

**MINUTES OF THE SELECTMEN'S MEETING
AUGUST 27, 2012**

PRESENT: Gregory M. Hanley (Chairman), Lewis W. Stone (Vice Chairman), Willard J. Boulter, Jr. (Clerk), Arthur P. Boyle, Jr. (Selectman), Edwin J. Thorne (Town Administrator), MaryAnn Smith (Town Clerk), Keith Savage, Sergei Henderson, Pat Henderson, Thomas Tucker, Matthew Breen, Kevin Forgett, Sabrina Chilcott (Executive Assistant), Dave Antoine (PACTV Cable), Mike Melanson (Pembroke Mariner Express), Charlie Mathewson (WATD) and others.

ANNOUNCEMENTS

Message from the Town Clerk: Hours for voting in the State Primary Election on Thursday, September 6 will be from 7:00 am to 8:00 pm in all five districts.

7:00 TROOP 105 POPCORN FUNDRAISER REQUEST: KEITH SAVAGE

Mr. Keith Savage of Troop 105 was present before the Board with Scout Sergei Henderson to request permission to sell popcorn door to door in the Town for their annual fundraiser to fund pack activities for the year. Mr. Boyle moved to grant permission for door to door sales by Troop 105 for their annual popcorn fundraiser; Mr. Stone seconded the motion. The vote was unanimously in favor.

7:05 MOBILE FOOD VENDOR PERMIT RENEWAL REQUEST: TOM TUCKER d/b/a TOM KAT DOGS

Mr. Thomas Tucker was present before the Board to request an extension of his mobile food vendor permit for his hot dog cart "Tom Kats Dogs". Mr. Tucker additionally requests to extend his area to include the Recreation ball fields that do not have concession stands; he has received permission from Recreation and Chairman Matt Norton submitted written notification to the Board. Mr. Boyle moved to grant Mr. Thomas Tucker d/b/a Tom Kats Dogs a one year extension on his mobile food vendor permit: hot dog cart, to sell his products daily from 11:00 am to 9:00 pm without restriction, to include: the Herring Run, Town Green, Magoun Field on Schoosett Street, Marcus B. Ford Park on Birch Street and the Community Center courts and ball fields. Mr. Boulter seconded the motion. The vote was unanimously in favor.

7:15 CVAA CHANGE OF MANAGER: BRITISH BEER COMPANY, MATTHEW BREEN

Mr. Matthew Breen, general manager of the British Beer Company at 15 Columbia Road, was present before the Board requesting a change of manager on the Common Victualer All Alcohol license at the location from Richard McSheffrey to Matthew Breen. Mr. Boyle inquired as to Mr. Breen's TIPS certification; Mr. Breen replied that he is both TIPS and Servesafe Alcohol certified. Mr. Hanley verified paperwork is complete and verified Mr. Breen's references. Mr. Boyle moved to allow the request of the British Beer Company for a change of manager on their CVAA license at 15 Columbia Rd; Mr. Boulter seconded the motion. The vote was unanimously in favor.

7:20 KEVIN FORGETT, PRESENTATION OF THE TOWN OF PEMBROKE FIVE YEAR CAPITAL PLAN

Mr. Kevin Forgett, intern to the Town Administrator during the summer, was present before the Board to present a resulting five year capital and operational plan. Mr. Forgett stated that the Strategic Planning Retreat in March identified the need and Mr. Thorne and Mr. Forgett created a template. Each department created a mission statement and defined objectives; the document allows for creative elements to achieve these objectives through capital and operational plan items. Mr. Stone inquired if there was any discussion with the Council on Aging's about their long range plan for future population growth and potential space needs; Mr. Forgett stated there was not. The Director has included capital items under building improvements but feels satisfied with the existing building. Mr. Thorne thanked Mr. Forgett for his hard work and effort; Mr. Stone stated that this plan effectively captured the needs represented at the Strategic Planning Retreat. Mr. Forgett thanked Mr. Thorne, the BOS and the Department Heads.

CONSIDER CHANGE OF PEMBROKE HISTORICAL SOCIETY'S ONE DAY LIQUOR LICENSE REQUEST TO OCTOBER 19TH

Ms. Beth Dwyer of the Pembroke Historical Society has requested that BOS consider a change of the One Day Liquor license granted for their post Golf Tournament barbeque from September 9th to October 19th from 5:00 pm to 10:00 pm. Mr. Boyle moved to approve the change of the PHS One Day liquor license request from September 9th to October 19th; Mr. Boulter seconded the request. The vote was unanimously in favor.

CONSIDER ONE DAY LIQUOR LICENSE REQUEST: KEN CORTI/LARRY DEROCHE OF THE BRYANTVILLE MEETING HOUSE

Mr. Larry DeRoche, Bryantville Meeting House, Inc. Director, has requested a One Day Liquor license for a wine tasting fundraiser to be held at 32 School Street on September 15th from 7:00 pm to 11:00 pm. Ken Corti will be present during the event. Mr. Boyle moved to approve a One Day beer and wine license for Bryantville Meeting House, Inc. on September 15, 2012 from 7:00 pm to 11:00 pm. Mr. Boulter seconded the motion. The vote was unanimously in favor.

CONSIDER APPOINTMENT OF EUGENIE KING TO THE PEMBROKE CULTURAL COUNCIL

Ms. Eugenie King of 97 Water Street has been requested for appointment to a three year term to the Pembroke Cultural Council by its Chair, Linda McCollum. Ms. King sat out from July 1, 2011 to July 1, 2012. Mr. Boyle moved the appointment of Eugenie King to the Pembroke Cultural Council to a three year term; Mr. Boulter seconded the motion. The vote was unanimously in favor.

CONSIDER MINUTES OF JULY 2ND, JULY 23RD, JULY 30TH

Mr. Stone moved to accept the minutes of July 2nd, July 23rd and July 30th as written. Mr. Boyle seconded the motion. The vote was unanimously in favor.

DEPARTMENT HEAD PRESENTATION: MARYANN SMITH, TOWN CLERK

Pembroke Town Clerk, Ms. MaryAnn Smith, explained that the Town Clerk's office has two full time employees and the office is open Monday through Friday from 8:30 am to 4:30 pm and Monday evenings from 7:00 pm to 9:00 pm. In preparation for the September 6th election, they have mailed over 100 absentee ballots, have checked and tested all of the voting machines and prepared all of the workers for an anticipated sticker campaign and reported to the Attorney General's office. Ms. Smith explained that the Town Clerk's office handles vital records; all marriage, birth and death records, underground oil tank permits, raffle permits and dog licenses. The Town Clerk's office takes the minutes at Town Meeting to submit to the Attorney General's office for approval and posting and prepares and posts the warrants for Town elections and posts the warrants for Town Meeting. Ms. Smith explained the state mandated ethics test and Open Meeting Law mandates required to be explained and signed off on by the Town Clerk's office. Every elected or appointed official in Town must receive and sign off on the materials. Ms. Smith also offers notary services free of charge. Mr. Hanley reviewed the capital plan of the Town Clerk's office; Ms. Smith has indicated the desire to microfiche the Town's records in addition to adding a copy machine and restoring older records. Ms. Smith stated some of the records from the 1700-1800s are a priority for restoration but the Town Meeting books from the 1950s and 1960s need care as well. Mr. Hanley inquired of Mr. Thorne as to the status of software upgrades in Town Hall; Mr. Thorne stated it is a work in progress and once the base platforms are sound, specialized programming can be investigated. Ms. Smith repeated the office hours and gave her telephone number: 781-709-1403. Mr. Boyle requested the rules regarding political activity at a polling location; Ms. Smith stated that political workers must stay 150 feet from a polling location with their materials and if the ballot or voting machines jam, only a police officer of the Town Clerk may open them. Mr. Stone inquired as to what the Town Clerk requires of a resident to register to vote; Ms. Smith stated each resident is asked if they are a US citizen, if they are over 18 years of age and then are asked to show proof of age, usually a driver's license. The State computer additionally requires that each resident provide the last four digits of their social security

number to be added to the computer. Mr. Stone commended the Town Clerk's office for their work on past elections as the results have proven to be exemplary. Mr. Hanley thanked Ms. Smith for her efforts and read the mission statement of her office. Mr. Hanley announced the State Election date of Thursday, September 6th and stated polls would be open from 7:00 am to 8:00 pm.

Mr. Boulter thanked the Carrara family for the use of their private airstrip and reminded residents it is private property. He stated the event was such a success, it is being considered as an annual event. The next event will be the September 23rd Herring Run Road Race at 9:00 am and Parade at 1:00 pm.

TOWN ADMINISTRATOR'S REPORT

Mr. Thorne updated the Board on the Route 53/Pleasant Street Traffic Signal Project; he and the DPW Director held an informational meeting with engineering firms that are interested in bidding on updating the Project Need Form. The scope of services was explained as well as the due date of submission of September 7th at 4:30 pm. The selection of the engineering firm will take place after that time. Mr. Hanley thanked Representative Webster and Senate President Therese Murray for their advocacy of this project. Mr. Boulter thanked Representative Webster and Senate President Therese Murray for their support and promotion of the legislature that granted the 300th Committee a \$50,000 grant toward the annual events. Mr. Stone asked what the timetable on the project is to cover the upcoming deadlines; Mr. Thorne stated that the Project Need Form needs to get to the Mass DOT as soon as possible. The traffic counts from the Old Colony Planning Council will be sent electronically and the decision on whether the Town may proceed with bidding on the project will be made at that point. Mr. Thorne stated that the hope is that Mass DOT will see the value of the project where it has been funded by both houses of the legislature.

ASK THE SELECTMEN

Mr. Stone stated he is reviewing the reoccurring issue of speeding trucks on Forest Street with Mr. Thorne; when he has more information he will update the Board.

Mr. Boyle made the motion to adjourn at 8:15 pm; Mr. Stone seconded the motion. The vote was unanimously in favor.

The meeting was adjourned at 8:15 pm.