

**MINUTES OF THE SELECT BOARD MEETING
JUNE 7, 2023**

PRESENT: Daniel W. Trabucco (Chairman), Steven Ciciotti (Vice Chair), Tracy Marino, (Clerk), John G. Brown, Jr., (Selectman), Richard Flynn (Selectman), William Chenard (Town Manager), Sabrina Chilcott (Asst. Town Manager), Jason McLaughlin (Trinity Solar), Kathleen Benvie (Library Director), Larissa Curley, Stephanie Ciciotti, Linda MacDonald, Linda Peterson, Stephen Curley, Scott Chaharyn, Robert DeMarzo, Elin Flashman and others.

At 7:00 pm Mr. Trabucco opened the meeting with the Chairman's statement.

TREASURER KATHLEEN MCCARTHY: VOTE TO AUTHORIZE BORROWING AS VOTED AT TOWN MEETING

Ms. Marino moved as the Clerk of the Select Board of the Town of Pembroke, Massachusetts, to approve the sale of \$3,170,500 5.00 percent General Obligation Bond Anticipation Notes (the "Notes") of the Town dated June 16, 2023, and payable September 29, 2023, to Fidelity Capital Markets, a division of National Financial Services LLC, at par and accrued interest, if any, plus a premium of \$5,516.67; and further moved that in connection with the marketing and sale of the Notes, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated May 26, 2023, and a final Official Statement dated May 31, 2023, each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted; and further moved that the Town Treasurer and the Select Board be, and hereby are, authorized to execute and deliver a significant events disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the Notes for the benefit of the holders of the Notes from time to time; and further moved that we authorize and direct the Town Treasurer to establish post issuance federal tax compliance procedures and continuing disclosure procedures in such forms as the Town Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Notes and to comply with relevant securities laws; and further moved that any certificates or documents relating to the Notes (collectively, the "Documents"), may be executed in several counterparts, each of which shall be regarded as an original and all of which shall constitute one and the same document; delivery of an executed counterpart of a signature page to a Document by electronic mail in a ".pdf" file or by other electronic transmission shall be as effective as delivery of a manually executed counterpart signature page to such Document; and electronic signatures on any of the Documents shall be deemed original signatures for the purposes of the Documents and all matters relating thereto, having the same legal effect as original signatures; and further moved that each member of the Select Board, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes. Mr. Ciciotti seconded the motion. The vote was unanimously in favor.

LIBRARY TRUSTEES: REQUEST VOTES TO ACCEPT GIFT DONATIONS

Library Director Kathleen Benvie introduced the Board members and Foundation members who were present and advised that the Friends of the Public Library and the Pembroke Library Foundation have both offered gifts to the town to supply much needed items to the library. Mr. Ciciotti moved to accept the donation of seventy (70) chairs and two storage carts from the Friends of the Pembroke Public Library, an estimated cost of \$8,895.66. Mr. Brown seconded the motion. The vote was unanimously in favor. Ms. Marino moved to accept the donation of a Lego Center, a Storytime Center and a STEM Center from the Pembroke Library Foundation, an estimated cost of \$3,900. Mr. Ciciotti seconded the motion. The vote was unanimously in favor.

JASON MCLAUGHLIN, TRINITY SOLAR: DOOR-TO-DOOR SOLICITATION FOR 90 DAYS

Mr. Flynn advised that the insurance certificate submitted expired on June 1; Mr. Ciciotti moved to approve the application of Jason McLaughlin on behalf of Trinity Solar for a door-to-door solicitation permit authorizing sales from 10:00am to 8:00pm Monday – Sunday for ninety days, permit to expire September 7,

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2023 subject to submission of a current policy. Ms. Marino seconded the motion. The vote was unanimously in favor.

VOTE REQUEST OF PLYMOUTH COUNTY RETIREMENT ASSOCIATION TO ACCEPT CHAPTER 269 OF THE ACTS OF 2022

Ms. Marino moved that the Town of Pembroke accept Chapter 269 of the Acts of 2022 (“the Acts”) to allow a one-time increase to 5% to the cost-of-living adjustment granted to retirees in FY23 only; Mr. Brown seconded the motion. The vote was unanimously in favor.

DISCUSSION OF POSSIBLE VOTE: SELECT BOARD FY24 GOALS

Mr. Brown stated that his goals remain constant with constituent services and helping residents. Ms. Marino would like the Board to improve communication and public engagement, growth and revenue and update the bylaws. Mr. Ciciotti would like to improve communication with residents for information and events, and explicit and regular recognition of departments and accomplishments by department heads, perhaps the Town Manager at Select Board meetings. These would be based on significant performance or other improvements, cost savings to taxpayers, etc. Mr. Ciciotti posited that the Board could work with the Town Manager to create an action tracker identifying opportunities in town government, processes, policies, systems and more, noted by low-medium-high effort and impact with a status of pending, ongoing, complete, etc. This tracker could be used by staff, the Town Manager and other staff when residents or businesses come in over an issue; the item could be tracked and presented. Mr. Flynn would like to see the Stabilization account rise to where the DOR says it should be; we have \$500k and 5-7% of our operating budget, or \$3.5M. This would increase our bond rating, perhaps to AAA. Additionally, he would like to see the Meals Tax revenues come out of the general fund and be directed to Stabilization. Mr. Flynn also would like to consider formalizing a Grant Writing department/staff with compensation, and he would like to review the bylaws as well. Mr. Trabucco requested forming a Bylaw Review Committee be placed on the next agenda. He further requested that the Board members who have brought ideas tonight research other municipal templates or guidelines surrounding their initiatives and review them on the next agenda.

DISCUSSION AND POSSIBLE VOTE: UPDATE SELECT BOARD LIAISON ROLES FOR FY24

Current roles were reviewed with Ms. Marino remaining with School Committee, Mr. Brown with Council on Aging Board (J. Brown), Mr. Trabucco with Community Center Task Force until the facility is complete, Ms. Marino with PEMA and Mr. Ciciotti with Planning Board and ZBA. Discussion ensued regarding Ms. Coletta and Ms. Siciliano-Perry remaining as OCPC Representatives for Pembroke. Mr. Brown moved to appoint Richard Flynn as the liaison to the DPW Water Commissioners. Ms. Marino seconded the motion. The vote was unanimously in favor. Ms. Marino moved to appoint Stephen Ciciotti as the liaison to the Affordable Housing Committee. Mr. Brown seconded the motion. The vote was unanimously in favor. Ms. Marino moved to re-appoint Rebecca Coletta as the Town’s representative to Old Colony Planning Council with Alysha Siciliano Perry. Mr. Ciciotti seconded the motion. The vote was unanimously in favor. Mr. Brown moved to appoint Tracy Marino to join him as liaison to the Joint Select Board/School Committee Revenue subcommittee. Mr. Ciciotti seconded the motion. The vote was unanimously in favor. Discussion ensued on forming a subcommittee/working group to work with the Central Plymouth County Water District Advisory Board to identify opportunities regarding shared water (from Pembroke) resources and the impact on the town and its resources. Mr. Ciciotti and Mr. Flynn volunteered to spearhead this initiative.

VOTE ANNUAL UNPAID APPOINTMENTS

Ms. Marino moved to reappoint the slate of candidates as printed for the terms to expire as listed, seconded by Mr. Brown, the motion passed unanimously.

TOWN MANAGER’S REPORT

Municipal Aggregation Results

Mr. Chenard stated that the Town was able to secure pricing to allow twenty-four months of an aggregate electricity pricing of \$.1475/kwh with the first billing cycle to occur in November of 2023. Low bids ranged from \$.1475/kwh to \$.18476/kwh with First Point Power the low bidder.

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LIAISON UPDATES

Mr. Brown stated that he attended the June 1st Plymouth County Advisory Board meeting where Pembroke has 3.78% of the vote of the body. The Board passed a budget that saved \$1M over last year's \$11,309,399. Ms. Marino stated that the Master Plan stakeholders meetings and interviews are ongoing with the consultant, and the Master Plan Committee's public outreach event will be June 20th at 6:30 pm at Pembroke High School. A sister community agreement with Donegal, Ireland was signed.

COMMUNITY COMMENT

Household Hazardous Waste Event on June 17 in Kingston from 9am to 1pm.

Mr. Trabucco read the upcoming issues. At 7:55pm, Mr. Brown moved to adjourn, and Mr. Flynn seconded the motion. The vote was unanimously in favor.

MATERIALS & EXHIBITS

Bond Sale Motion (Treasurer/TM Office)

Email, K. Benvie RE: Library Gift Donations (TM Office)

L. McLaughlin, Trinity Solar: Door-to-door solicitation application (TM Office)

Plymouth County Retirement Memo (TM Office)