

TOWN OF PEMBROKE
APPROVED
ADVISORY COMMITTEE MINUTES
08 APRIL 2019

Stephen Curley, Chairperson opened the meeting of the Advisory Committee in Pembroke Town Hall at 7:00PM on 08 April 2019. Also present were Linda Peterson, Stephen Walsh, Kelly Seifert and Maria Karas

Absent: Elizabeth Monks, Matthew Norton

Guests: Ed Thorne, interim Town Manager; Sabrina Chilcott, Assistant to the Town Manager

Stephen Curley welcomed Ed Thorne to review the changes to the FY20 Budget and Annual Town Meeting Warrant Articles:

- Ed said he reached an agreement with the school and increased their budget by \$158,726; he met them halfway. The school has cut teachers and this will prevent three layoffs. Teacher layoffs impact our Unemployment Compensation. Stephen Curley noted the 2018 student enrollment; K-6 up slightly; FT Kindergarten down; middle/high school down by 111 students.
- Article 18 – Zoning Bylaw – Add Community Center Redevelopment Overlay District – was dropped.
- Conservation Commission Admin Secretary wage & salaries will be taken out of the Conservation Commission wetland funds.
- Article 6 – Capital Budget is funded by the sale of town properties; \$130,000 is from prior year voted Articles. Stephen Walsh asked about the \$250,000 for technology for schools. Ed said they are looking at a lease agreement. DPW dump trucks for \$160,000; how often do they use this size truck. Would it be a better option to spend \$5,000 to rent when needed? You never seem to see these big trucks out. Stephen Walsh said he would like to see what they're proposing. The DPW currently has 39 vehicles with 19 employees. We've been buying trucks every year. Stephen Curley said we haven't seen the five year plan yet but any money we have should go into paving. Ed said we have set aside \$100,000. One plan is to pave High Street, year one; entire road first layer; year two pave second layer and raise manholes. Looking at Valley Street; will need to do reconstruction first. In the next couple years Route 27 (about 100 feet) needs paving; Queens Brook & Monroe Street. He will reach out to Columbia Gas to let them know they will need to do any repairs scheduled **now**. Stephen Walsh asked about the OSHA Safety Equipment. Ed is scheduled to meet with Gene Fulmine tomorrow and will ask these questions.
- Special Town Meeting Article 1 – questioned the \$150,000 for Police Department Wages & Salaries funding from Free Cash; Ed said he expects to have \$9,100 left in free cash. The Community Center \$19,852 is for custodial wages from January to date. Stephen Walsh asked if \$150,000 for Unemployment is enough.
- Special Town Meeting Article 2 – what is the MHQ, Inc. for Police Department \$1,256.70 from FY18. Sabrina explained that is was for Emergency Vehicle Repair after the storm. This line item is shared between two departments and got missed. Stephen Walsh asked if we have a PO system. Sabrina said not yet but will with the new system. They are in the process of converting over to the new system.
- Special Town Meeting Article 3 – Fund Collective Bargaining Agreement – it's coming
- Annual Town Meeting Article 7 – Trust Fund Transfers –Capital Stabilization down.
- Annual Town Meeting Article 9 – Conservation Commission had three funds last year; this year only one.
- Annual Town Meeting Article 13 – Establish Revolving Fund for Town Clerk Fees. They're moving to online/electronic licensing program for receipts; credit card service fee is at 6%. Some residents like the convenience to pay online with a credit card.
- Annual Town Meeting Article 14 – Land Conveyance to Conservation Commission. Ed said he'd send Advisory a couple of maps.
- Annual Town Meeting Article 15 – Route 36 Project Easements – In preparation of the state project scheduled for 2021.

- Annual Town meeting Article 35 – Citizen’s petition to fund SSCAC \$5,000 – Ed said it’s not recommended. It was noted that the Board of Selectmen voted Favorable Action at their meeting on April 2, 2019.

Advisory thanked Ed for the update. Ed is scheduled to meet with Advisory on Monday, April 22, 2019.

Advisory welcomed Andy Wandell, Vice-Chair of the Planning Board to review and discuss the Zoning Bylaw Articles submitted by the Planning Board for the Annual Town Meeting.

Article 18 – Zoning Bylaw – Add age-restricted cluster development bylaw – This is the property at the Pembroke Country Club – 179 acres. Fifty percent of land will be used for open space. They propose 149 units, this would allow them to build age 55 and above not to exceed three bedrooms per unit and the average unit would be 2.25 bedrooms. This bylaw requires private roads and the creation of an approved home association. The Planning Board added affordability; 10% of units must be affordable, keeping with our 10%. Andy said this would be required for any piece of land 30 acres or more. There are probably only four other properties like this. There are two egresses for this property; one on Dwelley Street and one on West Elm Street. Linda asked if this could be used as a cut through from West Elm Street to Dwelley Street. Andy said the development will be private roads. Stephen Walsh asked if there was water there. Andy said he did not know. He explained that it was explained to him that the extra bedroom would be for visitors to stay. Andy was asked how the open space would be designated and who would have use of it. He said they cannot prescribe the use under the bylaw. Will there be more traffic? Andy said that was a concern and they will require traffic studies.

(Article 18 previously)- Zoning Bylaw – Add Community Center Redevelopment Overlay District – was WITHDRAWN – Instead they will be asking the town for the approval of a Preliminary Design.

Article 19 – Zoning Bylaw – Amend Nonresidential Frontage Bylaw – This is regards to Corporate Park not able to use frontage; not considered town road. They need to get variance to build a building. This is specific to Industrial District A&B.

Article 20 – Zoning Bylaw – Amend Residential – Commercial District special Permit Authority – To amend Zoning bylaw by adding Assisted Living Facilities in Residential/Commercial districts. This would eliminate the preliminary determination by the Planning Board and allow special permit granting authority to the Zoning Board of Appeals and/or Planning Board.

Article 21 – Zoning Bylaw – Amend Residential – Commercial District, Assisted Living Facilities – This would allow use of Assisted Living Facility be defined as a use in Residential/Commercial District.

Article 22 – Zoning Bylaw – Amend for Typographical Grammar Errors - to replace one line with another due to a typographical error.

Article 23 – Zoning Bylaw – Amend Business District B – This is for smaller lots in this business district to make adjustments to dimensional regulations and eliminate requiring a variance from the Zoning Board of Appeals.

Article 24 – Zoning Bylaw – Amend Center Protection District, Assisted Living Facilities – To amend the language in the bylaw to include “Assisted living facilities.

Article 25 – Zoning Bylaw – Amend Signs, Commercial Addresses – This came from the Fire Chief and Deputy Fire Chief; they need to know where they’re going on a call. The bylaw does not require the size of the lettering on the sign.

Article 26 – Zoning Bylaw – Amend Appeals – To be consistent with what the appeals process is. Change written appeals to 30 days instead of 21. Thirty days is standard. The Zoning Board of Appeals shall not have jurisdiction to hear an appeal of any Site Plan Review decision. Want to make what the Planning Board is doing consistent.

Article 27 – Zoning Bylaw – Amend Nonconforming uses, Building Permits - Building permits are taking up a lot of time for the Zoning Board of Appeals; additions that don’t make it non-conforming, let building inspector to do it.

Article 28 – Zoning Bylaw – Amend Nonconforming Uses - Construction or operation under a building permit for construction to commence within a period of 12 months instead of 6 months. This came from Town Counsel.

Article 29 – Zoning Bylaw – Amend Site Plan Approval, Procedure – This is to make language consistent.

Article 30 – Zoning Bylaw – Amend Special Permits, Procedures – This is to specify special permit procedures and how they should submit an application, defined as the Planning Board. This bylaw dates back before they had site plan approvals.

Article 31 - Zoning Bylaw – Amend Effect of Unfavorable Decisions – replace language in this bylaw from “any other special permit granting authority” to “the Planning Board”.

Article 32 – Zoning Bylaws – Amend Use of Variance – Amend bylaw by striking authorization language.

Advisory thanked Andy for explaining these Articles. Planning Board is scheduled to vote on these Articles at their meeting tonight.

Advisory reviewed and discussed the following Articles to vote their recommendations.

Special Town Meeting

Article 1 – Hold

Article 2 – To see if the Town will vote to transfer from available funds the sum of \$1,256.70 to provide for the unpaid bills from FY2018 listed below or take any other action relative thereto:

Vendor: MHQ, Inc. – Department: Police – Amount: \$1,256.70 – Fiscal Year: FY18

Upon motion moved by Linda Peterson and 2nd by Kelly Seifert, Article 2 - Special Town Meeting to pay Vendor: MHQ, Inc. \$1,256.70 from FY18 was

VOTED¹: Favorable Action for **Article 2** Special Town Meeting to pay Vendor: MHQ, Inc. \$1,256.70 from FY18 Stephen Walsh and Maria Karas supported the motion.

Article 3 – Hold

Article 4 – To see if the Town will vote to raise and appropriate, transfer from available funds and/or borrow a sum of money to repair town building, or take any other action relative thereto:

Upon motion moved by Linda Peterson and 2nd by Stephen Walsh, Article 4 - Special Town Meeting To see if the Town will vote to raise and appropriate, transfer from available funds and/or borrow a sum of money to repair town building, or take any other action relative thereto

VOTED²: Favorable Action for **Article 4** Special Town Meeting - To see if the Town will vote to raise and appropriate, transfer from available funds and/or borrow a sum of money to repair town building, or take any other action relative thereto: Kelly Seifert and Maria Karas supported the motion.

Annual Town Meeting

Article 2 – Wage & Classification Plan – To see if the Town will vote to amend schedules A, B and C of the Classification and Compensation Bylaws according to the schedules listed in Appendix D and to raise and appropriate, transfer from available funds, or otherwise provide a sum of money to fund any changes.

Upon motion moved by Stephen Walsh and 2nd by Linda Peterson, Article 2 - Annual Town Meeting To see if the Town will vote to amend schedules A, B and C of the Classification and Compensation Bylaws according to the schedules listed in Appendix D and to raise and appropriate, transfer from available funds, or otherwise provide a sum of money to fund any changes.

VOTED³: Favorable Action for **Article 2** Annual Town Meeting - To see if the Town will vote to amend schedules A, B and C of the Classification and Compensation Bylaws according to the

schedules listed in Appendix D and to raise and appropriate, transfer from available funds, or otherwise provide a sum of money to fund any changes.

Kelly Seifert and Maria Karas supported the motion.

Article 5 – Solid Waste Operating Budget – ask Ed if wage & salary was moved to DPW Budget – HOLD

Article 6 – Capital Budget – HOLD

Article 7 – Trust Fund Transfers

Upon motion moved by Stephen Walsh and 2nd by Linda Peterson, Article 7 - Annual Town Meeting – Trust Fund Transfers

VOTED⁴: Favorable Action for **Article 7** - Annual Town Meeting – Trust Fund Transfers - Kelly Seifert and Maria Karas supported the motion.

Article 8 – Community Preservation Fund Allocations

Upon motion moved by Linda Peterson and 2nd by Stephen Walsh, Article 8 - Annual Town Meeting – Community Preservation Fund Allocations

VOTED⁵: Favorable Action for **Article 8** - Annual Town Meeting – Community Preservation Fund Allocations - Kelly Seifert and Maria Karas supported the motion.

Article 9 – HOLD

Article 10 – Amend Town Bylaws – Employee Recruitment Update

Upon motion moved by Stephen Walsh and 2nd by Kelly Seifert, Article 10 - Annual Town Meeting – Amend Town Bylaws - Employee Recruitment Update

VOTED⁶: Favorable Action for **Article 10** - Annual Town Meeting – Amend Town Bylaws - Employee Recruitment Update - Linda Peterson and Maria Karas supported the motion.

Article 13 – Establish Revolving Fund (Town Clerk Fees)

Upon motion moved by Linda Peterson and 2nd by Stephen Walsh, Article 13 - Annual Town Meeting – Establish Revolving Fund

VOTED⁷: Favorable Action for **Article 13** - Annual Town Meeting – Establish Revolving Fund - Kelly Seifert and Maria Karas supported the motion.

Article 14 - HOLD

Article 15 – Route 36 Project Easements (ROW)

Upon motion moved by Stephen Walsh and 2nd by Linda Peterson, Article 15 - Annual Town Meeting – Route 36 Project Easements (ROW)

VOTED⁸: Favorable Action for **Article 15** - Annual Town Meeting – Route 36 Project Easements (ROW) - Kelly Seifert and Maria Karas supported the motion.

Article 16 – Amend Classification & Compensation Bylaws – Library –

Upon motion moved by Kelly Seifert and 2nd by Stephen Walsh, Article 16 - Annual Town Meeting – To see if the town will vote to amend Schedule C, Classification and Compensation Bylaw by upgrading the position of Generalist Reference Librarian, Schedule SC-31 to SA-32 at the rate of:

Step 1: \$47,424 2nd Step: \$51,332 3rd Step: \$56,686

VOTED⁹: Unfavorable Action for Article 16 - Annual Town Meeting — To see if the town will vote to amend Schedule C, Classification and Compensation Bylaw by upgrading the position of Generalist Reference Librarian, Schedule SC-31 to SA-32 at the rate of:
Step 1: \$47,424 2nd Step: \$51,332 3rd Step: \$56,686
Linda Peterson supported the motion. Maria Karas abstained

Article 17 – Amend Classification & Compensation Bylaws - COA Driver – To see if the town will vote to amend schedule C of the Classification and Compensation Bylaws listed and printed in Appendix D of the warrant, SC-13 – Council on Aging Van Drivers, by \$1 for each step according to the schedules listed and printed in Appendix D of this warrant, or take any other action relative thereto

Upon motion moved by Stephen Walsh and 2nd by Kelly Seifert, Article 17 - Annual Town Meeting - Amend Classification & Compensation Bylaws - COA Driver – To see if the town will vote to amend schedule C of the Classification and Compensation Bylaws listed and printed in Appendix D of the warrant, SC-13 – Council on Aging Van Drivers, by \$1 for each step according to the schedules listed and printed in Appendix D of this warrant, or take any other action relative thereto

VOTED¹⁰: Favorable Action for Article 17 - Annual Town Meeting – Article 17 - Annual Town Meeting - Amend Classification & Compensation Bylaws - COA Driver – To see if the town will vote to amend schedule C of the Classification and Compensation Bylaws listed and printed in Appendix D of the warrant, SC-13 – Council on Aging Van Drivers, by \$1 for each step according to the schedules listed and printed in Appendix D of this warrant, or take any other action relative thereto.
Linda Peterson and Maria Karas supported the motion.

Article 35 – HOLD – may be withdrawn

Advisory is scheduled to meet with Town Moderator, Stephen Dodge, and the Board of Selectmen on Tuesday, May 7th at 7:00pm to prepare for the Annual Town Meeting scheduled for Tuesday, May 14, 2019.

The Advisory Meeting minutes of April 1, 2019 was reviewed and discussed.

Upon motion moved by Stephen Walsh and 2nd by Linda Peterson the meeting minutes of April 1, 2019 was

VOTED¹¹: To accept the meeting minutes of April 1, 2019. Maria Karas supported the motion. Kelly Seifert abstained.

The next Advisory meeting is scheduled for Monday, April 22, 2019 at 7:00PM.

Advisory adjourned at 9:30PM.

Respectfully submitted,

Linda Peterson, Clerk