

TOWN OF PEMBROKE
APPROVED
ADVISORY COMMITTEE MINUTES
27 MAY2021

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 27 May 2021.

Also present were: Stephen Walsh, Tim Landy, Sandra Beaton, Robert Kenney and John Scholl (joined at 6:15pm)

Absent: Kristi Cullinane, Matthew Rushing, Matthew Norton,

Guests: Dan Taylor, Planning Board Chairperson, William Chenard, Town Manager,

Linda welcomed Dan Taylor, Planning Board Chairperson to discuss the Planning Board Articles in the Annual Town Meeting Warrant. Dan noted that this process began prior to COVID-19 and public meetings were shut down for a time. Town Counsel recommended they could resume as remote. He said they just finished up last night. He reviewed the following Articles:

ARTICLE 19 – AMEND ZONING BYLAW TO CREATE NEW FLOODPLAIN PROTECTION OVERLAY DISTRICT – This is a template bylaw by FEMA required by all towns.

ARTICLE 20 – AMEND ZONING BYLAWS, INDUSTRIAL DISTRICT A – This is a clerical correction to the previous language in the bylaw. Allowed single family homes; this to correct that language.

ARTICLE 21 – AMEND ZONING BYLAWS, INDUSTRIAL DISTRICT B – Also a clerical correction to the previous language in the bylaw. Allowed single family homes; this to correct that language.

ARTICLE 22 – AMEND ZONING BYLAWS – This is cleaning up language in the bylaw regarding Cluster subdivisions and what can be open land use in the Water Resource Protection district.

ARTICLE 23 – AMEND ZONING BYLAWS, KENNELS AND OTHER PET SERVICES – This is to amend language in the bylaw for redefining kennels and other pet services and follows the state law and includes special permits. Dan said they held multiple public hearings and received positive feedback from participants.

Tim Landy asked about Articles 20 & 21 if it prohibits single family homes in Industrial Districts A & B. Dan said it encourages multi-family housing. Article 23 Kennels – this is just positioning the town that if someone wants to open a kennel they follow these guidelines. Dan agreed.

Upon motion by John Scholl 2nd by Tim Landy to vote **Favorable Action** on the following Planning Board Articles:

ARTICLE 19 – AMEND ZONING BYLAW TO CREATE NEW FLOODPLAIN PROTECTION OVERLAY DISTRICT

ARTICLE 20 – AMEND ZONING BYLAWS, INDUSTRIAL DISTRICT A

ARTICLE 21 – AMEND ZONING BYLAWS, INDUSTRIAL DISTRICT B

ARTICLE 22 – AMEND ZONING BYLAWS

ARTICLE 23 – AMEND ZONING BYLAWS, KENNELS AND OTHER PET SERVICES

VOTED¹: To vote **Favorable Action** on the following Planning Board Articles:

ARTICLE 19 – AMEND ZONING BYLAW TO CREATE NEW FLOODPLAIN PROTECTION OVERLAY DISTRICT

ARTICLE 20 – AMEND ZONING BYLAWS, INDUSTRIAL DISTRICT A

ARTICLE 21 – AMEND ZONING BYLAWS, INDUSTRIAL DISTRICT B

ARTICLE 22 – AMEND ZONING BYLAWS

ARTICLE 23 – AMEND ZONING BYLAWS, KENNELS AND OTHER PET SERVICES

Roll Call: Stephen Walsh YES; Sandra Beaton YES; Tim Landy YES; John Scholl YES; Robert Kenney YES; Linda Peterson YES

Linda thanked Dan Taylor for coming tonight.

Linda welcomed Bill Chenard, Town Manager to discuss the Capital Budget Article. Bill noted that the Warrant has been trimmed to 27 Annual Town Meeting Warrant Articles. The original **Article 30 – Vote to increase pay rate of library aide** was withdrawn. Bill said he is going to do a more comprehensive review of the salary schedules. **Article 12 – Change all Bylaw references to Select Board and Town Manager** needs a more comprehensive review and will be withdrawn for this years Annual Town Meeting Warrant. Bill shared his screen to view Exhibit E (detail) of the **Article 5 – CAPITAL BUDGET**. He first explained the “re-appropriated” funding of \$25,000 for school cameras. These are funds previously approved but are not going to be used. This funding was originally approved for a security system. He said there were no other changes made.

Questions:

- Tim Landy asked if this would allow for outside lighting at the school. Bill said the only way this funding could be used for lighting is if when they install security cameras and you can't see it, this would be an appropriated expense.
- John Scholl asked about the Command Vehicle for \$65,000. Bill said he spoke to the Fire Chief and he explained that one vehicle has 100,000 miles and the second vehicle has less than that but is in poor condition. He would like to replace one vehicle with a new one and use the other vehicle and take parts from each and move to other town department such as Animal Control. We're spending a lot of money to keep on the road. The Animal Control vehicle and Board of Health vehicles are in poor condition; we're sharing the cost of Animal Control with the Town of Hanover (50/50).
- Tim Landy asked if they're looking at vehicles for staff that have them. Bill said they're reviewing staff vehicles and looking at options such as pool vehicles and leasing.
- Stephen Walsh asked if he is also looking at take-home vehicles. Bill said yes; currently there are four that go home. There is language written into the CBA and contracts but we can look at it. We are currently down four vehicles in the Police Department and this is a safety concern.
- Stephen Walsh asked if there will be a replacement vehicle when the ladder truck goes in for service. Bill said they plan to us mutual aide. Steve said towns can call the Boston Fire Department and borrow a vehicle; just call the commissioners office.. Bill said he will look into that.
- John Scholl asked if Solid Waste and Water borrowing designated differently, it comes from fees. Bill said yes, they're separate entities and the Water was built into the rates 1 ½ years ago.
- Linda Peterson said there has been a lot of talk about PFAS in the water system; is this a concern. Bill said it is always a concern but we use 100% Well water.

Bill said he met with PEMA leadership and the vaccination rate for Pembroke is outstanding. We were approaching 60% last week and 75% received 2nd shot. COVID #'s we had two positive tests in the past 2 ½ weeks. They will be opening Town Hall for meetings after June 15, 2021 per Governor Baker's orders. However attendees must be in person under old procedures with a quorum in the meeting room.

Upon motion by Sandra Beaton 2nd by Tim Landy to vote **Favorable Action on Article 5 – CAPITAL BUDGET** To see if the Town will raise and appropriate, transfer from the Water Enterprise Fund, the Stabilization Fund, or other available funds, or authorize borrowing or leasing, a sum or sums of money for capital projects and/or equipment in accordance with the following capital budget schedule, which is incorporated by reference herein, and further to authorize the Select Board, acting as Water Commissioners, to impose betterments pursuant to M.G.L. Chapters 80 and 83 (see **Appendix E** attached to this warrant - Capital Projects Requests to follow); further, any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes may be applied to the payment of costs approved by this vote in accordance with M.G.L. c. 44, §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount, or take any action in relation thereto.

VOTED²: To vote **Favorable Action on Article 5 – CAPITAL BUDGET** To see if the Town will raise and appropriate, transfer from the Water Enterprise Fund, the Stabilization Fund, or other available funds, or authorize borrowing or leasing, a sum or sums of money for capital projects and/or equipment in accordance with the following capital budget schedule, which is incorporated by reference herein, and further to authorize the Select Board, acting as Water Commissioners, to impose betterments pursuant to M.G.L. Chapters 80 and 83 (see **Appendix E** attached to this warrant - Capital Projects Requests to follow); further, any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes may be applied to

the payment of costs approved by this vote in accordance with M.G.L. c. 44, §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount, or take any action in relation thereto.

via **Roll Call**: John Scholl YES; Sandra Beaton YES; Robert Kenney YES; Tim Landy YES; Stephen Walsh YES; Linda Peterson YES

Sandra Beaton asked Bill how do you organize and tracks follow-up on his ongoing projects. Bill said he sets goals and will report out the the Select Board and Advisory.

- Salary Study should be completed by mid-August
- Capital Report – mid-August
- Vehicle Study should be completed by end of July
- Take home vehicles should be completed by end of September

He said he has met with several members of Advisory and would encourage them to continue reaching out to Bill; he has received some great ideas.

Linda thanked Bill for his presentations and thanked him for coming.

Upon motion moved by John Scholl and 2nd by Sandra Beaton to approve the meeting minutes of May 3, 2021

VOTED³: To accept the meeting minutes of May 3, 2021 via **Roll Call**: John Scholl YES; Sandra Beaton YES; Robert Kenney YES; Tim Landy YES; Linda Peterson YES; Stephen Walsh abstained

Linda assigned the Annual Town Meeting Warrant Article motions and will send to Donna for distribution to committee members. Please let Linda know if you're uncomfortable with any assignment.

A joint meeting with the Select Board, Advisory Committee and the Town Moderator to review the Town Meeting process and procedures is scheduled for Wednesday, June 9, 2021. The meeting begins at 7:00pm; Advisory has been invited for 7:30pm but can join prior to that.

Advisory's next meeting after Town Meeting is scheduled for Wednesday, June 30th to approve year end transfers and committee reorganization. We should be able to hold this meeting at Town Hall. More to come.

Advisory adjourned at 7:05 PM.

Respectfully submitted

Stephen Walsh, Clerk