

**MINUTES OF THE SELECT BOARD MEETING  
NOVEMBER 28, 2023**

**PRESENT:** Daniel Trabucco (Chair), Steven Ciciotti (Vice Chair), Tracy Marino (Clerk), John G. Brown, Jr., (Selectman), William Chenard (Town Manager), Sabrina Chilcott (Asst. Town Manager), Chief Richard MacDonald, Chief Jason Viveiros, Jeanne Gigliotti (Chief Assessor), Peg Struzik (Town Clerk), Dan Sullivan (Water Superintendent), Lance Kennedy (Recreation Director), Gretchen Emmetts (COA Director), Kathy Benvie (Library Director), Kathleen McCarthy (Treasurer/Collector), Michael Buckley (Accountant) and others.

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

Mr. Chenard discussed the cyber-attack that the schools had been dealing with and reminded department heads to advise their staff to be cautious with emails. He reviewed some upcoming budget factors.

Police Chief Richard Macdonald reviewed his department. He stated that he the department was short staffed. He noted that the department staff is less than it was back in the late 90s, but the population has grown, and calls have increased. Discussion ensued regarding overtime spending within the department as well as the costs of additional staff.

Fire Chief Jason Viveiros reviewed his department, as well as the use of the fire stations around town. He noted that most of the calls were in the northern part of town because of the various medical facilities in that location. He stated that they often relied on call firefighters due to high call volume. Chief Viveiros noted that the fire and police departments were collaborating on upgraded radio equipment. He stated that one of the needed improvements was IT, and he would like an in-house IT person. He also stated that the department would benefit from adding four lieutenants that would have minimal budget impacts. He stated he would like lieutenants to be supervisory for the groups at the planned new stations. Discussion ensued regarding grant writing and in-house IT.

Chief Assessor Jeanne Gigliotti reviewed her department. She stated that the tax rate was certified, and her office was working on tax bills. She noted that IT was a challenge for her office related to their mapping program. She discussed market trends as well as new growth. Discussion ensued about 40B units that were slated to come online within the next year.

Town Clerk Peg Struzik discussed upcoming elections. She stated that she would be back in front of the board to recommend a vote on early voting hours. She discussed the May election taking place at the new Community Center. Ms. Struzik discussed the deadlines dictated by the state this year that fell on days before holidays this year, which had posed a challenge for her office. She also noted that the reimbursement from the State did not cover costs of elections, which included mailings; it only covered the cost of the drop box outside of Town Hall. Discussion ensued regarding all precincts being located at the new building in the future.

Water Superintendent Dan Sullivan discussed the challenges of the water department, including staffing with appropriate licenses. He updated the board on some upcoming water main abandonment projects. A potential water betterment program was discussed as a possible option in the future. Mr. Chenard discussed the potential need to privatize the water department because of lack of licenses among employees.

Recreation Director Lance Kennedy reviewed his department and discussed moving to the Community Center in the spring. He discussed programming changes that he was reviewing to improve and maintain the towns assets and programs. He stated that he frequently speaks with the schools and sports groups to work together on offerings for the residents of Pembroke. Mr. Kennedy discussed his background before he joined

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as Pembroke's Recreation Director. Mr. Chenard stated that he had considered combining the ponds under the purview of the Recreation Director. Mr. Kennedy stated that a major challenge for his department was maintenance and the upkeep of facilities.

COA Director Gretchen Emmetts reviewed events at the Council on Aging. She stated that they had been extremely busy. She discussed some of the challenges that the senior population in Pembroke was dealing with. She discussed that 40B projects were not affordable for the senior population, and that she would like the community to become age friendly. She discussed dementia friendly training and that she would like the training provided to employees and local businesses. She discussed upcoming programs at the center.

Mr. Chenard provided a brief update on the Community Center. Ms. Emmetts and Mr. Kennedy briefly provided their thoughts on the building having had recently toured it and were very positive.

Library Director Kathy Benvie reviewed the library operations. She stated that the library is facing some challenges as the building has aged but they are being addressed through the capital plan. She stated that the largest challenge has been acquiring staffing as well as retention. Ms. Benvie stated that the library was at capacity for growth that had happened recently. Discussion ensued about using the Council on Aging as an annex for the library. Ms. Emmetts stated that she had a presentation prepared for her use of the building after the completion of the Community Center. Mr. Chenard stated that he had formal presentations that he would present to the Select Board.

Ms. Kathleen McCarthy reviewed Treasurer/Collector operations. Discussion ensued regarding rates for upcoming borrowing projects. She stated that her offices' major challenges also related to IT. Mr. Chenard stated that improvements were in progress on the IT front. He noted that the Treasurer/Collectors offices were scheduled to begin a cyber security assessment through Plymouth County.

Town Accountant Michael Buckley discussed financial challenges that the town was facing as well as the historical trends of the town's budget in comparison to the trends of the State budget.

The board members discussed reaching out to other elected officials in other towns to try to have a louder voice with state officials.

Mr. Chenard thanked the department heads who participated in the round table. Mr. Trabucco also thanked the department heads for their participation and encouraged employees to reach out to board members for assistance on any matter.

At 9:05pm, Ms. Marino moved to adjourn, Mr. Ciciotti seconded, the motion passed unanimously.