

TOWN OF PEMBROKE
APPROVED
ADVISORY COMMITTEE MINUTES
4 OCTOBER 2021

Linda Peterson, Chairperson opened the meeting of the Advisory Committee, in person at Town Hall at 7:00PM on October 4, 2021.

Also present were: Stephen Walsh, Sandra Beaton, Kristi Cullinane John Scholl, Liz Benotti and Matthew Rushing

Absent: Tim Landy, Robert Kenney

Guests: Bill Chenard, Town Manager

Resident Maureen Jaycee stopped by at 8:05pm to observe

Linda opened the meeting and welcomed Bill Chenard.

Bill provided a handout of the FY22 Q1 Expenses; the quarter closed 9/30/21. He highlighted the expenses that are paid at the beginning of the fiscal year:

Inspectional Services – Two bills were paid, one for \$7,000 and another for \$8,000. The \$8,000 bill was for software which should have been paid by DPW; they will do an internal transfer to the DPW.

Town Landing – Bill has some concerns; he expected to be at 96%. Registration for swim lessons opens in June; there is a revolving account for swim lessons. Debt schedule was loaded in July and it was unknown at the time the additional funding needed for ADA Exterior components and interior finishes. We'll close under budget if Advisory votes this funding request of \$15,000 on Article 4.

Retirement – pay 100% of expenses in July to save money. Liz Benotti asked how many people this covers. Bill said hundreds but would get the exact number for Advisory.

Unemployment Compensation is low; just a pay back to the town. UE started as school employees just kicked in.

Health Insurance & Life Insurance – on track

Medicare Tax at 17% - this will come up

Property & Liability Insurance – by paying the premium up front, we have additional savings. Bill said they looked at the entire list of town vehicles and equipment, if insured; 3,500 vehicles with a \$5,000 deductible and took those off to reduce what they would have been paying.

FY22 Q1 Revenue – still waiting to turn over and hit the bank – above 25%

Linda asked Bill what he sees as the biggest threat to Pembroke. Bill said the water system is the biggest costs and a big frustration as rates can fluctuate and not understanding why we get brown water. There could be many reasons, possibly a leak in a main line.

Linda raised the question as to whether the Warrant Articles could be taken out of order during Town Meeting for quorum purposes. If Article 9 –The Citizens Petition is randomly selected first, is there an option to make a motion for this to be taken last. Bill Chenard said The Select Board can vote to reduce the quorum before the meeting. So the Select Board would first vote to reduce the quorum and the Town would take a vote for Article 9 to be voted last. Bill said he would have this discussion with the Select Board.

The Committee reviewed and discussed the Special Town Meeting Warrant Articles and voted their recommendations as follows:

Article 1 – Balance the Current Year's Budget

Upon motion moved by Stephen Walsh and 2nd by Sandra Beaton to vote **Favorable Action** to approve the transfer from surplus revenue and/or other available funds a sum of money to balance the budget and to reduce the tax rate for the Fiscal Year 2022, or take any other action relative thereto. Snow and Ice Deficit of \$314,854.33.

¹⁻¹³The Chairperson did not vote on these motion

VOTED¹: Favorable Action on Article 1 to approve the transfer from surplus revenue and/or other available funds a sum of money to balance the budget and to reduce the tax rate for the Fiscal Year 2022, or take any other action relative thereto. Snow and Ice Deficit of \$314,854.33. Stephen Walsh, Sandra Beaton, John Scholl, Matthew Rushing, Kristi Cullinane, Liz Benotti, supported the motion.

Article 2 – Authorize Payment of FY2021 Unpaid Bills

Upon motion moved by Matthew Rushing and 2nd by Sandra Beaton to vote **Favorable Action** to transfer from available funds the sum of \$ 6,648.39 to provide for the unpaid bills from FY2021 listed below, or take any other action relative thereto:

Basco Security	Solid Waste	\$ 132.80	FY2021
King Collision	Police Department	\$5,869.83	FY2021
Pembroke Animal Hospital	Police Department	\$ 645.76	FY2021

VOTED²: Favorable Action on Article 2 to transfer from available funds the sum of \$ 6,648.39 to provide for the unpaid bills from FY2021 listed below, or take any other action relative thereto: Stephen Walsh, Sandra Beaton, John Scholl, Matthew Rushing, Kristi Cullinane, Liz Benotti, supported the motion.

Article 3 – Department Transfers to Supplement Appropriations

Upon motion moved by Matthew Rushing and 2nd by Kristi Cullinane to vote **Favorable Action** to authorize the below listed transfers to supplement Fiscal Year 2022 appropriations, and to authorize the below listed reductions in Fiscal Year 2022 appropriations, or take any other action relative thereto

Debt Exclusion Interest	\$183,120	Free Cash
Short Term Interest	\$3,838	Free Cash

VOTED³: Favorable Action on Article 3 to authorize the below listed transfers to supplement Fiscal Year 2022 appropriations, and to authorize the below listed reductions in Fiscal Year 2022 appropriations, or take any other action relative thereto

Debt Exclusion Interest	\$183,120	Free Cash
Short Term Interest	\$3,838	Free Cash

Stephen Walsh, Sandra Beaton, John Scholl, Matthew Rushing, Kristi Cullinane, Liz Benotti, supported the motion.

Article 4 – Capital Funding Requests

Upon motion moved by Matthew Rushing and 2nd by Sandra Beaton to vote **Favorable Action** to see if the Town will vote to raise and appropriate, transfer from available funds and/or authorize the Treasurer, with the approval of the Board of Selectmen, to borrow, a sum or sums of money, pursuant to G.L. c. 44, §§7 or 8 or any other enabling authority to be expended for capital projects and/or equipment in accordance with the following capital budget schedule which is incorporated by reference herein, and further, that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any 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 G.L. c.44, §20, thereby reducing by a like amount the amount authorized to be borrowed to pay such costs, or take any other action relative thereto.

DEPARTMENT	PROJECT	REQUEST	FUNDING
DMI Building Dept.	Field Inspections	\$2,400	Free Cash
	Portable Technology (tablets/year 1 svc)		
Town Manager	Town Hall Facility	\$100,000	Free Cash
	Cooling Tower Replacement		
Fire Department	Replace Heating	\$30,000	Free Cash

¹⁻¹³The Chairperson did not vote on these motion

DPW-Cem/Parks	System: Fire Station #3 Washington St		
	Additional Funding for One (1) Dump Body with Hoist	\$7,000	Free Cash
DPW-Water	Additional Funding for One (1) Service Truck	\$20,000	Water Retained Earnings
	Town Wide Playgrounds Assessment and Audit	\$3,900	Free Cash
Town Landing	ADA Exterior Components and Interior Finishes	\$15,000	Free Cash
School Department	Two (2) HVAC Units for Pembroke High School	\$200,000	Free Cash
Funding			
Free Cash		\$358,300	
Water Retain Earnings		\$20,000	
Total		\$378,300	

VOTED⁴: Favorable Action on Article 4 to see if the Town will vote to raise and appropriate, transfer from available funds and/or authorize the Treasurer, with the approval of the Board of Selectmen, to borrow, a sum or sums of money in the amount of \$378,300 as listed above pursuant to G.L. c. 44, §§7 or 8 or any other enabling authority.to be expended for capital projects and/or equipment in accordance with the following capital budget schedule which is incorporated by reference herein, and further, that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any 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 G.L. c.44, §20, thereby reducing by a like amount the amount authorized to be borrowed to pay such costs, or take any other action relative thereto. Stephen Walsh, Sandra Beaton, John Scholl, Matthew Rushing, Kristi Cullinane, Liz Benotti, supported the motion.

Article 5 – Trust Fund Transfers

Upon motion moved by Stephen Walsh and 2nd by Sandra Beaton to vote **Favorable Action** to see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to be deposited into the Special Injury Leave Fund, Workers’ Compensation Insurance Fund and the Stabilization Fund, or take any other action relative thereto.

OPEB Trust Fund: Recommendation \$0 (Funded June 2021)

* Separation Pay Benefits Fund: Recommendation \$0 (Funded June 2021)

Special Injury Leave Fund: Recommendation \$ 25,000 from Free Cash

Workers’ Compensation Insurance Fund: Recommendation \$ 75,000 from Free Cash

Stabilization Fund: Recommendation \$0 (Funded June 2021)

Water Department Stabilization Fund: Recommendation \$194,385 from Water Service Installation Fees

*** Authorized under Article 16 of the November 4, 2003 Special Town Meeting**

VOTED⁵: Favorable Action on Article 5 to see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to be deposited into the Special Injury Leave Fund, Workers’ Compensation Insurance Fund and the Stabilization Fund, or take any other action relative thereto.

OPEB Trust Fund: Recommendation \$0 (Funded June 2021)

¹⁻¹³The Chairperson did not vote on these motion

* Separation Pay Benefits Fund: Recommendation \$0 (Funded June 2021)

Special Injury Leave Fund: Recommendation \$ 25,000 from Free Cash

Workers' Compensation Insurance Fund: Recommendation \$ 75,000 from Free Cash

Stabilization Fund: Recommendation \$0 (Funded June 2021)

Water Department Stabilization Fund: Recommendation \$194,385 from Water Service Installation Fees

Stephen Walsh, Sandra Beaton, John Scholl, Matthew Rushing, Kristi Cullinane, Liz Benotti, supported the motion.

Article 6 – School Department Special Education Stabilization Fund

Upon motion moved by Sandra Beaton and 2nd by Matthew Rushing to vote **Favorable Action** to see if the town will vote to create and appropriate money to a Stabilization Fund in accordance with Section 5B of Chapter 40 of the Massachusetts General Laws for the purpose of Special Education; or take any other action relative thereto.

VOTED⁶: Favorable Action on **Article 6** to see if the town will vote to create and appropriate money to a Stabilization Fund in accordance with Section 5B of Chapter 40 of the Massachusetts General Laws for the purpose of Special Education; or take any other action relative thereto. Stephen Walsh, Sandra Beaton, John Scholl, Matthew Rushing, Kristi Cullinane, Liz Benotti, supported the motion.

Article 7 – Community Preservation Projects

Recommendation A

Upon motion moved by Matthew Rushing and 2nd by Kristi Cullinan to vote **Favorable Action** to appropriate the sum of \$8,758.00 from the Community Preservation undesignated reserve fund and that said funds be granted to the Town Manager for constructing and Special Town Meeting Warrant October 19, 2021 installing fencing at the Mattakeesett Street Playground, thereby rehabilitating and restoring land for recreational purposes, including all costs incidental and related thereto, or take any other action relative thereto.

VOTED⁷: Favorable Action to appropriate the sum of \$8,758.00 from the Community Preservation undesignated reserve fund and that said funds be granted to the Town Manager for constructing and Special Town Meeting Warrant October 19, 2021 installing fencing at the Mattakeesett Street Playground, thereby rehabilitating and restoring land for recreational purposes, including all costs incidental and related thereto, or take any other action relative thereto. Stephen Walsh, Sandra Beaton, John Scholl, Matthew Rushing, Kristi Cullinane, Liz Benotti, supported the motion.

Recommendation B

Upon motion moved by Matthew Rushing and 2nd by Kristi Cullinane to vote **Favorable Action** to appropriate the sum of \$75,000.00 from the Open Space Reserve and that said funds be granted to the Pembroke Public Schools for phase 2, part 1 of an athletic fields project to include groundwork and dugouts at the PHS Varsity Baseball and Softball fields, for open space and recreational purposes, or take any other action relative thereto.

VOTED⁸: Favorable Action to appropriate the sum of \$75,000.00 from the Open Space Reserve and that said funds be granted to the Pembroke Public Schools for phase 2, part 1 of an athletic fields project to include groundwork and dugouts at the PHS Varsity Baseball and Softball fields, for open space and recreational purposes, or take any other action relative thereto. Stephen Walsh, Sandra Beaton, John Scholl, Matthew Rushing, Kristi Cullinane, Liz Benotti, supported the motion.

Recommendation C

Upon motion moved by Matthew Rushing and 2nd by Kristi Cullinan to vote **Favorable Action** to appropriate the sum of \$15,000.00 from Historic Resources Reserve and that said funds be granted to the Pembroke School Department to contract professional services to support development of appropriate work scopes, specifications, testing, administration and cost estimates for the Hatch Building, located at 120 Center Street, or take any other action relative thereto.

VOTED⁹: Favorable Action to appropriate the sum of \$15,000.00 from Historic Resources Reserve and that said funds be granted to the Pembroke School Department to contract professional services to support

¹⁻¹³The Chairperson did not vote on these motion

development of appropriate work scopes, specifications, testing, administration and cost estimates for the Hatch Building, located at 120 Center Street, or take any other action relative thereto. Stephen Walsh, Sandra Beaton, John Scholl, Matthew Rushing, Kristi Cullinane, Liz Benotti, supported the motion.

Recommendation D

Upon motion moved by Matthew Rushing and 2nd by Kristi Cullinane to vote **Favorable Action** to appropriate the sum of \$135,000 from the Community Preservation undesignated reserve fund for Town Landing Phase 2, for the purpose of making accessibility improvements consistent with the Americans with Disabilities Act to the Town Landing beach and guardhouse, thereby preserving and rehabilitating land for recreational use, said monies to be expended under the direction of the Town Manager, or take any other action relative thereto.

VOTED¹⁰: Favorable Action to appropriate the sum of \$135,000 from the Community Preservation undesignated reserve fund for Town Landing Phase 2, for the purpose of making accessibility improvements consistent with the Americans with Disabilities Act to the Town Landing beach and guardhouse, thereby preserving and rehabilitating land for recreational use, said monies to be expended under the direction of the Town Manager, or take any other action relative thereto. Stephen Walsh, Sandra Beaton, John Scholl, Matthew Rushing, Kristi Cullinane, Liz Benotti, supported the motion.

Recommendation E

Upon motion moved by Matthew Rushing and 2nd by Kristi Cullinan to vote **Favorable Action** to appropriate the sum of \$1,000 from the Community Preservation undesignated reserve fund for the Pembroke GAR Hall, for the purpose of designing and installing a new sign, said monies to be expended under the direction of the Town Manager, or take any other action relative thereto.

VOTED¹¹: Favorable Action to appropriate the sum of \$1,000 from the Community Preservation undesignated reserve fund for the Pembroke GAR Hall, for the purpose of designing and installing a new sign, said monies to be expended under the direction of the Town Manager, or take any other action relative thereto. Stephen Walsh, Sandra Beaton, John Scholl, Matthew Rushing, Kristi Cullinane, Liz Benotti, supported the motion.

Article 8 – Purpose of Land Adjacent to Town Property (DPW Cemetery Division)

Upon motion moved by Stephen Walsh and 2nd by Matthew Rushing to vote **Favorable Action** to see if the Town will vote to authorize the Select Board to acquire, by purchase, gift, and/or eminent domain, a parcel of land located on Mattakeesett Street, identified by the Assessors as Parcel A6-248, containing 0.615 acres, more or less, and described in a deed recorded with the Plymouth Registry of Deeds in Book 2609, Page 476, for general municipal purposes, on such Special Town Meeting Warrant October 19, 2021 terms and conditions as the Select Board deems appropriate, and, further, to raise and appropriate, transfer from available funds, and/or borrow a sum of money to fund said acquisition and payment of costs incidental or related thereto, or take any other action relative thereto.

VOTED¹²: Favorable Action to see if the Town will vote to authorize the Select Board to acquire, by purchase, gift, and/or eminent domain, a parcel of land located on Mattakeesett Street, identified by the Assessors as Parcel A6-248, containing 0.615 acres, more or less, and described in a deed recorded with the Plymouth Registry of Deeds in Book 2609, Page 476, for general municipal purposes, on such Special Town Meeting Warrant October 19, 2021 terms and conditions as the Select Board deems appropriate, and, further, to raise and appropriate, transfer from available funds, and/or borrow a sum of money to fund. Stephen Walsh, Sandra Beaton, John Scholl, Matthew Rushing, Kristi Cullinane, Liz Benotti, supported the motion.

Article 9 – Citizens Petition Article

Upon motion moved by Stephen Walsh and 2nd by Matthew Rushing to vote **Town Meeting Floor** to see if the town will vote to oppose the creation of Diversity, Equity, and Inclusion Committee approved by the Select Board or take any other action relative thereto.

VOTED¹³: Town Meeting Floor to see if the town will vote to oppose the creation of a Diversity, Equity, and Inclusion Committee approved by the Select Board or take any other action relative thereto. Stephen Walsh, Sandra Beaton, John Scholl, Matthew Rushing, Kristi Cullinane, Liz Benotti, supported the motion.

¹⁻¹³The Chairperson did not vote on these motion

The committee discussed the assignment of motions to be read at the Special Town Meeting. All agreed as follows:

Article 1 - Sandra Beaton

Article 2 - Stephen Walsh

Article 3 - Matthew Rushing

Article 4- Linda Peterson

Article 5 - John Scholl

Article 6 - Liz Benotti

Article 8 - Kristi Cullinane

Upon motion moved by Stephen Walsh and 2nd by Sandra Beaton to approve the meeting minutes of September 20, 2021

VOTED¹⁴: To accept the meeting minutes of September 20, 2021. Stephen Walsh, Sandra Beaton, Kristi Cullinane, Matthew Rushing supported the motion. John Scholl and Liz Benotti abstained.

The committee agreed to table the discussion regarding liaisons to town departments until their next meeting.

The next Advisory Committee meeting is scheduled for Tuesday, October 19, 2021 at 6:30pm prior to the Special Town Meeting at 7:00pm at Pembroke High School.

Advisory adjourned at 8:30 PM.

Respectfully submitted

Stephen Walsh, Clerk

¹⁻¹³The Chairperson did not vote on these motion