR ONE YEAR ICE CREAM TRUCK VENDING PERMIT**

Mr. Burt was not in attendance; his Ice Cream Vending permit was originally voted April 16, 2013, a permit to operate an ice cream truck called "Burt's Ice Cream" throughout the Town's roads with conditions: the hours of operation from 9:00 am to dusk Monday through Saturday and from 11:00 am to dusk on Sunday for a period of one year. Stephen Burt is applying for the 2022 renewal of his permit as the owner and sole operator; he operates an ice cream truck offering ice cream and ice cream products. He has had an annual permit through the Town of Pembroke; the Board last imposed the following restrictions: to "operate throughout the Town Monday through Saturday from 9:00 am to dusk, Sunday 11:00 am to dusk with no chimes before 11:00 am on Saturday and Sunday". Ms. Marino moved to grant the application of Stephen Burt of Burt's Ice Cream to renew permit #IC-01 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. Mr. Brown seconded the motion. The vote was unanimously in favor.

**COMPASS PROJECT MANAGEMENT, BH&A: COMMUNITY CENTER PROJECT UPDATE**

Bryan Jarvis of Compass Management and Joel Bargmann of BH&A were present before the Board with updated plans for the project. Mr. Bargmann reviewed the components of the building and advised that 4,000 square feet of shared or circulating space was eliminated from the project without reducing programming space and elements for emergency management were added. The team is reviewing the savings and general improvement of efficiencies by reorienting the building toward the Hatch driveway versus the Library. The senior appreciated this entry as many did not like the slope of the existing driveway as it exits from the CC site up to the library access road; further the Hatch exit point onto Center Street is farther away from the businesses opposite the library driveway. The Historic District Commission prefers this proposed orientation as it allows for this access point to be improved; currently it's condition is poor. The reorientation was also beneficial to the Fire Department as that will be their main access point in case of emergency. With reorientation, the drop off is more intuitive, it is on the "right" side of a car entering, less confusing and less

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of a potential hazard for cars entering the drop-off. Mr. Bargmann stated that construction inflation has been running far ahead of general inflation and, while a reasonable escalation figure was calculated into the budget, the actual escalation is far ahead of what was anticipated. Additionally, the original timeline had the project going to bid in the late fall of 2021, six months earlier than it will now, and that extended timeline adds to the escalation. Mr. Jarvis reviewed the project budget and the yield that came from extended value engineering. There remains a gap and the town must consider a more significant square footage reduction or a town meeting appropriation request. Discussion focused on cost disparities between town meeting and now including demolition and the cost of a Clerk. Mr. Bargmann advised that numbers used in the feasibility study came from Vertex whom the town had retained to study hazardous materials in the existing building. In the current round of design, UES was retained to do a survey of the building and they discovered that there are hazardous materials in the exterior walls which is much more complicated to abate and demolish as the two have to go hand in hand. It is the teams hope that inflation will reside and that the bids will come out better than projected today. The original feasibility study did not include the cost of a clerk of the works, which is the increase in the OPM administrative cost as presented. Consensus was achieved to include an additional \$2 million capital request in article five.

### **REVIEW OF DEPARTMENTAL FY23 BUDGETS: POLICE, FIRE, ANIMAL CONTROL, EMERGENCY MANAGEMENT, VARIOUS COMMITTEES**

Mr. Chenard stated that tonight's budget presentations include Police, Fire, Animal Control, Emergency Management, and various other Committees. Mr. Chenard reviewed the line items in the Police Department budget; Deputy Chief Wendy LaPierre reviewed the department's process and operations, and highlighted partnerships with local and regional programs that provide resources and outreach. Mr. Chenard reviewed the line items in the Fire Department budget; Acting Chief James Shea reviewed the current operations model and call volume. Discussion ensued on trends and funding. Mr. Chenard reviewed the line items in the Animal Control budget and Emergency Management budgets. He provided more detail on the DMI departmental budgets, the Town Landing and Town Memorial budgets and Veterans Services.

### **TOWN MANAGER'S REPORT**

#### **COVID**

Mr. Chenard advised that there have been only 17 cases to date in March, and tests are still available at the Town Hall, Library and Senior Center.

#### **CONSTRUCTION**

Mr. Chenard stated that the playground equipment is being installed at the Mattakeesett St playground.

At 9:25 pm, Ms. Rushing read the upcoming issues from the agenda. Ms. Coletta moved to enter executive session under MGL c.30A, Sec. 21 (2) to discuss strategy with respect to contract negotiations with non-union personnel; and (3) to discuss strategy with respect to collective bargaining if an open meeting will have a detrimental effect on the bargaining position of the public body; Ms. Rushing declared it to be so. Ms. Marino seconded the motion. Mr. Chenard advised that the Board will not return to open session except to adjourn. By roll call vote: Brown – yes, Coletta – yes, Marino – yes, Trabucco – yes and Rushing – yes.

At 10:10 pm, Mr. Trabucco moved to adjourn; Mr. Brown seconded the motion. The vote was unanimously in favor.

### **MATERIALS & EXHIBITS**

Door-to-Door Solicitation Permit Application, Trinity Solar, 1 Group Member (TM Office)  
Ice Cream Truck Vending Permit Renewal Application, Burt's Ice Cream (TM Office)