

TOWN OF PEMBROKE  
APPROVED  
ADVISORY COMMITTEE MINUTES  
25 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 25 MARCH 2021.

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

Absent: Matthew Norton

**Guests:** William Chenard, Town Manager; Kenneth McCormick, Fire Chief; Richard MacDonald, Interim Police Chief, Judith Parks, Affordable Housing member

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

Fire Chief McCormick provided the committee with an overview of the Fire Department:

- The current state of the department is 1 Chief; 1 Admin. Assistant; 1 Deputy Chief; 4 Captains; 24 Firefighters. He is requesting to add one Deputy Fire Chief.
- The current work schedule for station coverage is 24/7/365 with station dispatcher, shift commander and five fire fighter/paramedics.
- Equipment Review – 3 Ambulances; 3 Forest Fire Trucks; 4 Fire Engines; 1 ladder; 1 Squad; 1 Boat; 1 Hovercraft; 1 dive trailer; 3 Command Cars; 1 ORV/Gator; 1 Service Truck; 1 Ballistic Inflatable Boat
- Fire Stations – 4 – Center Street is the only stations staffed 24/7/365.
- Runs per year – 2020 – 3114; 2021 588 on track to be more than 2020
- Call types – Emergent - Fires, Hazards, Medicals, Alarms; Non-Emergent – Service calls, GOA (gone on arrival), special incident, inspections
- Chief McCormick shared a monthly total of incident type document that he sends monthly to the state.
- Service Area – 5 Schools/municipal day care facilities; 5 medical facilities; memory care; psychiatric hospital; 25 liquor licensed premises; 10 gas stations; New England Villages complex; 240 unit apartment complete; industrial Park with 300+ units.
- Ambulance service transports to area hospitals; South Shore, BI Plymouth, Brockton, Good Samaritan & Boston Hospitals. Ambulance account is to maintain the operation of the ambulance service and all associated costs and covers operations such as supplies, ambulance OT, training/stipends, operations/equipment, maintenance/repairs, and four fire fighter/paramedic positions.
- Line item budget for wages and salaries and expenses. Increases to FY22 budget – most are contractual.
- Review of Five Year Capital Plan 2022-2024 & 2022 – 2027
- Recent upgrades to the department: New Dispatch Software; New computers and hardware; new cloud back up; new phone system; new apparatus computers; new bio-hazard needle sterilizing machines; new 2020 E-one fire engines.
- Grants – MEMA – awarded \$7,000 match; FEMA Safer – passes over; AFG Grant - \$15,000 awaiting results.

**Questions:**

- John Scholl asked what percentage of expenses is related to Fire versus Medical services. Chief said that they average 3100 calls and about 2000 are medical. He explained the ISO rating that requires a certain number of staff and if they go below this number it impacts Pembroke's ISO rating. Bill Chenard noted that the ISO rating of the Fire Department is critical to resident's home owners insurance.
- John also asked why the Fire Truck follows the Ambulance on a medical call. Chief McCormick explained that you never know what the medical will be and they send the truck for additional staff in case something goes wrong.
- Linda asked of the status of the drug issue in town. Chief McCormick said he thinks it's better but with COVID and people stuck at home it's hard to tell.

<sup>1-2</sup>The Chairperson did not vote on this motion

- Stephen Walsh asked since the majority of the calls are EMS would he look at it as a separate division. Chief McCormick said he didn't think so; we invested a lot of money for Paramedics. You get the best bang for your buck Fire Fighter/Paramedic dual role.
- Steve noted that some south shore towns have outsourced all dispatch operations; is this something he would consider. Chief McCormick said he didn't know if it would work for Pembroke.
- Bill Chinard shared his screen and reviewed the Fire Department FY22 budget information. He is supporting the Chief's request for the addition of a Deputy Chief. He runs a lean workforce; he's a working chief; vehicle maintenance increase but they're looking at maintenance procedures.
- John Scholl asked about the Ambulance revenue at \$811,000; Bill stated that revenue can get up to 1M.
- Matt Rushing thanked Chief McCormick for his presentation and for his service during this past year.

Interim Police Chief Richard MacDonald provided an overview of the Police Department:

- The first slide is a photo of all police staff. Chief MacDonald noted this picture was taken 13 months prior.
- Department Org Chart – 1 Secretary; 2 Lieutenants; 6 Patrol Sergeants; 2 Detectives; 1 Court Officer Sergeant; 20 Patrol Officers; Reserve/Special Officers; Safety Officer; 911 Dispatchers; Matrons.
- He reviewed goals – building relationships; utilize law enforcement resources; prevent and solve crimes; increase perception of safety within our community; earn public trust; change negative perception.
- Department's mission – building community relations with inclusiveness and transparency to handle all quality-of-life issues that are presented to us. To utilize every opportunity to be progressive when addressing police transformation, while continuously improving in the essence of Professional Policing.
- Patrol Coverage and roles in addition to their primary duties.
- Training Overtime
- Community Policing Initiatives
- Grants – state traffic grant, Justice James Byrnes grant, DOJ grant.
- State Traffic Grant- Pembroke received \$10,000 for traffic enforcement and \$10,000 for equipment
- Vehicle Maintenance
- Associations – working with associations helps with networking, best practices, resources, legal issues, training, along with streamlining information.

#### Questions:

- Linda asked about the School Resource Officer and whether this expense should be paid by the school. Bill said he hasn't had this discussion with the school yet but it's still town money.
- Bill Chenard noted that the Police contract was settled last year. No major changes to the budget. On the expense side, some increase in vehicle maintenance & capital in borrowing for two more cruisers. Over half the vehicles have over 100,000 miles.
- John Scholl asked if OT and wages for road work repairs cumulate toward pension. Chief MacDonald said no; it's private money but regular OT does.
- Kristi Cullinane asked about the Animal Control budget and why it's not 50/50 with Hanover. Bill said sharing Animal Control with Hanover is a good program. Pembroke paying slightly more but next year Hanover will pay slightly more; it works out to be 50/50.
- Matt Rushing thanked Chief MacDonald for his work during this past year.
- Bill said there is a slight increase in the Emergency Management budget in general expenses as we prepaid for supplies, equipment and emergency food. A lot will be reimbursed by the CARES ACT. Bill thanked Plymouth County for managing. Pembroke will be receiving 1.8M from the American Rescue Plan. Linda asked if the funds are unrestricted. Bill said not 100% but it doesn't have all the same restrictions as the CARES ACT. Bill said the CARES ACT was a god sent; not 100% of our costs were reimbursed. We couldn't use it for certain things; some things were reimbursable.

Bill Chenard shared his screen to present the Capital Budget. He's not asking Advisory for a vote tonight: The capital budget expenses total \$3,559,100.

- General Fund \$2,321,600; Water Enterprise \$1,200,000; Solid Waste Enterprise \$37,500

<sup>1-2</sup>The Chairperson did not vote on this motion

- **Funding Sources** – Free Cash \$263,100; GF Borrowing \$2,058,500; Water Borrowing \$1,200,000; Solid Waste Borrowing \$37,500. Bill reviewed General Fund Debt trends, Enterprise debt funds and debt changes. Free Cash is at \$851,696. The next several slides outlined the detail for this spend.
- **DPW** – supplementing Chapter 90; Herring Run Culvert replacement. Stephen Walsh asked if CPC money could be used for the Culvert replacement. Bill said some components become a challenge and we can't do 100% for a couple of reasons. Pavement management inspection update; Engineering Services; Route 36 Easements; DPW new dump body and lift set up.
- **Fire**- Replace Command Vehicle; Replace Ambulance; Replace SCBA Equipment; Replace Firefighting Gear; Ladder Truck Reburb.
- **Library** - Technology Equipment; Repair/Replace Sidewalk Pavement in Front.
- **School** - Security Cameras; High School HVAC RTU Replacement; Replacement of School Bus PM1 (2007); 7D Van Purchase; 7D Vehicle Purchase; High School HVAC/Hot Water/Boiler Replacement.
- **Police** - Replace Cruisers (2); Replace Ballistic Vests (22); Dispatcher Radios & Digital Repeater; Storage Unit; Replace Police Boat; Animal Control Facility updates. Linda asked how many boats does Pembroke need; can't we share with other towns? Bill said yes but we don't want to risk sharing in case of a call.
- **Recreation** - Libby Short Memorial Courts; Maguan Fields - Ball Field Refurb
- **Town Manager** - Building Repairs; Police - Civil Service Assessment Center; Public Safety Design Services; Bins; Elevated Tank Maintenance; Replace Utility Service Truck. Bill was asked why they're purchasing more trash bins. Bill said many were damaged and residents have purchased more. The maximum per household is 4. He was asked if you have one is it the same cost. Bill said yes but he would look into it.
- Bill shared his PowerPoint template he created for Town Meeting. He said he would be happy to run it at Town Meeting.

The Committee thanked Bill.

Linda welcomed Judith Parks from the Affordable Housing Committee to review the Town Meeting Warrant Articles 16 – 22.

- Judy said the Affordable Housing Committee has been working to increase affordable housing to 15% so that Pembroke can be outside the affordable housing classification of 10%. Article 16 will create an Affordable Housing Trust to establish a vehicle where the town can do fund raising, apply for CPC money or money received from a developer, etc. as a receptacle where to put this money. Town Counsel drafted this trust and governed by the Select Board.
- These articles establish the definition of affordable housing and also to amend the definition to include affordable housing in the industrial zones A&B. The Affordable Housing Committee has worked with Planning Board and Town Counsel for soliciting developers to build affordable housing. Judi said they felt the industrial zone attracts developers and does not overwhelm residential areas. There are a few parcels of land in town that could be used for a larger development. Also, they are including the requirements applying with the sole exception of the floor area ratio requirement. The floor area requirement is a lot coverage and the amount of building on that lot. In the construction and occupancy phases the developer must make sure they build in proportion to the affordable, so if they build 10 units 3 would have to be affordable.
- John Scholl asked if there was a limit of number of stories. Judi said yes it's the same height requirement as industrial.
- Linda asked Judy if she was prepared to present these, Articles 16-22. Judi said yes. Tim asked if this limits Pembroke to putting affordable housing in industrial areas. Judi said no. We can't limit to any zone because we're below the 10% threshold. If these are approved they would be only zones developers could come and get special permits to build for the time being. Linda asked if they have been vetted through

<sup>1-2</sup>The Chairperson did not vote on this motion

Town Counsel. Judi said yes, she is just going to have them review the dimension requirements to check verbiage.

- Affordable housing have to be certified by the state and have deed restrictions or subsidized through the state program or part of the developer package based on income guidelines.

Linda thanked Judi for coming.

Linda noted that the June 10<sup>th</sup> meeting slot is not available for Advisory. The next meeting is 4/8/21 if committee members are available to listen to the Select Board mtg. on 4/7/21 as they will be reviewing the STM/ATM Warrant Articles. Steve Dodge, Town Moderator will be invited to Advisory's next meeting to agree to the Consent Articles.

The committee reviewed and discussed voting on Town Meeting Warrant Article 8. Tim said there are some items in the Capital budget that could be funded out of CPC and would prefer to wait to see what happens.

Upon motion moved by Stephen Walsh and 2<sup>nd</sup> by Matthew Rushing - **Article 8 Revolving Fund Limits**  
To see if the Town will vote to set the FY2022 annual spending limits on the Revolving Funds set forth in Article X-A of the Town of Pembroke General Bylaws in accordance with Massachusetts General Laws Chapter 44, § 53E½ as follows, or take any other action relative thereto

**VOTED<sup>1</sup>: Favorable Action - Article 8 Revolving Fund Limits**

To see if the Town will vote to set the FY2022 annual spending limits on the Revolving Funds set forth in Article X-A of the Town of Pembroke General Bylaws in accordance with Massachusetts General Laws Chapter 44, § 53E½ as follows, or take any other action relative thereto. – via **Roll Call**: Matthew Rushing YES; Stephen Walsh YES; Sandra Beaton YES; Robert Kenney YES; John Scholl YES; Kristi Cullinane YES; Tim Landy NO

Upon motion moved by Tim Landy and 2<sup>nd</sup> by Kristi Cullinane to approve the revised meeting minutes of March 11, 2021

**VOTED<sup>2</sup>:** To accept the revised meeting minutes of March 11, 2021 via **Roll Call**: Matthew Rushing YES; Stephen Walsh abstained; Sandra Beaton YES; Robert Kenney YES; John Scholl YES; Kristi Cullinane YES; Tim Landy YES; Linda Peterson YES

Dan Taylor and Andy Wandell did not attend tonight's meeting. They will be invited to Advisory's next meeting. The committee discussed at length the missing explanations from each Article.

The committee asked if they could receive a copy of Bill Chenard's PowerPoint presentation template for the Annual Town Meeting. We will send this request to Bill. Matthew Rushing, Kristi Cullinane and Tim Landy will assist with reviewing this template.

The next meeting is scheduled to meet on Thursday, April 8, 2021 at 6:00pm. We also have one other meeting prior to Town Meeting April 20, 2020.

Advisory adjourned at 8:36 PM.

Respectfully submitted

Stephen Walsh, Clerk

<sup>1-2</sup>The Chairperson did not vote on this motion