

**MINUTES OF THE SELECT BOARD MEETING  
JUNE 22, 2022**

**PRESENT:** Daniel W. Trabucco (Chairman), Tracy Marino (Vice-Chairman), John G. Brown, Jr. (Clerk), Rebecca Coletta (Selectwoman), Steven Ciciotti (Selectman), Linda Peterson (Advisory Committee), Mike Cogburn (PTAD), Bryan Jarvis (Compass Project Management), Joel Bargmann (BH+A), Robert DeMarzo, Brooke Musial, Donna Casey, Michelle Burt, Art Egerton, Sabrina Chilcott (Assistant Town Manager), and others.

At 7:00 pm Mr. Trabucco opened the meeting with the Chairman’s statement and requested a moment of silence for the Pembroke family who lost their son this week.

**ANNOUNCEMENTS**

Ms. Marino announced that the pond cleanup day was a success with a large amount of debris and refuse being collected. There will be a Pride picnic on the town green on June 28 and all are welcome. Mr. Chenard announced that the beaches are open and residents are welcome to visit and to swim at their own risk; lifeguards will begin their summer season June 25<sup>th</sup> through Labor Day from 10am to 4pm at Town Landing and Little Sandy beaches. The Town is seeking interest candidates for the following positions: custodian, water technicians, DPW summer staff and lifeguards.

**JOINT APPOINTMENT WITH ADVISORY, MODERATOR: THREE YEAR ADVISORY COMMITTEE TERMS FOR LINDA PETERSON, TIMOTHY LANDY, MATTHEW RUSHING**

Ms. Peterson was present to confirm that the Advisory Committee recommended the reappointment of Linda Peterson, Timothy Landy and Matthew Rushing at their meeting of June 15, 2022. While Moderator Steve Dodge was unable to attend, he raised no objections to these reappointments. Discussion ensued. Ms. Marino moved to reappoint Linda Peterson, Timothy Landy and Matthew Rushing to the Advisory Committee, terms to expire June 30, 2025. Ms. Coletta seconded the motion; the vote was unanimously in favor.

**MIKE COGBURN, PTAD: REVIEW OF PHOTOVOICE CONTEST SUBMISSIONS**

Mr. Cogburn of Pembroke Titans Against Drugs was present with twelve selected Photovoice contest submissions from Pembroke High School students for the Board’s approval; when he last was before the Board in March, it was requested that he return with the finalists’ images for approval to mount on banners in the town center. Discussion ensued. Ms. Coletta moved to endorse the PTAD application to hang banners in the town center embodying the Photovoice contest submission winners at a time to be arranged with the Town Manager. Mr. Ciciotti seconded the motion. The vote was unanimously in favor.

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

Compass Project manager Brian Jarvis was present before the Board with an update on timelines, plans and value engineering regarding the project.

Design Update

- Floor Plans, with “flipped layout”, finalized April
- Audio/Visual scope and layout finalized April - June
- Security Plan, scope and layout finalized May - June
- Tel/Comm Plan, scope and layout finalized May - June
- FF&E scope, layout, and budget finalized June
- Final Design Reviews June - July
- Finalize alternates and incorporate into design June
- 100% Construction Documents Complete July 15th

Project Budget Update

Mr. Jarvis advised that the construction market per square foot reflects Senior Centers/Town Halls are ranging from \$575-675/SF; School construction \$600-750/SF; and Public Safety Buildings \$650-760/SF. He presented the revised DD estimate and called out five sections. Administration costs were improperly calculated at the budget setting phase in February of 2021 wherein an OPM/Clerk of the Works was not factored in as required by statute. Base Construction – Building Only increased as a result of market cost

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increases in steel, roofing costs and MEP costs with all other costs level. The increase reflected in Base Construction – Sitework occurred when the Hatch Drive improvements to the roadway were removed from “alternates” and added to the base project and increases to fuel and site electrical costs. Mr. Jarvis advised that the town green irrigation system was incorporated into the Town Green Improvements alternate.

	Town Budget 02/01/21	Revised DD Estimate 3/9/22 w/ Alternates	Revised DD Estimate 5/19/22 w/ Alternates
<b>Project Management</b>	\$455,363	\$750,000	\$750,000
<b>Architect &amp; Engineering Services</b>	\$1,405,000	\$1,416,254	\$1,416,254
<b>Administration</b>	\$45,000	\$195,000	\$195,000
<b>Construction</b>			
Base Construction - Building Only	\$ 13,150,000	\$ 12,759,744	\$ 14,013,908
Alternates - Wood Flooring in the Gym	\$ -	\$ 208,016	\$ -
Demo/Abatement	\$ 250,000	\$ 1,406,205	\$ 1,218,070
Base Construction - Sitework	\$ 2,000,000	\$ 2,799,459	\$ 3,040,813
Alternates - Town Green Improvements	\$ -	\$ 242,494	\$ 255,455
Alternates - Town Green Irrigation	\$ -	\$ 63,072	\$ -
Alternates - Hatch Drive	\$ -	\$ 106,030	\$ -
<b>Construction ST</b>	<b>\$ 15,400,000</b>	<b>\$ 17,585,020</b>	<b>\$ 18,528,246</b>
<b>Furnishing, Equipment, Technology</b>	<b>\$320,000</b>	<b>\$425,000</b>	<b>\$425,000</b>
<b>Contingencies</b>	<b>\$1,374,637</b>	<b>\$1,230,951</b>	<b>\$1,315,017</b>
<b>TOTAL</b>	<b>\$19,000,000</b>	<b>\$21,602,225</b>	<b>\$22,629,517</b>
<b>Variance</b>	<b>\$0</b>	<b>(\$2,602,225)</b>	<b>(\$3,629,517)</b>
<b>Building SF</b>	<b>33,240 SF</b>	<b>27,800 SF</b>	<b>27,945 SF</b>
<b>Construction Cost / SF</b>	<b>\$463</b>	<b>\$633</b>	<b>\$663</b>

The project has gone through the permitting process with site plan, landscape, hardscape design and drainage package in its current form. He introduced architect Joel Bargmann to review the alternates carved out from the main project as a mean to manage the bid budget. However, the Board needs to vote to accept the current scope of work and determine the highest alternate priority for bid day.

**DISCUSSION AND POSSIBLE VOTE OF BID ALTERNATES AND PRIORITY**

Mr. Bargmann presented the first alternate, the town green.

Add Alternate – Town Green

- Town Green – approximate value \$250k
  - Base bid includes lawn only and accessible walk to bandstand. The Add Alternate adds:
    - Oval asphalt walk and connecting walks to building
    - Concrete pavement adjacent to existing bandstand
    - Backed benches (4) on concrete pads
    - site lighting poles (7) and fixtures and power

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- Irrigation
- Plantings (trees/shrubs)

Potential Add Alternate

- Kitchen Equipment – approximate value \$175k  
Base bid includes kitchen shell and rough-ins for kitchen equipment. Only equipment includes exhaust hood and floor mop sink.

Potential Add Alternate

- Gym Floor – approximate value \$190k  
Base bid would include a synthetic sports floor. The Add Alternate replaces a poured synthetic with a floating wood sports floor.

Discussion ensued on incorporating the wood floor into in the base bid but consider the synthetic on bid day. Ms. Coletta inquired about grant opportunities for the kitchen alternate, including possible emergency management funding; Mr. Chenard stated that he will pursue grant opportunities for emergency management for the kitchen equipment and the generator. Further discussion ensued on the possibility of CPA funding, but a new construction would only and potentially qualify under Recreation. Mr. Trabucco clarified that all of the site work is included in the base bid except the walkways, concrete work, site lighting poses and power, irrigation and plantings. Discussion ensued on Planning Board site requirements for landscaping and walkways. Ms. Burt stated that the Committee and residents had expressed a desire to have open space and an approachable town green with no oval paths or trees, but a rolling lawn to the building which would also save money in the project. Mr. DeMarzo stated that he feels that the kitchen equipment is the priority the Board should be considering. Discussion ensued on the ADA requirements for handicapped accessibility to both the town green and the herring run. Mr. Trabucco stated that the contract documents are so far along that the Board can review the oval, asphalt pathway and if necessary, issue a change order to eliminate it later. Further discussion ensued regarding breaking out the town green alternate into irrigation, then walkways, benches and lighting. Mr. Trabucco requested that the Board’s alternate preferences as discussed be read into the record; the Board has achieved consensus that the wood gym floor is now a deduct alternate and has been removed from the alternates list, the alternate that is priority number one is the town green site work including irrigation and planting trees and shrubs, priority two alternate is kitchen equipment and priority number three is walkways and benches, electrical, site lighting and sidewalks. Mr. Chenard advised that we have two memorial benches that must be incorporated into the design. The Planning Board has requested that the small walkway leading out of the building be extended to provide access to a new crosswalk to the courts and toward town hall. Ms. Coletta moved that the Board accept the motions as read into the record; Ms. Marino seconded the motion. The vote was unanimously in favor. Discussion ensued on the initial estimates of February 2021. Tthe DD estimate costs projected from conceptual design March 9, 2022, reflected a gap of \$2,602,225 that was presented at town meeting; inflation, supply and material availability costs and other related economic factors that have driven the gap from spring of 2022 to now of \$3,629,517.

**BOARD REAPPOINTMENTS: COMMUNITY PRESERVATION COMMITTEE (3), HERRING FISHERIES COMMISSION (3)**

Mr. Trabucco read the list of candidates who have requested reappointment for three-year terms. Mr. Ciciotti moved to reappoint the slate of candidates for reappointment as presented for the terms to expire as listed.

**VOTE MINUTES OF MAY 18, 2022, MAY 25, 2022, AND JUNE 8, 2022**

Ms. Marino moved to approve the minutes of May 18, 2022, and May 25, 2022; Mr. Brown seconded the motion. The vote was unanimously in favor. Mr. Brown moved to approve the minutes of June 8 with the exception being Ms. Coletta was absent from that meeting; Ms. Marino seconded the motion. The vote was unanimously in favor.

**REVIEW LIAISON ROLES AND POSSIBLE VOTE TO CHANGE THEM**

Mr. Trabucco referenced the Board’s policies and procedures with current liaison roles which can be found on the website at: [https://www.pembroke-ma.gov/sites/g/files/vyhlf3666/f/uploads/select\\_liaison\\_policy\\_and\\_roles.pdf](https://www.pembroke-ma.gov/sites/g/files/vyhlf3666/f/uploads/select_liaison_policy_and_roles.pdf). Roles were reviewed. Mr.

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Ciciotti expressed interest in the liaison role to Planning Board and the Zoning Board of Appeals. Ms. Coletta supported his interest. Ms. Marino expressed interest in continuing with School Committee and Mr. Brown expressed interest in continuing with Council on Aging. Ms. Coletta expressed interest in assuming the Water Commissioners liaison role. Mr. Trabucco agreed to liaise with the Community Center Committee regarding the Project until the project is underway. Mr. Brown expressed interest in the liaison to Advisory Committee, Ms. Marino to the Safety Committee and Ms. Coletta to the roles of OCPC and Plymouth County Advisory Board. Mr. Brown moved the reorganization of the Select Board liaison roles as amended by the Select Board. Ms. Marino seconded the motion. The vote was unanimously in favor.

### TOWN MANAGER'S REPORT

#### Community Center Project Update

Mr. Chenard provided a historic review of the debt projections, as well as programming revenue stream and costs. When the Town calculated the March 2021 estimate of total interest costs on twenty-five-year term of borrowing \$19million, the project true interest cost was 2.0% and at the September 2021 borrowing, the actual true interest cost to the town was 1.849% saving the taxpayers significant money. While the town is earning interest on the money prior to the execution of the project, the amount earned is less than the 1.849% TIC which prevents the town from arbitrage as the town is not making money. Mr. Chenard reviewed the debt bidding process. Mr. Chenard is recommending that the Board continue the bid process and get actual bids on the project to determine actual costs. Community Center operating costs will be affected by the reduction in size of the building and the increase in heating and fuel. The Town contracted with Ballard King & Associates to review operations and costs working with related department heads and boards to evaluate current and future programming. The anticipated hours of operation for the facility will vary for the Recreation Department between the school year and summer months with the Senior Center remaining open 45 hours a week, Monday through Friday from 7:30 am to 4:30 pm. B\*K has strongly recommended that the conference space, café and lounge be available for rentals and programming beyond those hours. The Recreation Department during the school year (36 weeks) would be open 84 hours per week, or from 7:30 am to 9:00 pm Monday through Friday, 7:30 am to 6:00 pm on Saturday and Noon to 6:00 pm on Sunday. Summer hours would average 73 hours per week, with the only changes being a closing time of 8:00 pm Monday through Friday and closing on Sunday. Current programs offered include Hybrid Helpers, Drama, Virtual Fitness, Impro-Drama Clinic, T-Ball, Soccer, Tennis, Table Tennis, Evening Basketball groups, Summer Happenings Program, Summer Circuit Lab, Summer T-Ball, Summer Soccer, Summer Tennis, Summer Flag Football, Summer Drama and more. New programs would include Pickleball with both leagues and drop in, Special Events, Extended Summer Sports Season into Spring months, STEAM Programming (Science, Technology, Engineering, Arts and Math) and Cross Generational Programming such as storytelling, technology and more). Mr. Chenard advised that the recommendation is to add programming initially as one-time classes or short tournament leagues which lessens the burden of immediate success and provides opportunity to participate without a long-term commitment. Mr. Chenard stated that the use of space will require a clear decision when the facility is open as to how much time will be rented per week to outside groups for gymnasium use and meeting space as overall gymnasium and meeting space in town is limited. Mr. Chenard reviewed preliminary operations budget expenses for year one. Personnel to operate the and maintain the building 73-84 hours per week would require 1.6 full time custodians and part time staff, totaling \$164,616 in year one. Commodities expenses would cost \$22,000, electrical including HVAC and heat by electric VRF heat pump would cost \$48,000 and gas to service kitchen equipment, domestic hot water and gym heating \$16,000. Additional appropriations to cover septic system maintenance, telephones, rental services, trainings, and other routine line items, combined with personnel, commodities, utilities to total an annual operating cost of \$274,116 estimated. Discussion ensued on establishing and funding a replacement fund for building maintenance to provide for long range health of the facility. Operating revenue estimates were detailed, with emphasis on no fees to residents for daily admission, no fees for 12 punch passes and no fees for membership. Conservative estimated revenue annually for new programs is \$25,300, representing 23.9% of the total revenue stream. Additional revenue includes birthday parties, vending, other rentals and league rentals for a total of \$80,757 additional funding, or 76.1% for an annual revenue total in year one of \$105,875. Mr. Chenard stated that a fitness room that will minimally equipped may eventually have a small fee associated with it depending upon how elaborate the offerings become, but not initially. Mr. Chenard

Materials or other exhibits used by the public body in an open meeting are available to the public within 10 days upon request.

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presented a five-year forecast of revenue and expenses with the resulting increase in expenses for the new building.

	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
<b>Expenses</b>	\$274,116	\$279,598	\$287,986	\$296,626	\$305,525
<b>Revenue</b>	\$95,288	\$111,169	\$116,727	\$120,229	\$123,836
<b>Expenses Less Revenue</b>	(\$178,829)	(\$168,430)	(\$171,259)	(\$176,397)	(\$181,689)
<b>Less Existing Operational Cost</b>	\$70,428	\$72,541	\$74,717	\$76,959	\$79,267
<b>Overall Increase for New CC</b>	\$108,401	\$95,889	\$96,542	\$99,438	\$102,421

Center Street Reconstruction Project

The project is set to begin on Route 36 with a schedule anticipated next week. Anticipated start is just after July 4<sup>th</sup>. More details will follow.

Congress Street Culvert

Initial estimates to properly address the collapsed culvert came in at \$668,000. The town had two choices including declaring it as a state emergency through DCAMM and funding this ourselves with emergency funding; July 1<sup>st</sup> there are grant opportunities opening up for which this project would be eligible, and Mr. Chenard has reached out to Senator Moran’s office for support of our grant applications. Ms. Coletta stated that this would exceed the amount of our Chapter 90 funding for the year; Mr. Chenard concurred.

**LIAISON UPDATES**

Mr. Brown stated that the Council on Aging was able to receive a grant from the state to purchase a convection oven which is a much needed item.

Mr. Brown moved to enter executive session under MGL c.30A, Sec. 21 (2) to discuss strategy with respect to and/or engage in contract negotiations with non-union personnel, Town Manager; Mr. Trabucco stated that the Board will return to open session. Ms. Marino seconded the motion. By roll call vote: Brown – yes, Ciciotti – yes, Coletta – yes, Marino – yes, Trabucco – yes.

At 9:28 pm, the Board returned to open session. Mr. Trabucco announced that the Board has given the Town Manager a 3% increase in salary for fiscal year 2023 as voted in executive session. Further, the Board has agreed to enter contract negotiations with Mr. Chenard for a three-year term, and Mr. Trabucco is appointing Ms. Marino and Mr. Brown as the contract negotiating team. Ms. Coletta advised that many local and regional comps were reviewed, the Town is lucky to have Mr. Chenard, and the amounts were budgeted for FY23 so this will not exceed what was voted.

At 9:30 pm Ms. Marino moved to adjourn; Mr. Brown seconded the motion. The vote was unanimously in favor.

MATERIALS & EXHIBITS

- Email, M. Cogburn RE: PTAD Photovoice Submissions (TM Office)
- PowerPoint, Compass Project Management (TM Office)
- Draft Minutes of May 18, May 25, June 8, 2022 (TM Office)