

TOWN OF PEMBROKE  
APPROVED  
ADVISORY COMMITTEE MINUTES  
11 MARCH 2021

Linda Peterson, Chairperson opened the meeting of the Advisory Committee via Remote ZOOM/PACTV and read the statement pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law at 6:00PM on 11 MARCH 2021.

Also present were: Sandra Beaton, Kristi Cullinane, Matthew Norton, Matthew Rushing, Tim Landy, Robert Kenney and John Scholl

Absent: Stephen Walsh

**Guests:** William Chenard, Town Manager

Linda welcomed Bill Chenard, Town Manager for a continued discussion of FY22 Budget.

- Linda asked Bill when he thought Town Hall may reopen. Bill said he would know early next week, hoping COVID numbers come down. He will keep Advisory posted.

Bill said Gene Fulmine, DPW Director was unable to join tonight's meeting.

- Bill shared his screen with the committee and reviewed the DPW organization chart which includes Water and Solid Waste. The DPW Division includes Snow & Ice operations, Paving & Roadway Maintenance. Pembroke has 120 miles of roadway. The Tree Division covers "right of way response" and Maintenance. The Cemetery and Grounds Division includes Cemetery response; cemetery records care and Maintenance. Bill also noted the license requirements for each division. The Administration of the DPW also includes attendance, accounts payable and receivable and payroll for all divisions as well as maintaining records.
- Bill discussed the FY22 proposed budget for the DPW noting Wages & Salaries are contractual requirements. He plans to start a cost benefit analysis on vehicle maintenance as a single bid or outsourcing. Currently there is one mechanic at the DPW. Bill was asked why Police Details were not budgeted in the past. Bill said we should budget for known costs; not sure why but will find out.
- Bill was also asked why the budget increase for Hazardous Trees. Bill will be working with National Grid on a couple of programs 1) trees in the rights of way and 2) upgrading street lights to LED. The light conversion will be through grant programs with a very limited cost to the town. Bill was asked if this included both public and private ways. Bill said public. Private ways are paid for through homeowners association.
- Snow & Ice for 2020 was \$248,533. Increasing to \$175,000 for FY22. FY21 Snow & Ice expenditures are \$489,001 with a deficit of \$339,001.

**Property & Liability Insurance:**

- Pembroke is self-insured; we get stop loss insurance.
- Workers Comp - does a better job managing short term type of problems; we have two employees out on long term.
- MEGA Assessment going up; this is driven by property & liability.

**Insurance:**

- Vehicles – Pembroke has 115 vehicles
- Buildings – Building Blanket and Blanket contents with a \$5,000 deductible except for schools
- Coverage included in the policy: Commercial Property; Inland Marine, Crime, General Liability; Law Enforcement Liability; Public Officials; Educators Legal Liability; Employment Practices Liability – Town; Employment Practices Liability – School; Commercial Excel Liability; Cyber; Data Compromise

**Questions:**

Bill was asked about Inland Marine. He said it covers fire vehicles. Bill was also asked if we are insured on our own as a town. Bill said yes, we have our own policy. There are municipalities in Massachusetts with five underwriters and three different agents backed by the same underwriter. He is not a huge fan of it.

<sup>3-7</sup>The Chairperson did not vote on this motion

**Information Technology** – this responsibility falls on the Town Manager. Pembroke contracts 100%. Increase in budget due changes to online permitting, licensing transition, maintenance and new services. CARES Act covered a lot. Bill said you'll also see increased IT costs with Police & Fire.

**Questions:**

Bill was asked if internet services were for town hall only. Bill said yes – everyone pays their own. He plans to bring this cost into one budget. They did look at hiring staff; the cost would be \$130,000 plus benefits.

Bill notes there is still some CARES money left and will provide an update.

**Utilities**

Increase with National Grid; looking at other solar opportunities. The following buildings are included in this budget: Town Hall, Police Station, Fire Stations, Animal Control, Public Works, Council on Aging, Library, Lydia Drake Library, Recreation, Community Center, Town Landing, Street Lighting, and Historical.

**Questions:**

Bill was asked how aggregate is working with the town. Bill said the average resident; a six month aggregate bid came in lower, so far so good.

**Medicare Tax:**

This is formula driven. The current rate for Medicare is 1.45% for the employer and 1.45% for the employee, or 2.9% total.

**Questions:**

Bill was asked about Healthcare costs. Bill said Mayflower set the rate and it's up 2.5%.

Bill next discussed the Annual & Special Town Meeting Warrant Articles. He noted there are 33 Annual Town Meeting Warrant Articles and four Special Town Meeting Warrant Articles. There are several changes such as a by-law conflict with the State Statue; several Zoning Articles (he would defer to the Planning Board, ZBA & Affordable Housing). He asked how Advisory wants to present at Town Meeting; his past practice has been a PowerPoint presentation. Linda said Advisory is inviting Andrew Sullivan to Advisory's meeting on April 8<sup>th</sup> to discuss the Community Center Article and plans to invite Andy Wandell to Advisory's meeting on March 25<sup>th</sup> to review the Planning Board Articles. She asked Bill if he knew when the Select Board will be reviewing the Warrant Articles; Bill said April 7<sup>th</sup>. Bill said he supports the Community Center but not a 30 year debt as you pay more in interest. He's more in favor of 25 years.

Sandy asked about the PowerPoint presentation for town meeting and how it would work. Bill said he will work in conjunction with Advisory and send a template. Linda noted that Planning Board and CPC present their own Articles. Bill said he will speak with Dan Taylor. It was suggested to keep the PowerPoint simple and let the Town Moderator know what is being done.

Linda noted the next item on the agenda is the Request for Transfer from the Reserve Fund for Vacation Buyback in the amount of \$984.00 submitted by Bill Chinar, Town Manager. Bill noted that some departments are funded but there is not money in this line item.

Upon motion moved by Tim Land and 2<sup>nd</sup> by Sandra Beaton to approve the Request for Transfer from the Reserve Fund for Vacation Buyback in the amount of \$984.00 for Town Hall Custodian Zbigniew Cytrynowski.

**VOTED<sup>1</sup>:** To approve the Request for Transfer from the Reserve Fund for Vacation Buyback in the amount of \$984.00 for Town Hall Custodian Zbigniew Cytrynowski. via **Roll Call:** Matthew Rushing YES; Matthew Norton YES; Sandra Beaton YES; Robert Kenney YES; John Scholl YES; Kristi Cullinane YES; Tim Land YES; Linda Peterson YES

Upon motion moved by Sandra Beaton and 2<sup>nd</sup> by Matthew Norton to approve the revised meeting minutes of February 25, 2021

**VOTED<sup>2</sup>:** To accept the revised meeting minutes of February 25, 2021 via **Roll Call:** Matthew Rushing YES; Matthew Norton YES; Sandra Beaton YES; Robert Kenney YES; John Scholl YES; Kristi Cullinane YES; Tim Land YES; Linda Peterson YES

<sup>3-7</sup>The Chairperson did not vote on this motion

Linda reviewed an email received from Sabrina Chilcott, Assistant Town Manager of available ZOOM meeting dates for May – June. After review and discussion, the committee agreed to request the following meeting dates: Thursday, May 27, 2021 at 6:00pm; Wednesday, June 10, 2021 at 7:00pm and Wednesday, June 30, 2021 at 7:00pm.

Linda asked committee members if they would like to review the Town Meeting Warrant Articles and vote on the Articles that are complete with the required information. All agreed.

**Special Town Meeting Warrant Articles**

Article 1 – Departmental Transfers – PASS

Article 2 – Fund Collective Bargaining Agreements – PASS

**Article 3 – Change Town Moderator’s Term to Three Years** – To see if the town will vote to change the elected position of the Town Moderator from the current one-year term to that of a three-year term, or take any other action relative thereto.

Upon motion moved by Matthew Rushing and 2<sup>nd</sup> by Tim Landy **Article 3** - To see if the town will vote to change the elected position of the Town Moderator from the current one-year term to that of a three-year term, or take any other action relative thereto

**VOTED<sup>3</sup>: Favorable Action – Article 3** - To see if the town will vote to change the elected position of the Town Moderator from the current one-year term to that of a three-year term, or take any other action relative thereto via **Roll Call**: Matthew Rushing YES; Matthew Norton YES; Sandra Beaton YES; Robert Kenney YES; John Scholl YES; Kristi Cullinane YES; Tim Landy YES

**Annual Town Meeting Warrant Articles**

Articles 1, 2, 3, 4, 5, 6, - PASS

Upon motion moved by Matthew Rushing and 2<sup>nd</sup> by Tim Landy **Article 7** – To see if the town will vote to appropriate and/or reserve from the Community Preservation annual revenues in the amounts recommended by the Community Preservation Committee for committee administrative expenses, community preservation projects and other expenses in fiscal year 2022, with each item to be considered a separate appropriation;

**Appropriations:**

From FY20 estimated revenues for Historic Resources Reserve – \$40,000  
From FY20 estimated revenues for Community Housing Reserve – \$40,000  
From FY20 estimated revenues for Open Space Reserve – \$40,000  
From FY20 estimated revenues for Committee Administrative Expenses – \$20,000

**VOTED<sup>4</sup>: Favorable Action** – Article 7 - To see if the town will vote to appropriate and/or reserve from the Community Preservation annual revenues in the amounts recommended by the Community Preservation Committee for committee administrative expenses, community preservation projects and other expenses in fiscal year 2022, with each item to be considered a separate appropriation;

**Appropriations:**

From FY20 estimated revenues for Historic Resources Reserve – \$40,000  
From FY20 estimated revenues for Community Housing Reserve – \$40,000  
From FY20 estimated revenues for Open Space Reserve – \$40,000  
From FY20 estimated revenues for Committee Administrative Expenses – \$20,000  
via **Roll Call**: Matthew Rushing YES; Matthew Norton YES; Sandra Beaton YES; Robert Kenney YES; John Scholl YES; Kristi Cullinane YES; Tim Landy YES

Articles 8, 9, 10, 11, 12 – PASS

Upon motion moved by Tim Landy and 2<sup>nd</sup> by Matthew Rushing **Article 13** – Fund Purchase of Open Space Maintenance Equipment – To see if the town will vote to transfer the sum of \$2,583 from the Open Space Fund for the purchase of the equipment as listed to make improvements and aid in the upkeep of town open space and trails, or take any other action relative thereto.

<sup>3-7</sup>The Chairperson did not vote on this motion

**VOTED<sup>5</sup>: Favorable Action – Article 13** – Fund Purchase of Open Space Maintenance Equipment – To see if the town will vote to transfer the sum of \$2,583 from the Open Space Fund for the purchase of the equipment as listed to make improvements and aid in the upkeep of town open space and trails, or take any other action relative thereto. **Roll Call:** Matthew Rushing YES; Matthew Norton YES; Sandra Beaton YES; Robert Kenney YES; John Scholl YES; Kristi Cullinane YES; Tim Landy YES

Article 14 – PASS

Upon motion moved by Matthew Norton and 2<sup>nd</sup> by Matthew Rushing - **Article 15** – Amend Town Bylaws: Leash Law Violations – To see if the town will vote to amend the Bylaws of the Town of Pembroke, Article XX “Police Regulations”, Sections 8 by deleting the words indicated by strikethrough and adding in place them the words in bold; or take another action relative thereto.

**SECTION.**

Whoever violates Section (7A) and/or (7C) of these Town of Pembroke Bylaws shall be liable to a fine of ~~twenty five dollars (\$25.00) for the first offense, fifty dollars (\$50.00) for the second offense and one hundred dollars (\$100.00) for all subsequent offenses~~ **in accordance with Massachusetts General Law, Chapter 140§ 136A-174F, inclusive.**

**VOTED<sup>6</sup>: Favorable Action – Article 15** – Amend Town Bylaws: Leash Law Violations – To see if the town will vote to amend the Bylaws of the Town of Pembroke, Article XX “Police Regulations”, Sections 8 by deleting the words indicated by strikethrough and adding in place them the words in bold; or take another action relative thereto.

**SECTION.**

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**Roll Call:** Matthew Rushing YES; Matthew Norton YES; Sandra Beaton YES; Robert Kenney YES; John Scholl YES; Kristi Cullinane YES; Tim Landy YES

Articles 16 – 29 PASS

Article 30 – Withdrawn

Upon motion moved by Matthew Norton and 2<sup>nd</sup> by Matthew Rushing - **Article 31 – Accept Town Reports** – To hear and act on the Reports of the Town Officers and Committees, or take any action relative thereto.

**VOTED<sup>7</sup>: Favorable Action – Article 31 – Accept Town Reports** – To hear and act on the Reports of the Town Officers and Committees, or take any action relative thereto. **Roll Call:** Matthew Rushing YES; Matthew Norton YES; Sandra Beaton YES; Robert Kenney YES; John Scholl YES; Kristi Cullinane YES; Tim Landy YES

Upon motion moved by Matthew Rushing and 2<sup>nd</sup> by Sandra Beaton - **Article 32 – Annual Town Elections** To bring to the Election Officers their vote, all on one ballot, or the following named Officers and Committees to Wit; One Moderator for one year; two Select Board for three years; one Assessor for three years; one Board of Health member for three years; two Library Trustees for three years; two Planning Board member for five years; one Planning Board member to fill a three year vacancy; one Planning Board member to fill a one year vacancy; one Constable for three years; two School Committee members for three years; one School Committee member to fill a two year vacancy; one DPW Commissioner for three years; or take any other action relative thereto.

**VOTED<sup>7</sup>: Favorable Action – Article 32 – Annual Town Elections** To bring to the Election Officers their vote, all on one ballot, or the following named Officers and Committees to Wit; One Moderator for one year; two Select Board for three years; one Assessor for three years; one Board of Health member for three years; two Library Trustees for three years; two Planning Board member for five

<sup>3-7</sup>The Chairperson did not vote on this motion

years; one Planning Board member to fill a three year vacancy; one Planning Board member to fill a one year vacancy; one Constable for three years; two School Committee members for three years; one School Committee member to fill a two year vacancy; one DPW Commissioner for three years; or take any other action relative thereto.

**Roll Call:** Matthew Rushing YES; Matthew Norton YES; Sandra Beaton YES; Robert Kenney YES; John Scholl YES; Kristi Cullinane YES; Tim Landy YES

The next meeting is scheduled to meet on Thursday, March 25, 2021 at 6:00pm.

Advisory adjourned at 7:53 PM.

Respectfully submitted

Stephen Walsh, Clerk

<sup>3-7</sup>The Chairperson did not vote on this motion