

**MINUTES OF THE SELECTMEN'S MEETING  
SEPTEMBER 10, 2019**

**PRESENT:** Willard J. Boulter, Jr. (Chairman), Arthur P. Boyle, Jr. (Vice-Chairman), John G. Brown, Jr. (Clerk), Daniel W. Trabucco (Selectman), Jessica M. Rushing (Selectman), Edwin J. Thorne (Town Manager), Michael Buckley (Town Accountant), Brandon Gulnick, Stephen Curley, Sabrina Chilcott (Assistant Town Manager), Brooke Young and others.

At 7:30 pm, Mr. Boulter opened the meeting.

**7:30 TOWN ACCOUNTANT: CONSIDER A VOTE TO ADJUST BUILDING PERMIT FEES AS RECOMMENDED (LAST ADJUSTMENT: OCT. 1, 2008)**

Mr. Buckley advised that the last time a good look was taken at building permits fees was 2008; the joint budget subcommittee last winter began looking at ways to increase revenue and this was identified for a correction. He stated that the town has very little control over the \$68million budget in many regards; the tax levy and excise tax is controlled by state law, the cherry sheet is controlled by what the legislature does and investment income is driven by the market, leaving very few items over which the town has discretion beyond license and permit fees. One of the recommendations of the budget subcommittee was to review fees carefully, and the Department of Municipal Inspections has done a thorough review of the average fees charged by surrounding towns versus our current fees. They have provided a recommendation to adjust the fees to a current sustainable model. Mr. Buckley stated that the only way to grow the department and move to a modern, accessible permitting electronic system is to adjust the fees to support the growth. Discussion ensued on a typo in commercial building where the numbers were reversed and on the penalty for doing work without a permit. Ms. Rushing and Mr. Trabucco support consistent rates amongst the permit types; consensus was achieved on double the fee versus triple. Mr. Trabucco moved the Town Accountants recommendation for an increase in the building and inspectional fees as amended to fix the typo on commercial permits and to include the double fine if work is commenced without a permit. Mr. Boyle seconded the motion. The vote was unanimously in favor.

**7:45 COMPLETE STREETS PROGRAM: CONSIDER VOTE OF SUPPORT FOR COMPLETE STREETS PROGRAM RESOLUTION**

Brandon Gulnick was present to discuss MassDOT's Complete Streets Program and the proposed resolution of support that the Board of Selectmen has been asked to consider. Mr. Gulnick explained that the elements of a Complete Streets Policy include Tier 1, Complete Streets Training and Policy Development; Tier 2, Complete Streets Prioritization Plan Development and Tier 3, Project Construction Funding. Complete Streets consider all users of streets, roads, and highways including pedestrians, bicyclists, persons with disabilities, seniors, children, motorists, movers of all commercial goods, operators of public transportation, public transportation of all abilities, and emergency responders. Complete Streets Policies ensure that the entire right-of-way is planned, designed, constructed, operated, and maintained to provide safe access for all users. The Board has an opportunity to create a high-level policy direction that changes the everyday decision-making processes and systems, represents an incremental approach and has long-term results. Some of the benefits of adopting the Complete Streets Program include safety, system efficiency, public transportation, livable communities, transportation options, health, energy, environment and economic development. In Tier 1, the town attends a training which the DPW did in December of 2018, and adopts a Complete Streets Program Resolution as is being requested this evening. Tier 2 of the Complete Streets is to develop a Prioritization Plan. Prioritization plans identify traffic and safety improvements, such as pavement markings or signage that provides a new separate accommodation for bicycle, pedestrian or transit modes, removal of protruding objects, pedestrian signal and timing, radar speed feedback ("Your Speed") signs, street lighting, addition of or widening shoulders, etc. Additionally, Prioritization plans identify Bicycle Facilities, designated bicycle lanes, bicycle parking fixtures, shared lane markings, bike route signs, elimination of hazardous conditions on shared paths, intersection treatments, such as bicycle signals, detection, bike lane extensions, etc. Prioritization plans identify Pedestrian facilities, such as detectable warning surfaces, new sidewalks, interim public plazas, providing medians with an ADA compliant design, widening existing sidewalks, etc. Tier 3 of the project is Project Construction Funding up to \$400,000.00 for new construction, reconstruction, some types of rehabilitation, resurfacing and changes in the allocation of

## **MINUTES OF THE SELECTMEN'S MEETING**

pavement width on an existing roadway while meeting the goals of Complete Streets of safety, connectivity, mobility, and accessibility. Mr. Gulnick summarized with a recap of upcoming schedule deadlines for Tier 2 Prioritization Plan submittal of April 1, 2020 and Tier 3 Construction Funding applications of May 1, 2020. Mr. Brown moved to adopt the Pembroke Complete Streets Program Resolution as presented; Ms. Rushing seconded the motion. The vote was unanimously in favor. Mr. Trabucco stated the Board a new committee immediately as outlined in the resolution "Complete Streets Working Group" that contains members of the Highway Department, Planning Board, Recreation Commission, Commission on Disabilities and two members of the general public for a total of seven members. Mr. Trabucco moved to open the application process for the Complete Streets Working Group for a seven member committee comprised of five departments as discussed with two members of the general public. Mr. Boyle seconded the motion. The vote was unanimously in favor.

### **CONSIDER REQUEST, LIVE BAND 9/21/2019 2P-10P: 199 PLEASANT STREET, KEVIN BAKER**

Mr. Boulter outlined the resident's request for a live band at 199 Pleasant Street on September 21<sup>st</sup>. Mr. Boulter stated that the Board is in receipt of a memo from the Police Chief vehemently denying this request due to past concerns with the event at the location. Ms. Rushing moved to deny the request as submitted; Mr. Boyle seconded the motion. The vote was unanimously in favor.

### **VOTE TO APPROVE MINUTES OF AUGUST 27 AND SEPTEMBER 3, 2019**

Mr. Boyle moved to accept the minutes of August 27<sup>th</sup> as written Mr. Brown seconded the motion. The vote was unanimously in favor. Mr. Trabucco moved to accept the minutes of September 3<sup>rd</sup> to amend the "best practice reference typo. Mr. Brown seconded the motion. The vote was 4/0/1 with Mr. Boyle abstaining.

### **OLD BUSINESS**

Mr. Brown requested an update on the tablet grant submission for a paperless meeting material structure. The grant application has been submitted but is pending. Mr. Brown requested an update on the MassDOT sign at the lights at the end of the off-ramp on Route 139 at exit 12 on Route 3; discussion ensued on the Representatives response that the sign will not change. Mr. Trabucco explained the pushback as all GPS and National Highway maps are keyed to these Green signs and recommended the addition of a 'welcome to Pembroke' sign at the end of the off-ramp. Mr. Trabucco stated that he is getting calls again about Verizon FiOS service and the company's refusal to expand their infrastructure in Pembroke. He requested that a website and social media post go out with a clear explanation of the responsible party (Verizon).

### **TOWN MANAGER'S REPORT**

#### Review of Solid Waste Contracts

Mr. Thorne advised that the office received a phone call expressing concern about Pembroke's trash contracts as our neighboring towns have experienced issues with their hauler Republic. Mr. Thorne advised that the curbside trash and recycling hauling contract is with EZ Disposal and Recycling, LLC and is a five year contract from July 1, 2016 through June 30, 2021 with 2.5% increases per year; in FY20 the town will pay \$906,362. The curbside trash disposal contract is with New Bedford Waste Services, LLC and was originally July 1, 2014 through June 30, 2019 with an additional five year renewal on April 2, 2019 to end June 30, 2024. The starting cost per ton was \$55 until January 1, 2017 with 2.5% increases per year; it is currently at \$59.23/ton. The curbside recycling disposal contract is with Waste management Avon, Inc. and is a five year contract from July 1, 2015 through June 30, 2020 and renews automatically unless notice is given. This is the most volatile contract as the market is unstable. In March 2017 the town was paid \$11.69/ton, it flattened out in August of 2017 when the town received \$0.22/ton and now the town pays \$93.70/ton to dispose of recycling. Mr. Thorne concluded by stating that Pembroke boasts the least expensive and comprehensive solid waste removal program on the South Shore today at \$280 per year, of \$5.38 per week.

### **ASK THE SELECTMEN**

Mr. Trabucco received a request from a resident at Barker Square Condominiums about water issues whereby they have dirty water periodically. Mr. Trabucco advised that the issue appears to be a private

**MINUTES OF THE SELECTMEN'S MEETING**

hydrant at the dead end of the water line preventing the town's ability to flush the lines. He has requested an update and will communicate with the resident, but would like the town to establish a way to communicate with the residents regarding this situation as it appears as though the Condo Association has not performed work they were require to do.

At 8:30 pm, Mr. Boulter read the upcoming issues. Mr. Boyle moved to adjourn; Mr. Brown seconded the motion. The vote was unanimously in favor.

**MATERIALS & EXHIBITS**

DMI Fee Proposal (DMI/BOS/TM Office)

Draft CS Resolution, PowerPoint re: Complete Streets Program (BOS/TM Office)

Letter, K. Baker and Email, R. Wall RE: Live Band 9/21/2019 (Police/BOS/TM Office)

Draft Minutes August 27, 2019 and September 3, 2019 (BOS/TM Office)