

## MINUTES OF THE SELECTMEN'S MEETING OCTOBER 21, 2020

**HYBRID IN-PERSON MEETING, ALSO HOSTED BY PACTV ON ZOOM PLATFORM**

**PRESENT:** Daniel Trabucco (Chairman), John G. Brown, Jr. (Clerk), Tracy Marino (Selectman), Kathleen McCarthy (Treasurer/Collector), Catherine Salmon (Chief Assessor), Michael Buckley (Town Accountant), Sabrina Chilcott (Assistant Town Manager)  
Video: Jessica M. Rushing (Vice Chairman), Rebecca Coletta (Selectman), William Chenard (Town Manager), Kenneth McCormick (Interim Fire Chief), Matt West, Carly Levy, Kairyn Rainer

At 7:00 pm, Mr. Trabucco advised that Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, s.18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Pembroke Board of Selectmen will be conducted in person in the Town Hall's Veterans Hall and via remote participation of board members via Zoom. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Pembroke website, at <https://www.pembroke-ma.gov/home/news/governors-order-suspending-certain-provisions-open-meeting-law>. Members of the public who want to attend in person may come to Town Hall, or may view the meeting on television, Comcast Government channel 15 live or via livestream at [www.pactv.org/watch/prime](http://www.pactv.org/watch/prime). All votes taken during this meeting will be roll call votes.

**VOTE TO ACCEPT THE RESIGNATION OF JAMES GALLAGHER, ZONING BOARD OF APPEALS**

Ms. Marino moved to accept the resignation of James Gallagher from the Zoning Board of Appeals; Mr. Brown seconded the motion. By roll call vote: 4/0/1: Brown – yes; Coletta – yes; Marino – yes; Rushing – yes, with Trabucco abstaining.

**VOTE RECOMMENDATION OF ZONING BOARD CHAIRMAN: APPOINT CHRISTOPHER MCGRAIL (18 JUNIPER LN) TO VACANCY**

Ms. Marino moved to approve the request for the appointment of Christopher McGrail of 18 Juniper Lane to the Zoning Board of Appeals, term to expire 2022. Mr. Brown seconded the motion. By roll call vote: 4/0/1: Brown – yes; Coletta – yes; Marino – yes; Rushing – yes, with Trabucco abstaining.

**TREASURER/COLLECTOR K. MCCARTHY: REQUEST FOR VOTE TO AWARD BOND  
ISSUANCE FOR 10/29/2020**

Mr. Brown moved that the sale of the \$2,500,000 General Obligation Municipal Purpose Loan of 2020 Bonds of the Town dated October 29, 2020 (the “Bonds”), to Robert W. Baird & Co. Inc. at the price of \$2,768,204.09 and accrued interest, if any, is hereby approved and confirmed. The Bonds shall be payable on August 1 of the years and in the principal amounts and bear interest at the respective rates, as follows:

<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>	<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>
2021	\$160,000	5.00%	2028	\$135,000	5.00%
2022	155,000	5.00	2029	130,000	5.00
2023	155,000	5.00	2030	105,000	5.00

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2024	155,000	5.00	2033	315,000	2.00
2025	155,000	5.00	2036	315,000	2.00
2026	150,000	5.00	2040	420,000	2.00
2027	150,000	5.00			

And further moved that the Bonds maturing on August 1, 2033, August 1, 2036 and August 1, 2040 (each, a "Term Bond") shall be subject to mandatory redemption or mature as follows:

Term Bond due August 1, 2033

<u>Year</u>	<u>Amount</u>
2031	\$105,000
2032	105,000
2033*	105,000

\*Final Maturity

Term Bond due August 1, 2036

<u>Year</u>	<u>Amount</u>
2034	\$105,000
2035	105,000
2036*	105,000

\*Final Maturity

Term Bond due August 1, 2040

<u>Year</u>	<u>Amount</u>
2037	\$105,000
2038	105,000
2039	105,000
2040*	105,000

\*Final Maturity

And further moved that in connection with the marketing and sale of the Bonds, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated October 1, 2020, and a final Official Statement dated October 8, 2020 (the "Official Statement"), each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted. And further moved that the Bonds shall be subject to redemption, at the option of the Town, upon such terms and conditions as are set forth in the Official Statement.

And further moved that the Town Treasurer and the Board of Selectmen be, and hereby are, authorized to execute and deliver a continuing disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the Bonds for the benefit of the holders of the Bonds from time to time. And further moved that we authorize and direct the Town Treasurer to establish post issuance federal tax compliance procedures and continuing disclosure procedures in such forms as the Town Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Bonds and to comply with relevant securities laws.

And further moved that any certificates or documents relating to the Bonds (collectively, the "Documents"), may be executed in several counterparts, each of which shall be regarded as an original and all of which shall constitute one and the same document; delivery of an executed counterpart of a signature page to a Document by electronic mail in a ".pdf" file or by other electronic transmission shall be as effective as delivery of a manually executed counterpart signature page to such Document; and electronic signatures on any of the Documents shall be deemed original signatures for the purposes of the Documents and all matters relating thereto,





Mr. Chenard advised that FY21 expenses are tracking as expected; general fund totals are at 37% for reasons detailed later at \$11,017,926 expended of the \$29,733,053 budget. Solid Waste Fund totals are at 16% with \$349,303 expended of the budgeted \$2,125,573. Water Fund totals are at 18% with \$409,080 expended of \$2,251,957. Mr. Chenard provided revenue overviews; 26% of the 44,193,742 tax levy has been collected, or \$11,372,844. He stated that 26% of the \$15,129,090 state aid has been received, or \$4,008,674 and 17% of the estimated local receipts amount of \$4,382,000 has been collected, or \$743,671. Mr. Chenard stated that he is looking into the Water Enterprise Fund more carefully as it is trending behind and he will report back; however, the Solid Waste Enterprise Fund has collected 78% of the total \$2,045,573 or \$1,594,532. Mr. Chenard concluded with a review of individual expense trends, and drew the board's attention to the Elections appropriations, the Town Landing seasonal (summer) cost centers, and finally maturing debt P and I, retirement and property and liability insurance, all expenses in which obligations are due or reduced for payment in Q1.

Mr. Chenard presented his budget process manual with critical dates and details; he stated that this process is the key to allow everyone to be familiar with the process that the town goes through to craft the town's budget for presentation at town meeting. He advised that the process started last week and will end at town meeting May 11, 2021. Department heads and staff are working to prepare detailed, level services budgets; level services are not level funded and can result in increases or decreases to line items. Regarding the process, he began by defining the role that the Town Manager Act prescribes, holding the Town Manager responsible for making budget recommendations for all town programs. Mr. Chenard stated that his plan is to present his FY22 budget to a joint meeting of the Board of Selectmen and Advisory Committee on February 8, 2021. The Board will then review the budget with the Town Manager and Department Heads, and Advisory will review the budget and provide recommendations to town meeting within the timeline as defined in the process manual, hitting the critical dates as printed. Departmental budget submissions will contain five parts; the budget template that departments are used to seeing; narrative of the budget line items (one or two sentences that explain what is funded from the appropriation); missions or goals of the fiscal year for the department; an organizational chart of the department and staffing sheets, the sheet that drives the salary section of the budget. Mr. Chenard introduced the Departmental Improvement Form as a way to propose increases to the budget that enhances or adds efficiencies to the services currently provided. Mr. Chenard concluded by stating that the successful budgeting process is one that is collaborative with feedback sought from staff.

Mr. Chenard stated that the Monroe Street property will be open for brush disposal only on Tuesday and Thursday from 8:00 am to 2:00 m with attendants on site. He congratulated the Assessors as they have had new growth certified at \$532,847 by finding new ways to unlock data, yielding great results in a challenging time.

Mr. Brown advised that he and Ms. Marino have put together a final draft suing the Town Manager's draft and tailoring it to fit the needs of Pembroke. Ms. Marino stated that the board

## Code of Conduct Working Group

## Racial Justice Subcommittee

### School Committee Liaison

Council on Aging

At 8:30 pm, Mr. Trabucco read the upcoming issues from the agenda. Mr. Brown moved to enter executive Session under M.G.L. c.30A, Sec. 21(6) to consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body; Hobomock Street (D1-6) proposed solar farm (c.61B); Mr. Trabucco declared it so, and stated that the Board would not return to open session. Ms. Marino seconded the motion. By roll call vote: 4/0/1: Brown – yes; Coletta – yes; Marino – yes; Rushing – yes, with Trabucco abstaining.

## MATERIALS & EXHIBITS

Draft Public Comment Policy, W. Chenard (BOS/TM Office)

Draft Minutes of Meeting of September 23, 2020 (BOS/TM Office)