

**MINUTES OF THE SELECT BOARD MEETING  
JANUARY 13, 2021  
REMOTE MEETING HOSTED BY PACTV ON ZOOM PLATFORM**

**PRESENT:** Daniel Trabucco (Chairman), Jessica M. Rushing (Vice Chairman), John G. Brown, Jr. (Clerk), Rebecca Coletta (Selectman), Tracy Marino (Selectman), William Chenard (Town Manager), Michael Buckley (Town Accountant), John Vercollone, Sabrina Chilcott (Assistant Town Manager)

At 7:00 pm, Mr. Trabucco advised that pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §20, and the Governor's March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place, this meeting of the Pembroke Select Board is being conducted via remote participation. No in-person attendance of members of the public will be permitted, but the public can view this meeting while in progress on Comcast Government Access channel 15, and for those without cable, on their PRIME streaming channel by visiting [www.pactv.org/prime](http://www.pactv.org/prime). Members of the public attending this meeting virtually will be allowed to make comments if they wish to do so, during the portion of the meeting designated for public comment, by registering to login to this webinar at <https://www.pembroke-ma.gov/select-board/meetings>. All votes taken during this meeting will be roll call votes.

**TOWN MANAGER'S OVERVIEW: SECOND QUARTER FY 2021 REVENUE AND EXPENSE**

Mr. Chenard began with an expense overview: General Fund budgeted at \$29,733,053 with \$16,891,032 expended (57%) leaves \$12,842,020 available; Solid Waste Fund budgeted at \$2,125,573 with \$861,879 expended (41%) leaves \$1,263,696 available; Water Fund budgeted at \$2,251,957 with \$743,624 expended (33%) leaves \$1,508,332 available. Mr. Chenard stated the General Budget is trending as expected and as discussed in the Q1 overview with frontloaded costs expended in July. Mr. Chenard called attention to the Solid Waste Fund and voiced concerns with increases in tipping fees and the affect on the FY21 budget. Mr. Chenard presented a current revenue overview: Tax Levy budgeted at \$44,320,165 with \$22,276,497 received (50%) leaves \$22,043,668 to collect; State Aid budgeted at \$15,575,785 with \$7,932,365 received (50%) leaves \$7,825,420 to collect; Local Receipts budgeted at \$4,358,500 with \$1,402,620 received (32%) leaves \$2,955,880 to collect; Solid Waste Revenue budgeted at \$2,045,573 with \$1,685,618 received (82%) leaves \$359,935 to collect; and Water Revenue budgeted at \$2,626,957 with \$1,594,193 (61%) leaves \$1,032,764 to collect. Mr. Chenard identified red areas as watch categories whereby items are identified in need of closer scrutiny and orange areas as warning categories in which they are trending ahead for reasons already known. Mr. Chenard shared areas identified as under watch being Data Processing (IT), Elections, Conservation Commission, Zoning Board, Town Hall Maintenance and Snow and Ice. Discussion ensued on concerns in each expense cost center under watch. Mr. Chenard shared areas identified as warning areas including Town Landing, Maturing Debt Principal, Retirement and Property & Liability Insurance. Mr. Chenard concluded by reiterating his primary area of concern in Solid Waste and takeaway from revenue wherein excise taxes shortfalls are, in part, being covered by higher than anticipated meals tax receipts. Ms. Coletta asked if there was a way to bring down recycling costs mid-year by improving education or communication; Mr. Chenard stated that the town awaits the November audit results, but the main issue concerning the solid waste costs now is a significant increase in total tonnage which is driving up the costs. Ms. Coletta asked if there is a noticeable impact in CARES Act reimbursement cycle; Mr. Chenard confirmed that there is noticeable cash flow reduction with

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expenses out that have not yet been reimbursed. Mr. Chenard stated that Plymouth County has done a better job to date with CARES Act reimbursements than the efforts reported regarding the state's response. Discussion ensued on the state's versus the county's procedures and administrative costs.

### **REVIEW AGENDA TOPIC FOR NAME CHANGE: "ASK THE SELECTMEN" (PROPOSED "COMMUNITY COMMENT")**

Ms. Marino stated that the working group concluded that a name change for this segment is recommended for clarity and transparency; Ms. Coletta and Ms. Rushing concurred. Ms. Marino moved to change the "Ask the Selectmen" portion of the meeting to "Community Comment" on future agendas. Mr. Brown seconded the motion. By roll call vote: 5/0: Brown – yes; Coletta – yes; Marino – yes; Rushing – yes; Trabucco – yes.

### **NEW BUSINESS**

Ms. Rushing had a question on the timeline to vote on an interim School Committee member. Mr. Trabucco stated that he has spoken with School Committee Chair Mike Tropeano and they will work to get the item scheduled as soon as possible. Mr. Chenard advised that the School Committee has extended the deadline for submissions to January 15<sup>th</sup>; three interested parties have come forward to date.

### **7:30 PUBLIC HEARING: JOHN VERCOLLONE, VERC INC. NEW CLASS II LICENSE, 25 HARVARD ST, NO STORAGE AND NO DISPLAY**

John Vercollone has applied on behalf of Verc., Inc. for a Class II Used Car Dealer License to be exercised at 25 Harvard Street, Pembroke, MA, a broker's license strictly for buying and selling second-hand motor vehicles with no vehicles to be stored or displayed on the premises. This is a home business with no further board requirements. All paperwork has been submitted and applicant is CORI compliant. Ms. Coletta moved to approve the application of John Vercollone of Verc., Inc. for a Class II Used Car Dealer License to be exercised at 25 Harvard Street as a broker's license strictly for buying and selling second-hand motor vehicles with no vehicles to be stored or displayed on the premises. Ms. Rushing seconded the motion. By roll call vote: 5/0: Brown – yes; Coletta – yes; Marino – yes; Rushing – yes; Trabucco – yes.

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

#### COVID 19 Update

Mr. Chenard advised that December's reported cases exceed all previous month's cases combined; 284 from March through November and 360 cases in the month of December alone. Mr. Chenard stressed that if you feel unwell, stay home and do not visit with others. He voiced concerns that the numbers are trending in the wrong direction with 234 cases to date in January, bringing the average of cases from 10.9 per day in December to 18 per day in January.

#### Surplus Property Update

Mr. Chenard detailed information on ten (10) items from the DPW and two (2) from the Fire Department; each is being prepared for auction and there will be additional, future updates.

#### 40B Comprehensive Permit (ZBA): River Marsh LLC

Mr. Chenard advised that the hearing (River Marsh LLC) for the construction of fourteen 1.5 story townhouses on Water Street (ext) containing fifty-six (56) units, fourteen (14) of which will be affordable homes began last night. Mr. Chenard encouraged all town departments, boards, committees and commissions to review the application and become familiar with the project.

#### Legislative Priorities Meeting with Senator Moran

Mr. Chenard advised that Senator Moran joined him with members of the Board to discuss

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Pembroke's legislative priorities including Local Aid, Chapter 70 and Chapter 90 funding, infrastructure priorities including the Community Center, Police and Fire Stations as well as the town's digital records needs and requirements.

#### **Vaccine**

Mr. Chenard advised that the state has rolled out a website to clearly explain the vaccination phases and priorities, answer questions and locate a site if applicable. The site is updated every Tuesday and Thursday and can be reached by navigating to: <https://www.mass.gov/info-details/when-can-i-get-the-covid-19-vaccine>.

Mr. Chenard concluded by encouraging everyone to tune in to his budget presentation scheduled for Monday, February 8<sup>th</sup> at 7:00 pm and he thanked the finance team for their hard work.

At 7:50 pm, Mr. Trabucco read the upcoming issues from the agenda. Ms. Rushing moved to adjourn; Mr. Brown seconded the motion. By roll call vote: 5/0: Brown – yes; Coletta – yes; Marino – yes; Rushing – yes, Trabucco – yes.

#### **MATERIALS & EXHIBITS**

Class II Application and Addenda, J. Vercollone for Verc, Inc. (TM Office)

Town Manager's PowerPoint, Second Quarter FY 2021 Revenue and Expense (TM Office)