

**MINUTES OF THE SELECTMEN'S MEETING
FEBRUARY 29, 2016**

PRESENT: Arthur P. Boyle, Jr. (Chairman), Lewis W. Stone (Vice-Chairman), Willard J. Boulter, Jr. (Vice-Chairman), Michelle L. Burt (Selectman), Daniel W. Trabucco (Selectman), Michael Buckley, Kathleen McCarthy, David McPhillips, Richard Wall, Michael Hill, Gene Fulmine, Ben Bastianelli, Jason Federico, Paul Whitman, Scott Glauben, Deborah Wall, Conrad Leger, Sabrina Chilcott (Executive Assistant), and others.

At 7:00 pm Mr. Boyle opened the meeting and advised that this meeting is being made available to the public through a live video and audio broadcast on Comcast Government Access Channel 15 and is also being recorded for airing on the channel at future dates. Comments made in open session will be recorded.

7:00 (8:00) TOWN ACCOUNTANT MICHAEL BUCKLEY: REQUEST FOR CURRENT FINANCIAL POLICY ADOPTION VOTE

Mr. Buckley was present before the Board to state that bonds taken out for Silver Lake transition and elementary school renovations in 2005-2006 are ten years old and can be refinanced; Standard and Poor has advised the town that updated financial policies must be submitted. Mr. Buckley requested that the BOS vote to formally adopt the current financial policies in use by the town. Mr. Boulter moved to adopt the Financial Management Policies and Guidelines as presented by the Town Accountant; Ms. Burt seconded the motion. The vote was unanimously in favor.

7:05 VETERANS AGENT DAVID MCPHILLIPS: REQUEST OF FUNDS FOR MEMORIAL SIGNS

Mr. McPhillips was present before the Board to request a transfer of \$1400 from the Camp Pembroke Fund to place two sign toppers on the streets where Gordon Northrup and Arthur B. Church resided; Mr. Northrup was KIA during the Bataan Death march and Mr. Church was KIA during WWI. Mr. Stone moved to take \$1400 from the Camp Pembroke fund and award it to the Veteran's Agent to obtain two sign toppers to honor Gordon Northrup and Arthur B. Church; Mr. Trabucco seconded the motion. The vote was unanimously in favor.

ANNOUNCEMENTS

Ms. Burt announced that the DPW will open the Monroe Street Pit, located at the intersection of Monroe Street and School Street, to residents for disposal of brush only between the hours of 8:00 a.m. and 2:00 p.m. on both Saturday, March 5th and Sunday, March 6th. It is important to note: and attendant will be onsite during these hours; residents are requested to ensure their disposal items contain brush only. If you are unable to bring your brush to the Monroe Street location, you may contact the Fire Department to obtain a Burning Permit until May 1, 2016.

7:10 (7:00) DPW COMMISSIONERS, BETA GROUP: PRESENTATION OF ROAD MAINTENANCE PLAN

DPW Chairman Paul Whitman introduced Conrad Leger of BETA Group, explaining that this evening's presentation will address the current conditions of the town's roadways, what their needs are, what can be done and the costs associated with them. Mr. Whitman stated that the road's needs are increasing and it is a maintenance issue; they seek the Boards support to incorporate the costs into the budget. Mr. Leger BETA Group in Norwood presented an overview and summary of findings with the intended goal of rehabilitating the Town's roads before they need to be reconstructed. Pembroke's Road Inventory contains 133.92 miles of road; 93.14 are accepted roads, 17.78 are unaccepted, 12.44 are private and 10.56 are State roads. Mr. Ledger explained that the current budget allocation used by the town for pavement management is the Chapter 90 money from the State, which can only be used on accepted roads, or approximately \$560,000. Mr. Ledger stated that the DPW needs a Five Year Capital Improvement Plan moving forward to address the declining rate of existing roadway conditions; if the Town invests \$700,000 annually they will maintain the current Roadway Surface Rating of 78.78%; these figures do not include drainage, sidewalks or ramps. Mr. Ledger presented a Cost Benefit Value Report that prioritizes projects based on condition, traffic volume and

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best return on investment. The town's next steps are to determine appropriate funding levels. With additional town funding to supplement Chapter 90 money received, the town could become eligible for the Complete Streets program. Mr. Stone asked if the Commissioners plan to submit a warrant article for ATM; Mr. Whitman stated that the current line item for road maintenance is \$25,000 for both accepted and unaccepted roads and the town cannot rely on Chapter 90 money, which is only appropriated for accepted roads. Need to increase this line item amount in the budget to \$100-170,000/yr and only use warrant articles to address specific projects, if needed. Mr. Leger stated that other communities that he works with will apportion a percentage of Chapter 90 funding into their budget annually, ranging between 10 and 100% based on the community. Mr. Whitman reminded the Board that the Route 14 project required over \$1million in engineering and design work to get into the TIP which came from the department's Chapter 90 funding. Mr. Bastianelli indicated that he would like to see \$300,000 budgeted into the maintenance line item annually to supplement CH90 funding, which would bring the total funding to \$800k annually; the \$560k CH90 amounts cover the cost of less than four miles of roadway improvements each year. Mr. Trabucco stated that the town needs a Capital Management Plan and Capital Management Fund to address issues such as these; it could be passed at Town Meeting and would benefit all departments. Mr. Whitman stated that he would like to see a revolving account funded with \$200-300k at Town Meeting, but an increase in the budget line item is the way to address long term. Mr. Trabucco asked if the Commissioners have shared this presentation with the Advisory Committee; Mr. Whitman stated that they have not. They are approaching the Board of Selectmen to support their proposal. Mr. Trabucco explained that it will take a consensus between the Town Administrator, Advisory Committee and ultimately the voters. Mr. Federico stated that he came onto the DPW Commissioners the year that the department approached Town Meeting for a lump sum of \$1million to fund the entire plan, but the preferred strategy is to fund annual roadway repairs through the budget. Mr. Stone stated that this presentation has been very informative, and he agrees with an annual line item increase to fund repairs. The BOS will speak with the Town Administrator about the future line item budgeting of the roadway maintenance plan. Ms. Burt asked what neighboring communities budget annually for their roadway improvements; Mr. Federico stated that the Commissioners have that data and will share it. Mr. Bastianelli confirmed that the DPW has a five year plan and they can make significant headway with \$700,000 annually. Mr. Trabucco asked for a copy of the roadway management plan by roadway; Mr. Federico stated that the DPW plans to post the plan to the website. Mr. Trabucco agreed that the Board of Selectmen should support the DPW with the Town Administrator and the Advisory Committee.

OLD BUSINESS

Mr. Boulter explained that the town has received a letter from the Veterans of Foreign Wars with official notification that they have no ownership interest in 140 Center Street, the Pembroke Boys Club.

7:30 LIBRARY DIRECTOR DEBORAH WALL: NEW WEBSITE DEMONSTRATION

Ms. Wall was present before the Board to demonstrate the features and navigation of the new town website that premiered two months ago. The site is a wonderful source of a vast amount of information for residents and businesses. Ms. Wall highlighted main page features such as trash and recycling, bill payment, FAQ, contact us, forms and documents, minutes and agendas and notify me. Residents with email may sign up to receive any news, agenda, minute or alert update of their choice sent directly to their email address. Ms. Wall featured the job opportunities page, maps of hiking trails, Commission on Disabilities and Animal Control pages as a fount of information for residents. Ms. Wall summarized by stating that the site saw 8,625 new users in the month of February and averages from 230-640 hits per day.

OPEN THE SPECIAL WITHIN THE ANNUAL TOWN MEETING WARRANT

Mr. Stone moved to declare the Special within the Annual Town Meeting warrant open and to close this warrant on march 4th at 4:30 pm; Mr. Boulter seconded the motion. The vote was unanimously in favor.

REQUEST FOR THE USE OF TOWN ROADS: SO. SHORE RACE MANAGEMENT FOR USA HEALTH & FITNESS

Ms. Burt moved to approve the use of the Town's roads by South Shore Race Management and USA Health & Fitness on Saturday, August 6 starting at 6:00 am on Hobomock, Standish, Lake, Plain, Valley and Forest

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Streets, with final approval from the Police Chief. Mr. Stone seconded the motion. The vote was unanimously in favor.

REQUEST FOR THE USE OF TOWN ROADS: HUSS DOG JOG RACE, FAMILY OF STEPHEN HUSSEY

Ms. Burt moved to approve the use of the Town's roads by the Hussey Family for the annual Huss Dog Jog road race on Learning Lane on Saturday, July 30th at 7:00 am pending the approval of the Police Chief. Mr. Boulter seconded the motion. The vote was unanimously in favor.

MINUTES OF FEBRUARY 22, 2016

Mr. Stone moved to accept the minutes of February 22, 2016 as written; Ms. Burt seconded the motion. The vote was unanimously in favor.

OLD BUSINESS

Mr. Stone stated that he spoken with Energy Committee chairman Nick Zechello and State Representative Josh Cutler regarding the town's solar project at the landfill and the progress in the legislature of the net metering cap increase; Mr. Stone will follow up when he received further information. Mr. Trabucco stated that he attended the meeting of the OCPC last week and he brought up the increased traffic flow on Hobomock and surrounding streets as a result of HCVE in the area; he advised that there will be a continuing dialogue about this topic and OCPC will assist the town in reviewing local area traffic flow.

NEW BUSINESS

Mr. Stone stated that he attended a meeting of GATRA and shared with the Board a map of a proposed route that would originate at Mayflower Court. They hope to have the new route ready for April.

Mr. Boyle read the upcoming issues from the agenda.

At 8:15 pm, Mr. Stone moved to enter executive session to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares regarding the Police, Fire Contracts; and to consider the purchase, exchange, lease or value of real estate, if the chair declares than an open meeting may have a detrimental effect on the negotiating position of the public body and Mr. Boyle declared it so. Ms. Burt seconded the motion. By roll call: Ms. Burt – yes, Mr. Stone – yes, Mr. Boulter – yes, Mr. Trabucco – yes, Mr. Boyle – yes.

At 9:30 pm, Mr. Trabucco moved to adjourn; Ms. Burt seconded the motion. The vote was unanimously in favor.

MATERIALS & EXHIBITS

Memorandum from DPW Regarding Brush Disposal (DPW/BOS/TA Office)

M. Buckley, Draft: Financial Management Policies and Guidelines (TAcct/BOS/TA Office)

Emails, A. M. Winchester, R. Wall, Permit for Use of Towns Roads 8/6/16 6:00 am (BOS/TA Office)

Emails, D. Hussey, R. Wall, Permit for Use of Towns Roads 7/30/16 7:00 am (BOS/TA Office)

Draft Minutes, February 22nd (BOS/TA Office)