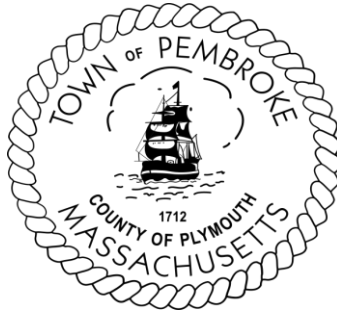


# TOWN OF PEMBROKE, MASSACHUSETTS



## **ADVISORY COMMITTEE RECOMMENDATIONS**

**2024**

## **ANNUAL TOWN MEETING WARRANT**

**ATTEND THE ANNUAL TOWN MEETING  
TUESDAY, MAY 14, 2024  
7:00 P.M.**

**PEMBROKE HIGH SCHOOL  
LEARNING LANE  
PEMBROKE, MA**

## TERMS USED IN MUNICIPAL FINANCE

**APPROPRIATION:** An authorization granted by a town meeting, city council or other legislative body to expend money and incur obligations for specific public purposes.

**AVAILABLE FUNDS:** Balances in the various fund types that represent non-recurring revenue sources. As a matter of sound practice, they are frequently appropriated to meet unforeseen expenses, for capital expenditures or other onetime costs. Examples of available funds include free cash, stabilization funds, overlay surplus, water surplus and enterprise net assets unrestricted (formerly retained earnings).

**BUDGET:** A plan for allocating resources to support particular services, purposes and functions over a specified period of time.

**DEBT AUTHORIZATION:** Formal approval by a two-thirds vote of town meeting or city council to incur debt, in accordance with procedures stated in MGL Ch.44 §§ 1, 2, 3, 4a, 6-15.

**FISCAL YEAR:** Since 1974, the Commonwealth and municipalities have operated on a budget cycle that begins July 1 and ends June 30. The designation of the fiscal year is that of the calendar year in which the fiscal year ends. Since 1976, the federal government fiscal year has begun on October 1 and ended September 30.

**FREE CASH:** Remaining, unrestricted funds from operations of the previous fiscal year including unexpended free cash from the previous year, actual receipts in excess of revenue estimates shown on the tax recapitulation sheet, and unspent amounts in budget line-items.

**LEVY (TAX LEVY) –** The amount a community raises through the property tax. The levy can be any amount up to the levy limit, which is re-established every year in accordance with Proposition 2½ provisions.

**LOCAL AID (CHERRY SHEET):** Revenue allocated by the Commonwealth to cities, towns and regional school districts. Estimates of local aid are transmitted to cities, towns and districts annually by the “Cherry Sheets”. Most Cherry Sheet aid programs are considered general fund revenues and may be spent for any purpose, subject to appropriation.

**LOCAL RECEIPTS:** Locally generated revenues, other than real and personal property taxes. Examples include motor vehicle excise, investment income, meals tax, fees, rentals, and charges.

**MAINTENANCE BUDGET:** A no-growth budget that continues appropriations for programs and services at their current year levels. The actual appropriation to maintain programs and services may still increase due to inflation and other factors.

**OVERRIDE:** A vote by the community at an election to permanently increase the levy limit. An override vote may increase the levy limit no higher than the levy ceiling. The override question on the election ballot must state a purpose for the override and the dollar amount.

**RAISE AND APPROPRIATE:** A phrase used to identify a funding source for an expenditure or expenditures, which refers to money generated by the tax levy or other local receipt.

**RESERVE FUND:** An amount set aside annually within the budget to provide a funding source for extraordinary or unforeseen expenditures.

**REVOLVING FUND:** Allows a community to raise revenues from a specific service and use those revenues without appropriation to support the service.

**STABILIZATION FUND:** A fund designed to accumulate amounts for capital and other spending purposes, although it may be appropriated for any lawful purpose (MGL Ch.40 §5B).

# A BRIEF GUIDE TO PEMBROKE TOWN MEETING PROCEDURES

## ***If you wish to speak:***

The proper procedure is to stand at the microphone until the moderator has recognized you or someone else. Wait for the microphone and give your name and address before you proceed. You should not interrupt the speaker except in an extreme case to raise a point of order.

Any person must cease and yield the floor at the moderator's request. During debate, the speaker is required to address the moderator. Questions may be asked only through the moderator.

## ***Asking Questions about Procedure:***

The voter can always ask the moderator about questions of procedure. If the voter is not clear as to what they are voting on, or what the effect of the passage of the pending motion will be, they should ask the moderator for clarification.

## ***Advice on Preparing Motions or Amendments:***

The Town Counsel is available for consultation concerning wording and procedure for making motions or amendments from the floor.

## ***Main Motions:***

A main motion proposes action under the article of the warrant being considered. Main motions may be made only when no other business is pending. They are the basic motions, and others revolve around them.

## ***Motions to Amend:***

A proposal to change the main motion before the meeting is made by a motion to amend. It may itself be amended. The first amendment is called the primary amendment and an amendment to the primary amendment is called the secondary amendment. No further amendments are permitted to keep matters from getting too complicated. (In other words – only three motions are allowed on the floor).

## ***Other Motions and Points of Order:***

A motion to adjourn may be made at any time. Adjournment must be to a scheduled time and place. When all articles in the warrant have been disposed of, a motion to dissolve is in order.

If you wish to terminate debate on a motion and call for an immediate vote, you can “move the previous question”. This motion is not debatable and requires a two-thirds vote.

A Point of Order is a question. On a point of order, a voter may raise one or more of the following questions and no others:

1. Is the speaker entitled to the floor?
2. Is what the speaker is saying or proposing indecorous, frivolous, irrelevant, illegal or contrary to proper procedure?
3. Is pending action frivolous, irrelevant, illegal or contrary to proper procedure?

## SUMMARY OF MOTIONS

### Name of Motion

<u>Main Motions</u>	<u>Debatable</u>	<u>Votes Required</u>
1. Motion to take action under article	yes	Majority or 2/3rds as may be required
2. Motion to take up articles out of order	yes	4/5ths
3. Motion to reconsider an article acted upon and disposed of	yes	majority
4. Motion to Indefinitely Postpone	yes	majority

### Subsidiary Motions

1. Previous question (which ends debate)	no	2/3rds
2. Motion to amend main motion	yes	majority

### Privileged Motions

1. To adjourn to a fixed time or recess	no	majority
2. Question quorum count to *open meeting	no	no vote
3. Question quorum count to **continue meeting	no	no vote
4. Fix time to (or at) which to adjourn	yes	majority

## Article II

### SECTION 10.

The number of voters necessary to constitute a quorum for the purposes of calling the meeting to order shall be **\*one hundred and fifty (150)**. Thereafter, the quorum requirement shall be **\*\*one hundred (100)** for the further transaction of business, including adjourned sessions and such parts of the meeting that are devoted exclusively to the election of officers. (Art.14 STM 11/15/2012)

# TOWN OF PEMBROKE, MASSACHUSETTS

MAY 14, 2024

## CONSENT AGENDA

Warrant articles on a Consent Agenda are exceptions to the general process of Town Meeting. The Select Board, Moderator, and Advisory Committee identify, for Town Meeting consideration, those articles that they believe should generate no controversy and can be properly voted without debate. These articles are put on the Consent Agenda to allow motions under these articles to be acted upon as one unit and to be passed without debate.

At the call of the Consent Agenda, the Moderator will read out the numbers of the articles, one by one. If one or more voters object to any particular article being included in the Consent Agenda, they say “hold” in a loud voice when the number is called. The article will be removed automatically from the Consent Agenda and restored to its original place in the Warrant, to be debated and voted under the usual manner. After the calling of the individual items in the Consent Agenda, the Moderator will ask for a motion that the voters pass all items remaining AS A UNIT on one vote. Use of the Consent Agenda process makes the Town Meeting more efficient by speeding up the handling of non-controversial items.

Please review the list of articles and motions proposed for each Consent Item which follows:

**MOTION: Moved that the Town take Articles 6, 7, 8, 19 and 20 out of order and that they be “Passed by Consent” in accordance with the Motions shown on the Consent Agenda distributed this evening.**

### **A SINGLE EXCEPTION WILL REMOVE ARTICLE FROM CONSENT AGENDA**

#### **ARTICLE 6 – TRUST FUND TRANSFERS**

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 OPEB Trust Fund, Separation Pay Fund, Special Injury Leave Fund, Workers’ Compensation Insurance Fund, Capital Stabilization Fund, Water Stabilization Fund and the Stabilization Fund, or take any other action relative thereto.

Submitted by the Town Manager

#### **ADVISORY COMMITTEE & SELECT BOARD RECOMMENDATIONS: Favorable Action**

**EXPLANATION:** *This article proposes to appropriate funds available from free cash and places them into the following funds:*

OPEB Trust Fund:	Recommendation \$ 125,000 from Free Cash
* Separation Pay Benefits Fund:	Recommendation \$ 175,000 from Free Cash
Capital Stabilization Fund:	Recommendation \$ 50,000 from Free Cash
Stabilization Fund:	Recommendation \$ 50,000 from Free Cash
Special Injury Leave Fund:	Recommendation \$ 50,000 from Free Cash
Workers Compensation Insurance Fund:	Recommendation \$ 50,000 from Free Cash
* <i>Authorized under Article 16 of the November 4, 2003 Special Town Meeting</i>	

**Motion: Move that the Town appropriate and transfer from Free Cash the sum of \$125,000 to be added to the Other Post-Employment Benefits Liability Fund established by the vote of Article 11 of the April 24, 2012 Annual Town Meeting; and further that the sum of \$175,000 be appropriated and transferred from Free Cash to the Separation Pay Benefits**

## TOWN OF PEMBROKE, MASSACHUSETTS

**Fund established by the vote of Article 16 of the November 4, 2003 Special Town Meeting; and further that the sum of \$50,000 be appropriated and transferred from Free Cash to be added to the Capital Stabilization Fund established by the vote of Article 22 of the May 8, 2018 Town Meeting; and that the sum of \$50,000 be appropriated and transferred from Free Cash to the Stabilization Fund; and further that the sum of \$50,000 be appropriated and transferred from Free Cash to the Special Injury Leave Fund established by the vote of Article 7 of the May 9, 2017 Town Meeting; and further that the sum of \$50,000 be appropriated and transferred from Free Cash to the Worker's Compensation Insurance Fund established by the vote of Article 4 of the October 24, 2017 Town Meeting.**

### **ARTICLE 7 – COMMUNITY PRESERVATION FUND ALLOCATIONS**

To see if the Town will vote to appropriate and/or reserve from the Community Preservation annual estimated revenues the following amounts recommended by the Community Preservation Committee for committee administrative expenses, community preservation projects and other expenses in fiscal year 2025, with each item to be considered a separate appropriation:

#### **Appropriations:**

From FY25 estimated revenues for Historic Resources Reserve	\$ 50,000
From FY25 estimated revenues for Community Housing Reserve	\$ 50,000
From FY25 estimated revenues for Open Space Reserves	\$ 50,000
From FY25 estimated revenues for Committee Administrative Expenses	\$ 20,000

and further to appropriate any remaining balance of funds as of the termination of the 2024 Annual Town Meeting from Community Preservation Fund FY25 Annual Revenues to the Annual Budgeted Reserve, or take any other action relative thereto.

Submitted by the Community Preservation Committee

### **ADVISORY COMMITTEE & SELECT BOARD RECOMMENDATIONS: **Favorable Action****

*EXPLANATION: This article satisfies a mandate by the State in the Community Preservation Act. It is stated in the act that each year the Town must reserve a minimum of 10% for each category from the projected combined income from our 1% surcharge and funding from the State.*

**Motion: Move that the Town appropriate and/or reserve from Community Preservation annual revenues the following amounts to be used for the Committee's administrative expenses, community preservation projects, and other expenses in Fiscal Year 2025:**

#### **Appropriations:**

From FY25 estimated revenues for Historic Resources Reserve	\$ 50,000
From FY25 estimated revenues for Community Housing Reserve	\$ 50,000
From FY25 estimated revenues for Open Space Reserves	\$ 50,000
From FY25 estimated revenues for Committee Admin. Expenses	\$ 20,000

**And further appropriate any remaining balance of funds as of the termination of the 2024 Annual Town Meeting from Community Preservation Fund FY25 Annual Revenues to the Annual Budgeted Reserve.**

### **ARTICLE 8 – REVOLVING FUND LIMITS**

To see if the Town will vote to set the FY2025 annual spending limits on the Revolving Funds set forth in Article X-A of the Town of Pembroke General Bylaws in accordance with Massachusetts General Laws Chapter 44, § 53E½ as follows, or take any other action relative thereto.

# TOWN OF PEMBROKE, MASSACHUSETTS

<u>Revolving Fund</u>	<u>Limit on Spending</u>
LIBRARY	\$25,000
TOWN LANDING	\$25,000
TREASURER/COLLECTOR	\$50,000
DPW CEMETERY	\$10,000
DPW TREE	\$10,000
CONSERVATION 3	\$20,000
COUNCIL ON AGING 1	\$110,000
BOARD OF HEALTH	\$5,000
HISTORIC DISTRICT COMM.	\$3,000
RECREATION COMMISSION	\$125,000
COUNCIL ON AGING 2	\$20,000
POLICE DEPARTMENT	\$20,000
TOWN CLERK	\$20,000

Submitted by the Town Clerk, Board of Health, Conservation Comm., Council on Aging, D.P.W., Historical District Comm., Library Trustees, Police Department, Recreation Comm. and Town Landing Committee.

**ADVISORY COMMITTEE & SELECT BOARD RECOMMENDATIONS: Favorable Action**

**EXPLANATION:** *This article, which was authorized by the Municipal Modernization Act of 2016, sets the limits on revolving funds. These funds allow the above listed departments to retain certain revenues and use these receipts in support of the programs for which the fee was charged.*

**Motion: Move that the Town authorize FY25 spending limits on the revolving accounts pursuant to Massachusetts General Laws, Chapter 44, Section 53E½ as printed in Article 8 of the Annual Town Meeting warrant.**

## **ARTICLE 19 – ACCEPT TOWN REPORTS**

To hear and act on the Reports of the Town Officers and Committees, or take any action relative thereto.

Submitted by the Select Board

**ADVISORY COMMITTEE & SELECT BOARD RECOMMENDATIONS: Favorable Action**

**EXPLANATION:** *This article acknowledges all reports for the calendar year that were submitted by Department and Committee Heads for printing in the Annual Town Report.*

**Motion: Move that the Town accept the reports of the Town Officers, Boards, Committees and Commissions.**

## **ARTICLE 20 – ANNUAL TOWN ELECTION**

To bring to the Election Officers their vote, all on one ballot, for the following named Officers and Committees, to Wit:

Two Select Board members for three years; one Assessor for three years, one Board of Health member for three years; two Library Trustees for three years; one Library Trustee for a one-year vacancy; one Planning Board member for five years; one Constable for three years; two School

## TOWN OF PEMBROKE, MASSACHUSETTS

Committee members for three years; one School Committee member for a one-year vacancy; one Water (DPW) Commissioner for three years; one Housing Authority member for five years; or take any other action relative thereto.

Submitted by the Town Clerk

**ADVISORY COMMITTEE & SELECT BOARD RECOMMENDATIONS: Favorable Action**

**EXPLANATION:** *Meeting for the Election of Officers to be held on Saturday, May 18, 2024 at: Pembroke Town Hall, Veteran's Hall (Precinct 1), Pembroke Community Middle School (Precinct 2 & 4), Bryantville Elementary School (Precinct 3) and North Pembroke Elementary School (Precinct 5).*

**Motion: Move to bring to the Election Officers their vote, all on one ballot, for the officers and committees as printed in Article 14 of the annual town meeting warrant.**

--End --



**COMMONWEALTH OF MASSACHUSETTS  
TOWN OF PEMBROKE  
ANNUAL TOWN MEETING WARRANT  
TUESDAY, MAY 14, 2024**

PLYMOUTH, ss.

To either of the Constables of the Town of Pembroke in the County aforesaid.

Greeting: In the name of the Commonwealth of Massachusetts, you are hereby required and directed to notify and warn the inhabitants of the Town of Pembroke who are qualified to vote on Town affairs and Elections therein to meet at the

**PEMBROKE HIGH SCHOOL  
80 LEARNING LANE, PEMBROKE, MASSACHUSETTS  
ON TUESDAY, THE FOURTEENTH DAY OF MAY, 2024  
AT SEVEN O'CLOCK IN THE EVENING**

then and there to act on the following articles:

**ARTICLES 1 - 21**

**ARTICLE 1 – WAGE & CLASSIFICATION PLAN**

To see if the Town will vote to amend schedules A, B and C of the Classification and Compensation By-laws according to the schedules listed in **Appendix A** attached to this warrant and to raise and appropriate, transfer from available funds, or otherwise provide a sum of money to fund any changes thereto, or take any action relative thereto.

Submitted by the Town Manager

ADVISORY COMMITTEE RECOMMENDATION:

**Favorable Action**

SELECT BOARD RECOMMENDATION:

**Favorable Action**

EXPLANATION: *This article allows the Town to set the salaries and wages of Town employees that are not employed under the conditions of a collective bargaining agreement, employment contract or employed by the School Committee. It is generally the vehicle used to grant cost of living increases and may be amended from time to time either within this article or through a separate Town Meeting action.*

**ARTICLE 2 – OPERATING BUDGET**

To see what sums the Town will raise by taxation or otherwise to pay Town Debts and for the purpose of funding personal services and expenses for Town operations as may be necessary for the ensuing Fiscal Year commencing July 1, 2024 and to fix the salary and compensation of all elective officers and employees of the Town, as provided by Section 108 and 108A of Chapter 41, Mass. General Laws, and applicable amendments thereto, and appropriate the same, as shown in **Appendix B** attached to this warrant, or take any action relative thereto.

Submitted by the Town Manager

ADVISORY COMMITTEE RECOMMENDATION:

**Favorable Action**

SELECT BOARD RECOMMENDATION:

**Favorable Action**

EXPLANATION: *This article presents the Fiscal Year 2025 operating budget as prepared by the Town Manager. Included in the article are the department's requests and the Advisory Committee recommendations.*

### **ARTICLE 3 – WATER ENTERPRISE OPERATING BUDGET**

To see if the town will vote to raise and appropriate and/or transfer from available funds a sum of money to operate the Water Enterprise Fund for the for the ensuing Fiscal Year commencing July 1, 2024 as shown in **Appendix C** attached to this warrant, or take any other action relative thereto.

ADVISORY COMMITTEE RECOMMENDATION:

SELECT BOARD RECOMMENDATION:

EXPLANATION: *This Article sets the Fiscal Year 2025 operating budget for the Water Division of the Department of Public Works.*

Submitted by the Town Manager

**Favorable Action**

**Favorable Action**

### **ARTICLE 4 – SOLID WASTE OPERATING BUDGET**

To see if the town will vote to raise and appropriate and/or transfer from available funds a sum of money to operate the Solid Waste Enterprise Fund for the ensuing Fiscal Year commencing July 1, 2024 as shown in **Appendix D** attached to this warrant, or take any other action relative thereto.

ADVISORY COMMITTEE RECOMMENDATION:

SELECT BOARD RECOMMENDATION:

EXPLANATION: *This Article sets the Fiscal Year 2025 operating budget for the Town's Solid Waste related operations.*

Submitted by the Town Manager

**Favorable Action**

**Favorable Action**

### **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, and/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); or take any action in relation thereto.

ADVISORY COMMITTEE RECOMMENDATION:

SELECT BOARD RECOMMENDATION:

EXPLANATION: *This article presents the Fiscal Year 2025 **capital** budget as prepared by the Town Manager. Included in the article are the department's requests and the Advisory Committee recommendations.*

Submitted by the Town Manager

**Favorable Action**

**Favorable Action**

### **ARTICLE 6 – TRUST FUND TRANSFERS**

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 OPEB Trust Fund, Separation Pay Fund, Special Injury Leave Fund, Workers' Compensation Insurance Fund, Capital Stabilization Fund, Water Stabilization Fund and the Stabilization Fund, or take any other action relative thereto.

ADVISORY COMMITTEE RECOMMENDATION:

SELECT BOARD RECOMMENDATION:

EXPLANATION: *This article proposes to appropriate funds available from free cash and places them into the following funds:*

Submitted by the Town Manager

**Favorable Action**

**Favorable Action**

OPEB Trust Fund:	Recommendation \$ 125,000 from Free Cash
* Separation Pay Benefits Fund:	Recommendation \$ 175,000 from Free Cash
Capital Stabilization Fund:	Recommendation \$ 50,000 from Free Cash
Stabilization Fund:	Recommendation \$ 50,000 from Free Cash
Special Injury Leave Fund:	Recommendation \$ 50,000 from Free Cash
Workers Compensation Insurance Fund:	Recommendation \$ 50,000 from Free Cash
* Authorized under Article 16 of the November 4, 2003 Special Town Meeting	

## **ARTICLE 7 – COMMUNITY PRESERVATION FUND ALLOCATIONS**

To see if the Town will vote to appropriate and/or reserve from the Community Preservation annual estimated revenues the following amounts recommended by the Community Preservation Committee for committee administrative expenses, community preservation projects and other expenses in fiscal year 2025, with each item to be considered a separate appropriation:

### **Appropriations:**

From FY25 estimated revenues for Historic Resources Reserve	\$ 50,000
From FY25 estimated revenues for Community Housing Reserve	\$ 50,000
From FY25 estimated revenues for Open Space Reserves	\$ 50,000
From FY25 estimated revenues for Committee Administrative Expenses	\$ 20,000

and further to appropriate any remaining balance of funds as of the termination of the 2024 Annual Town Meeting from Community Preservation Fund FY25 Annual Revenues to the Annual Budgeted Reserve, or take any other action relative thereto.

Submitted by the Community Preservation Committee

ADVISORY COMMITTEE RECOMMENDATION:

**Favorable Action**

SELECT BOARD RECOMMENDATION:

**Favorable Action**

EXPLANATION: *This article satisfies a mandate by the State in the Community Preservation Act. It is stated in the act that each year the Town must reserve a minimum of 10% for each category from the projected combined income from our 1% surcharge and funding from the State.*

## **ARTICLE 8 – REVOLVING FUND LIMITS**

To see if the Town will vote to set the FY2025 annual spending limits on the Revolving Funds set forth in Article X-A of the Town of Pembroke General Bylaws in accordance with Massachusetts General Laws Chapter 44, § 53E½ as follows, or take any other action relative thereto.

<u>Revolving Fund</u>	<u>Limit on Spending</u>
LIBRARY	\$25,000
TOWN LANDING	\$25,000
TREASURER/COLLECTOR	\$50,000
DPW CEMETERY	\$10,000
DPW TREE	\$10,000
CONSERVATION 3	\$20,000
COUNCIL ON AGING 1	\$110,000
BOARD OF HEALTH	\$5,000
HISTORIC DISTRICT COMM.	\$3,000
RECREATION COMMISSION	\$125,000
COUNCIL ON AGING 2	\$20,000
POLICE DEPARTMENT	\$20,000
TOWN CLERK	\$20,000

Submitted by the Town Clerk, Board of Health, Conservation Commission, Council on Aging, D.P.W., Historical District Commission, Library Trustees, Police Department, Recreation Commission and Town Landing Committee.

ADVISORY COMMITTEE RECOMMENDATION:

**Favorable Action**

SELECT BOARD RECOMMENDATION:

**Favorable Action**

EXPLANATION: *This article, which was authorized by the Municipal Modernization Act of 2016, sets the limits on revolving funds. These funds allow the above listed departments to retain certain revenues and use these receipts in support of the programs for which the fee was charged.*

## **ARTICLE 9 – FUND COLLECTIVE BARGAINING AGREEMENTS**

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide a sum of money for the purpose of funding the cost of items of the first year of any new collective bargaining agreements between the Town and AFSCME Council 93, Local 1700 (Town Clerical), (Public Works), (Water Enterprise), and the Pembroke Police Superior Officers Association or take any other action relative thereto.

ADVISORY COMMITTEE RECOMMENDATION:

Submitted by the Select Board

**Favorable Action**

SELECT BOARD RECOMMENDATION:

**Favorable Action**

EXPLANATION: *This article allows the Town to fund collective bargaining agreements negotiated between the Select Board and the listed Town Unions.*

## **ARTICLE 10 - HOME RULE PETITION TO REQUEST ADDITIONAL ALL-ALCOHOL PACKAGE STORE LICENSE UNDER MGL C.138 §15**

To see if the town will vote to authorize the Select Board to petition the General Court for one (1) additional Alcohol Beverages Retail License to be exercised at the premises located at 295 Old Oak Street (Parcel ID: G15-36), said license not to be transferred to any other location, provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Select Board approves amendments to the bill before enactment by the General Court which are within the scope of the general public objectives of the petition, or take any action in relation thereto.

The petition for special legislation shall take the following form, or a form substantially similar thereto: AN ACT AUTHORIZING THE TOWN OF PEMBROKE TO ISSUE ONE ADDITIONAL LICENSE. Be it enacted by the Senate and House of Representatives in General Court assembled, and by authority of the same as follows:

### Section 1.

(a) Notwithstanding section 17 of chapter 138 of the General Laws or any other general or special, rule or regulation to the contrary, the licensing authority of the Town of Pembroke may grant one (1) additional license for the retail of alcohol beverages under section 15 of said chapter 138 to be exercised at and located at 295 Old Oak Street (Parcel ID: G15-36). A license granted under this section shall be subject to all of said chapter 138 except said section 17.

(b) Once issued, the licensing authority shall not approve the transfer of the license issued under subsection (a) to any other location, but it may grant the license to a new applicant at the same location if the applicant files with the authority a letter from the department of revenue and a letter from the department of unemployment assistance indicating the license is in good

standing with those departments and that all applicable taxes, fees and contributions have been paid.

(c) If the license granted under this section is cancelled, revoked or no longer in use, it shall be returned physically, with all of the legal rights, privileges and restrictions pertaining thereto, to the licensing authority, which may then grant the license to a new applicant at the same or a different location; or act in relation thereto.

Submitted by the Select Board

ADVISORY COMMITTEE RECOMMENDATION:

**Favorable Action**

SELECT BOARD RECOMMENDATION:

**Favorable Action**

EXPLANATION: *This article allows the Town to consider an applicant for a package store to sell all alcoholic beverages for off-premises consumption at 295 Old Oak Street, the site of the old Christmas Tree Shop. The Town has a quota of five (5) licenses that have been continuously in use for over a decade, which prevents a new business from coming to Pembroke.*

**ARTICLE 11 – HOME RULE PETITION TO REQUEST ADDITIONAL ALL-ALCOHOL PACKAGE STORE LICENSE UNDER MGL C.138 §15**

To see if the town will vote to authorize the Select Board to petition the General Court for one (1) additional Alcohol Beverages Retail License to be exercised at the premises located at 256 Church Street (Parcel ID: G15-38), said license not to be transferred to any other location, provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Select Board approves amendments to the bill before enactment by the General Court which are within the scope of the general public objectives of the petition, or take any action in relation thereto.

The petition for special legislation shall take the following form, or a form substantially similar thereto: AN ACT AUTHORIZING THE TOWN OF PEMBROKE TO ISSUE ONE ADDITIONAL LICENSE. Be it enacted by the Senate and House of Representatives in General Court assembled, and by authority of the same as follows:

Section 1.

(a) Notwithstanding section 17 of chapter 138 of the General Laws or any other general or special, rule or regulation to the contrary, the licensing authority of the Town of Pembroke may grant one (1) additional license for the retail of alcohol beverages under section 15 of said chapter 138 to be exercised at and located at 256 Church Street (Parcel ID: G15-38). A license granted under this section shall be subject to all of said chapter 138 except said section 17.

(b) Once issued, the licensing authority shall not approve the transfer of the license issued under subsection (a) to any other location, but it may grant the license to a new applicant at the same location if the applicant files with the authority a letter from the department of revenue and a letter from the department of unemployment assistance indicating the license is in good standing with those departments and that all applicable taxes, fees and contributions have been paid.

(c) If the license granted under this section is cancelled, revoked or no longer in use, it shall be returned physically, with all of the legal rights, privileges and restrictions pertaining thereto, to the licensing authority, which may then grant the license to a new applicant at the same or a different location; or act in relation thereto.

Submitted by the Select Board

ADVISORY COMMITTEE RECOMMENDATION:

**Favorable Action**

SELECT BOARD RECOMMENDATION:

**Favorable Action**

EXPLANATION: *This article allows the Town to consider an applicant for a package store to sell all alcoholic beverages for off-premises consumption at 256 Church Street, South Shore Market and Deli. The owner of the deli has asked for the addition of package store sales to the market. The Town has a quota of five (5) licenses that have been continuously in use for over a decade, which prevents a new business from coming to Pembroke.*

## **ARTICLE 12 – AMEND GENERAL BYLAWS TO CHANGE THE HOURS OF LOCAL ELECTION POLLING HOURS**

To see if the Town will vote to amend the Bylaws of the Town of Pembroke, Article II, Section 2, relative to annual local election precinct hours, by striking the words “7:00 o’clock in the evening (7:00 PM)” and replacing it with the words “5:00 o’clock in the evening (5:00 PM)” as shown below by deleting the words in strikethrough and **adding the words shown in bold**; or take any other action relative thereto.

### SECTION 2.

The annual election of such officers and the determination of matter of law as are required to be elected or determined by ballot shall be held on the Saturday following second (2<sup>nd</sup>) Tuesday in May each year. Polls for this annual election shall open at 9:00 o’clock in the morning (9:00 AM) and remain open until ~~7:00 o’clock in the evening (7:00 PM)~~ **5:00 o’clock in the evening (5:00 PM)**. (Art. 16, ATM 4/28/2015)

Submitted by the Bylaw Review Committee

ADVISORY COMMITTEE RECOMMENDATION:

**Favorable Action**

SELECT BOARD RECOMMENDATION:

**Favorable Action**

EXPLANATION: *The current Article II, Section 2 defines the hours of Pembroke’s Saturday annual election as open from 9:00 am to 7:00 pm. The proposed changes update this bylaw by closing the polls at 5:00 pm for the local, Saturday election only. This would not take effect until 2025. Statistics compiled by the Clerk’s office show that voting activity declines sharply just before the Saturday dinner hour, and the cost benefit analysis of keeping the polls open until 7:00 pm does not yield a sensible return to continue the practice.*

## **ARTICLE 13 – AMEND GENERAL BYLAWS TO CHANGE THE DOG LICENSING DEADLINES**

To see if the Town will vote to amend the Bylaws of the Town of Pembroke, Article XX, Section 7, relative to dog license deadlines, by striking the words “twenty-eighth (28<sup>th</sup>) day of February” and replacing it with the words “first (1<sup>st</sup>) day of April” as shown below by deleting the words in strikethrough and **adding the words shown in bold**; or take any other action relative thereto.

### SECTION 7.

A. Every owner or keeper of a dog who is three (3) months old or over shall license it with the Town Clerk between the first (1<sup>st</sup>) day of January and the ~~twenty-eighth (28<sup>th</sup>) day of February~~ **first (1<sup>st</sup>) day of April** of each year. Every owner or keeper of a dog which becomes three (3) months old subsequent to the first (1<sup>st</sup>) day of January of any year shall license it with the Town Clerk when it becomes three (3) months old. The license fee shall be twelve dollars (\$12.00) for female and male dogs and nine dollars (\$9.00) for altered male and spayed female dogs. All licenses must be renewed by the twenty-eighth (28<sup>th</sup>) day of February or be subject to a late fee charge of fifteen dollars (\$15.00). In accordance with

Massachusetts General Law Chapter 140, Section 139, no fee shall be charged for a license for a service animal as defined by the Americans with Disabilities Act and dog(s) owned by a person aged 70 or older. The owner or keeper of every dog which is so licensed shall cause it to wear at all times a metal license tag issued for this purpose by the Town Clerk. No person shall own or keep in the Town any dog which by biting, barking or howling, or in any other manner disturbs the peace or quiet of any neighborhood or endangers the safety of any person. (Amended by Article 17 of April 22, 2008 ATM, Article 14 of April 24, 2012 ATM and Article 11 of the May 9, 2023 ATM)

Submitted by the Bylaw Review Committee

ADVISORY COMMITTEE RECOMMENDATION:

**Favorable Action**

SELECT BOARD RECOMMENDATION:

**Favorable Action**

EXPLANATION: *Passage of this article will increase dog registration by granting the general public an additional 30 days before penalization.*

## **ARTICLE 14 – AMEND GENERAL BYLAWS TO INTRODUCE A NEW ARTICLE (XXXIX) – FIRE DEPARTMENT**

To see if the Town will vote to amend the Bylaws of the Town of Pembroke by adding a new section, Article XXXIX, “FIRE DEPARTMENT”, with text as printed below, or take and other action relative thereto.

### **ARTICLE XXXIX – FIRE DEPARTMENT**

#### **VIOLATIONS OF FIRE CODES – FIRE DEPARTMENT**

Incorporation of Regulations - In order to protect and enhance public safety by reducing the risk of fire hazard, the provisions of the Code of Massachusetts Regulations 527 C.M.R. 1.00 to 50.00 as from time to time amended, are hereby incorporated in and made part of this by-law and any violation of any provision thereof shall constitute a violation of this section.

Violations and Penalties - Whoever violates any provision of this by-law shall be punished by a fine of one hundred dollars (\$100.00) for each offense. In the case of any continuing violation, each day said violation continues shall constitute a separate offense. This by-law may be enforced pursuant to the provisions of Massachusetts General Laws, Chapter 40, Section 21D by the head of the Fire Department or his authorized designee as well as by town officers having police powers.

#### **ABATEMENT OF FIRE HAZARDS – FIRE DEPARTMENT**

Investigation of Conditions – In accordance with MGL Chapter 148 section 4, the Fire Chief or his authorized designee, upon complaint of a person having an interest in any building or premises or property adjacent thereto, shall at any reasonable hour, enter into said buildings and upon said premises, or adjacent property, within jurisdiction of said Town and make an investigation as to the existence of conditions likely to cause fire.

Order of Compliance – The Fire Chief or his designee shall, in writing, order such conditions to be remedied, and whenever such officers or persons find in any building or upon any premises any accumulation of combustible rubbish, including, but not limited to, wastepaper, rags, cardboard, string, packing material, sawdust, shavings, sticks, waste leather, or rubber products, broken boxes or barrels or any refuse or unusable material that is or may become dangerous as a fire hazard or as an obstacle to easy ingress into or egress from such buildings or premises, they shall, in writing, order the same to be removed or such conditions to be remedied.

Notice - Notice of such order shall be served upon the owner, occupant or authorized agent by a member of the Fire or Police Department.

Non-compliance - If said order is not complied with within twenty-four (24) hours or such additional time as the enforcing person determines reasonable as stated in said notice, the person making such order, or any person designated so to do, may enter into such building or upon such premises and remove such refuse, or any unusable materials or abate such conditions and the owner or occupant of said premises shall be liable for reasonable expenses incurred in doing so.

Abatement of Condition after Non-compliance - Pursuant to General Laws Chapter 139, Section 3A, any expense so incurred shall be a lien upon such building or premises, effective upon the filing in the appropriate Registry of Deeds a statement of enforcing person and setting forth the amount of said lien. The lien shall be enforced within the time and in the manner provided for the collection of taxes upon real estate.

Penalty - Any such owner or occupant who fails or refuses to comply with said order shall be punished by a fine of fifty dollars (\$50.00) for each consecutive forty-eight hours during which such failure or refusal to comply continues.

#### **PLAN REVIEW – FIRE DEPARTMENT**

The Pembroke Fire Department will receive a set of professionally drawn blueprints for all commercial buildings prior to any building permit being issued by the Building Inspector, which shall be reviewed for compliance with the State Fire Code, 527 CMR 1.00 et seq. as it incorporates National Fire Protection Association (NFPA) standards..

The prints will include a complete sprinkler system and riser diagram and/or a complete fire detection system diagram, as may be required by the State Fire Code.

The prints will include the fire alarm annunciator.

A letter on official company stationery of a fire code/fire safety professional hired by the owner, developer or occupant of the commercial building will accompany each set of blueprints or plan. Said letter will state that the system meets or exceeds all applicable State and Local codes and N.F.P.A. Standards.

Estimated installation dates and final acceptance dates are required to be shown on the blueprints, plans or accompanying letter. Submittal will include manufacturer's specification sheets.

Any deviation from the plan will be documented in writing and approved by the Fire Chief or his designee.

The Authority Having Jurisdiction, as defined under the State Fire Code, assumes no responsibility for items omitted on the blueprints but required by the State Fire Code. Final approval is given only after installation and inspection of the systems as shown on the blueprints and is signified by the signing off of the Pembroke Fire Department's section of the building occupancy permit, or the final fire alarm acceptance.

#### **FINES FOR FIRE ALARM SYSTEM MALFUNCTIONS – FIRE DEPARTMENT**

If there is a fire alarm malfunction as defined herein, the Fire Chief may assess a fine against a fire alarm system owner for each malfunction per calendar year starting January 1st and ending December 31st.



The following schedule shall apply:

First through Third No Charge

Each one thereafter \$100 each

(1) Single family residential alarms are exempt

(2) Weather related activations are exempt

The provisions of this section shall apply to:

Fire alarm systems connected to the Pembroke Fire Department or by other automatic means, or through a central station, or an alarm monitoring company;

Any fire alarm which is the result of the failure of the property owner, occupants, or agents to notify the Pembroke Fire Department of repairs, maintenance, or testing of the integral fire alarm system within the protected premises;

The operation of a faulty smoke or heat detection device;

Faulty control panel or associated equipment;

A water pressure surge in automatic sprinkler equipment; and

An action of the owner or employee, or occupant of the protected premises, or a contractor employed by the owner or occupant, causing an accidental activation of the internal fire alarm system.

Property owner will be billed once a month for the previous month's malfunctions.

Any fire alarm owner who is aggrieved by a fine imposed by the Fire Chief under this bylaw may within 10 days of such action file an appeal in writing to the Select Board of the Town of Pembroke. The Board shall render a decision and notify the owner by first class mail within 10 days of the hearing. The decision of the Board shall be the final administrative hearing. The owner shall have 30 days from the date of the written decision to seek judicial review in the District Court.

## **REGULATION OF LOCK BOXES - FIRE DEPARTMENT**

Any building or other facility for which the owner, occupant, manager, or other responsible party deems it necessary for the Fire Department to maintain keys shall install a lock box on the exterior of the building. This lock box shall be for the holding of any keys to the building or facility and for holding of any materials the owner, occupant, manager, or other responsible party feels necessary to provide the Fire Department for the efficient performance of its duties. This lock box would allow entry by the Fire Department in a non-destructive manner for providing emergency services and allow the Fire Department to properly secure the premises upon its exit from the facility.

The lock box shall be of a type and design as designated by the Fire Chief. The lock box would be securely fastened to the exterior of the building or other location as designated by the Fire Chief. The location of the lock box shall be lighted at all times, shall be clear and free of any encumbrances such as trees, shrubs, vines, signs, or lighting fixtures, shall be easily visible to approaching emergency vehicles, and shall be readily accessible during inclement weather.

It shall be the obligation of the owner, occupant, manager or other responsible party to update the keys in the lock box whenever there is a change of locks. This shall be done immediately upon the changing of the locks.

This By-Law shall apply to all properties for which the Fire Department does not maintain keys. All new non-residential properties that have fire alarm panels or sprinkler systems shall be required to install lock boxes.

Submitted by the Bylaw Review Committee

ADVISORY COMMITTEE RECOMMENDATION:

**Favorable Action**

SELECT BOARD RECOMMENDATION:

**Favorable Action**

EXPLANATION: *This bylaw will help to define the towns Fire department and to ensure compliance with State regulations.*

### **ARTICLE 15 – AMEND GENERAL BYLAWS TO ADD NEW ARTICLE XXXVIII – PEMBROKE MUNICIPAL AFFORDABLE HOUSING TRUST**

To see if the Town, having accepted the provisions of G.L. c. 44, §55C and established a Municipal Affordable Housing Trust pursuant to the vote taken under Article 14 of June 22, 2021 Annual Town Meeting, will vote to amend the Bylaws of the Town of Pembroke by adding a new section, Article XXXVIII, “Pembroke Municipal Affordable Housing Trust”, with text as printed below, or take and other action relative thereto.

#### **ARTICLE XXXVIII – PEMBROKE MUNICIPAL AFFORDABLE HOUSING TRUST**

Pursuant to the authority of General Laws Chapter 44, Section 55C, there is hereby created a local municipal affordable housing trust fund to be known as “Pembroke Affordable Housing Trust” (the “Trust”).

##### **SECTION 1.           Purpose**

The purpose of the Trust is to provide for the creation and preservation of affordable housing in the Town of Pembroke for the benefit of low- and moderate-income households and for the funding of community housing, as such terms are defined in and in accordance with the provisions of General Laws Chapter 44B, the Community Preservation Act (the “CPA”).

##### **SECTION 2.           Board of Trustees**

- (1) *Appointment and Tenure of Trustees:* There shall be a Board of Trustees (the “Board”) composed of five (5) Trustees, which shall include at least one (1) member of the Select Board, one (1) member who is Town Manager, one (1) member who is the Town Treasurer/Collector, one (1) member of the Affordable Housing Committee, as designated by said Affordable Housing Committee, and one (1) at-large member appointed by the Select Board, who shall preferably be experienced in real estate. The initial terms of the Trustees shall be staggered as one (1) or two (2) year terms, with three (3) of the initial Trustees to have terms of two (2) years and two (2) of the initial Trustees having a term of one (1) year. Thereafter, the Trustees shall serve for a term not to exceed two (2) years, such term beginning on July 1 and ending on June 30 of the expiration year or until such time as a successor is appointed, should a successor appointment be delayed.

- (2) *Residency, Vacancy, Resignation:* Only persons who are residents of the Town of Pembroke shall be eligible to hold the office of Trustee other than the Town Manager and the Treasurer/Collector. Any Trustee (other than the Treasurer) who ceases to be a resident of the Town of Pembroke shall cease to be a Trustee hereunder and shall promptly provide a written notification of the change in residence to the Board and to the Town Clerk. Any Trustee may resign by written instrument signed and acknowledged by such Trustee and duly filed with the Town Clerk. If a Trustee shall die, resign, or for any other reason cease to be a Trustee hereunder before his/her term of office expires, a successor shall be appointed pursuant to General Laws Chapter 41, Section 11 to fill such vacancy provided that in each case the said appointment and acceptance in writing by the Trustee so appointed is filed with the Town Clerk. No such appointment shall be required so long as there are four (4) Trustees in office. Upon the appointment of any succeeding Trustee and the filing of such appointment, the title to the Trust property shall thereupon and without the necessity of any conveyance be vested in such succeeding Trustee jointly with the remaining Trustees. Reference to the Trustee shall mean the Trustee or Trustees for the time being hereunder.

### SECTION 3. Powers of Trustees

The Board of Trustees shall have the following powers which shall be carried out in accordance with and in furtherance of the provisions of General Laws Chapter 44, Section 55C:

- (a) To accept and receive real property, personal property or money, by gift, grant, contribution, devise or transfer from any person, firm, corporation or other public or private entity, including but not limited to money, grants of funds or other property tendered to the Trust in connection with the provisions of the Pembroke Zoning By-Laws or other by-law, or any general or special law or any other source, including money from the CPA, provided, however, that any such money received from the CPA shall be used exclusively for community housing and shall remain subject to all the rules, regulations and limitations of the CPA when expended by the Trust, and such funds shall be accounted for separately by the Trust; and provided further, that at the end of each fiscal year, the Trust shall ensure that all expenditures of funds received from the CPA are reported to the Community Preservation Committee no later than September 1st on the designated Annual Report Form for inclusion in form CP-3, the CPA Projects Report, to the Department of Revenue;
- (b) To purchase and retain real or personal property for the purposes of the Trust, including without restriction investments that yield a high rate of income or no income, and to hold all or part of the Trust property uninvested for such purposes and for such time as the Board may deem appropriate;
- (c) To manage or improve real property and to abandon any property which the Trustees determine not to be worth retaining;
- (d) To sell, lease, exchange, transfer or convey any personal, mixed or real property at public auction or by private contract for such consideration and on such terms as to credit or otherwise, and to make such contracts and enter into such undertakings relative to Trust property as the Board deems advisable, notwithstanding the length of any such lease or contract;
- (e) To execute, acknowledge and deliver deeds, assignments, transfers, pledges, leases, covenants, contracts, promissory notes, releases and other instruments sealed or unsealed, necessary, proper or incident to any transaction in which the Board engages for the accomplishment of the purposes of the Trust;

- (f) To employ and pay reasonable compensation to advisors, administrators and agents, including but not limited to accountants, appraisers and lawyers as the Board deems necessary;
- (g) To apportion receipts and charges between income and principal as the Board deems advisable, to amortize premiums and establish sinking funds for such purpose, and to create reserves for depreciation, depletion or otherwise;
- (h) To participate in any reorganization, recapitalization, merger or similar transactions; and to give proxies or powers of attorney with or without power of substitution to vote any securities or certificates of interest; and to consent to any contract, lease, mortgage, purchase or sale of property, by or between any corporation and any other corporation or person;
- (i) To deposit any security with any protective reorganization committee, and to delegate to such committee such powers and authority with relation thereto as the Board may deem proper and to pay, out of Trust property, such portion of expenses and compensation of such committee as the Board may deem necessary and appropriate;
- (j) To carry property for accounting purposes other than acquisition date values;
- (k) To disburse Trust funds for the purpose of making loans or grants in furtherance of the creation or preservation of affordable housing in the Town of Pembroke upon such terms as the Trustees shall deem most appropriate to carry out such purposes;
- (l) To make distributions or divisions of principal in kind; and
- (m) To comprise, attribute, defend, enforce, release, settle or otherwise adjust claims in favor or against the Trust, including claims for taxes, and to accept any property, either in total or partial satisfaction of any indebtedness or other obligation, and subject to the provisions of the General Laws Chapter 44, Section 55C, to continue to hold the same for such period of time as the Board may deem appropriate.

#### SECTION 4. Funds Paid to the Trust

Notwithstanding any general or special law to the contrary, all monies paid to the Trust in accordance with any zoning bylaw, exaction fee, or private contribution shall be paid directly into the Trust and need not be appropriated or accepted and approved into the Trust. General revenues appropriated into the Trust become Trust property and to be expended these funds need not be further appropriated. All monies remaining in the Trust at the end of the fiscal year, whether or not expended by the Board within one year of the date they were appropriated into the Trust, remain Trust property.

#### SECTION 5. Taxes

The Trust is exempt from General Laws Chapter 59 and Chapter 62, and from any other provisions concerning payment of taxes based upon or measured by property or income imposed by the Commonwealth or any subdivision thereto.

#### SECTION 6. Governmental Body

- (1) The Trust is a governmental body for purposes of General Laws Chapter 30A, Section 18-25.
- (2) The Trust is a board of the Town for purposes General Laws Chapter 30B and Chapter 40, Section 15A, but agreements and conveyances between the Trust and agencies, boards, commissions,

authorities, department and public instrumentalities of the Town shall be exempt from the provisions of General Laws Chapter 30B. of the Board are public employees for purposes of General Laws Chapter 258.

(3) The Trust shall be deemed a municipal agency and the Trustees shall be designated the as special municipal employees for the purposes of the General Laws Chapter 268A.

SECTION 7. Duration of the Trust

This Trust shall be of indefinite duration, until terminated by a vote of Pembroke Town Meeting. Upon termination of the Trust, subject to the payment of or making provisions for the payment of all obligations and liabilities of the Trust, any financial assets attributable to contributions from the CPA fund will be considered unexpended allocations and returned to the CPA Fund as such. The then-remaining net assets of the Trust shall be transferred to the Town and held by the Select Board for community housing purposes. In making any such distribution, the Trustees may, subject to the approval of the Select Board, distribute the net assets in accordance with applicable law. The powers of the Trustees shall continue until termination of the Trust in accordance with applicable law.

SECTION 8. Liability

Neither the Trustees nor any agent or officer of the Trust shall have the authority to bind the Town of Pembroke.

SECTION 9. Reports

The Board shall keep a record of its doings and, at the close of every fiscal year, and prepare and submit an annual report thereof to the Select Board. The report shall include a description and source of funds received by the Trust and expenditures of the Trust.

SECTION 10. Declaration of Trust

The Trustees are hereby authorized to execute a Declaration of Trust and Certificate of Trust for the Town of Pembroke Affordable Housing Trust Fund, to be recorded with the Plymouth County Registry of Deeds and filed with the Plymouth Registry District of the Land Court.

SECTION 11. Severability

If any provision of this bylaw shall be deemed illegal or unenforceable by final judgment, order or decree issued by a Court of competent jurisdiction, the remaining provisions of this bylaw shall not be affected thereby, to the extent permitted by law.

Submitted by the Bylaw Review Committee

ADVISORY COMMITTEE RECOMMENDATION:

**Favorable Action**

SELECT BOARD RECOMMENDATION:

**Favorable Action**

EXPLANATION: *Passage of this article will establish a bylaw, following the 2021 Town Meeting vote to create a trust to be known as the Pembroke Affordable Housing Trust Fund whose purpose shall be to provide for the creation and preservation of affordable housing in the Town of Pembroke for the benefit of low- and moderate-income households and for the funding of community housing.*

**ARTICLE 16 – AMEND GENERAL BYLAWS TO UPDATE MEMBERSHIP OF  
COMMUNITY PRESERVATION COMMITTEE**

To see if the Town will vote to amend the Bylaws of the Town of Pembroke, Article XXXIV, “Community Preservation Act Committee”, Section 1, relative to committee membership, by striking numbers five (5) and six (6) as shown below by strikethrough, and renumbering seven (7) and eight (8) to reflect the removal and **listed in bold**; or take any other action relative thereto.

**Article XXXIV – Community Preservation Act Committee**

SECTION 1: Establishment

There is hereby established a Community Preservation Act committee, consisting of ~~nine (9)~~ **seven (7)** voting members pursuant to the provisions of G.L. c.44B, Sec. 5. The composition of the committee, the appointing authority and the term of office for the committee members shall be as follows:

- (1) One member of the Conservation Commission as designated by the commission;
- (2) One member of the Historical Commission as designated by the commission;
- (3) One member of the Planning Board as designated by the Board;
- (4) One member of the Housing Authority as designated by the Authority;
- ~~(5) One member of the DPW as designated by the Commission;~~
- ~~(6) One member of the Open Space Committee as designated by the Committee;~~
- (7) **(5)** One member of the Recreation Commission as designated by the Commission;
- (8) **(6)** Two members to be appointed by the Board of Selectmen.

Submitted by the Bylaw Review Committee

ADVISORY COMMITTEE RECOMMENDATION:

**Favorable Action**

SELECT BOARD RECOMMENDATION:

**Favorable Action**

EXPLANATION: *Passage of this article will adjust the membership of the committee from nine members down to seven members which will change the quorum from five to four. MGL c.44B §5 requires that the committee “shall consist of not less than five nor more than nine members.” The DPW no longer exists as it did when this was passed, and the Open Space Committee is a subcommittee of Conservation Commission who holds a permanent seat. Required by the statue is one member of Conservation Commission, one member of Historic District Commission, one member of the Planning Board, one member of the Recreation Commission and one member of the Affordable Housing Commission/Housing Authority. Additionally, the Select Board has two appointments for their designation which would bring the number of board members to seven (7).*

**ARTICLE 17 – ESTABLISH LIEUTENANT/PARAMEDIC POSITIONS**

To see if the Town will vote to establish the position of Lieutenant/Paramedic and transfer the sum of \$15,427.84 from The Ambulance Fund for the purpose of promoting four (4) Firefighter/Paramedics to the rank of Lieutenant/Paramedic or take any action relative thereto.

Submitted by Pembroke Fire Chief Jason Viveiros

ADVISORY COMMITTEE RECOMMENDATION:

**Favorable Action**

SELECT BOARD RECOMMENDATION:

**Favorable Action**

EXPLANATION: *The Pembroke Fire Department provides fire and EMS services 24 hours a day / 7 days a week. The department is divided into four groups. Each group is led by a Captain and has six Firefighters assigned to it. Currently all staff operates from one fire station located at 172 Center St. This article would provide the funding needed to promote four (4) Firefighter/Paramedics to the rank of Lieutenant/Paramedic. These promotions will be from existing staff and no additional personnel will be added. This step is part of a department-wide restructuring aimed at enhancing the department's ability to comply with staffing, response, and operational standards established by the National Fire Protection Agency (NFPA). Lieutenants will assist the captain in providing daily oversight of the firefighters assigned to each group. This is essential since more than 1,200 times per year the department receives simultaneous calls for service. In many cases there is not an officer available to respond. Additionally, as the department transitions into a two-station model it will be necessary to have supervision at both stations. Finally, Lieutenants will provide coverage when there is not a Captain available to work.*

#### **ARTICLE 18 – COMMUNITY PRESERVATION FUNDED PROJECT PROPOSALS**

To see if the town will vote to adopt and approve the following recommendations of the Pembroke Community Preservation Committee for fiscal year 2025, and to see if the town will vote to implement such recommendations by appropriating a sum or sums of money from the community preservation fund. Each recommendation is to be voted on individually.

Submitted by the Pembroke Community Preservation Committee

**Recommendation A:** To appropriate the sum of \$162,000.00 from the unreserved fund for recreational purposes, and that said funds be granted to the Recreation Director for the construction of new outdoor fitness courts at 128 Center Street, thereby rehabilitating land for recreational use, or take any other action relative thereto.

ADVISORY COMMITTEE RECOMMENDATION:  
SELECT BOARD RECOMMENDATION:

**Favorable Action**  
**Favorable Action**

**Recommendation B:** To appropriate the sum of \$49,000.00 from the historic resources reserve fund for historical preservation purposes and that said funds be granted to the Town Manager for the pavement of the parking area at the Bryantville Meetinghouse at 32 School Street, thereby preserving, rehabilitating and restoring this historic resource, or take any other action relative thereto.

ADVISORY COMMITTEE RECOMMENDATION:  
SELECT BOARD RECOMMENDATION:

**Favorable Action**  
**Favorable Action**

**Recommendation C:** To appropriate the sum of \$13,000.00 from the historic resources reserve fund for historical preservation purposes and that said funds be granted to the Town Manager for the painting and exterior repairs at the Bethel Chapel at 155 Washington Street, thereby preserving, rehabilitating and restoring this historic resource, or take any other action relative thereto.

ADVISORY COMMITTEE RECOMMENDATION:  
SELECT BOARD RECOMMENDATION:

**Favorable Action**  
**Favorable Action**

**Recommendation D:** To appropriate the sum of \$25,000.00 from the historic resources reserve fund for historical preservation purposes and that said funds be granted to the First Church for the replacement of the roof at 105 Center Street, thereby preserving, rehabilitating and restoring this historic resource, or take any other action relative thereto.

ADVISORY COMMITTEE RECOMMENDATION:  
SELECT BOARD RECOMMENDATION:

**Favorable Action**  
**Favorable Action**

#### **ARTICLE 19 – ACCEPT TOWN REPORTS**

To hear and act on the Reports of the Town Officers and Committees, or take any action relative thereto.

Submitted by the Select Board

ADVISORY COMMITTEE RECOMMENDATION:

**Favorable Action**

SELECT BOARD RECOMMENDATION:

**Favorable Action**

EXPLANATION: *This article allows any standing Board or Committee the opportunity to inform the Town of any important developments. All reports for the calendar year that were submitted by Department and Committee Heads are printed in the Annual Town Report.*

#### **ARTICLE 20 – ANNUAL TOWN ELECTION**

To bring to the Election Officers their vote, all on one ballot, for the following named Officers and Committees, to Wit:

Two Select Board members for three years; one Assessor for three years, one Board of Health member for three years; two Library Trustees for three years; one Library Trustee for a one-year vacancy; one Planning Board member for five years; one Constable for three years; two School Committee members for three years; one School Committee member for a one-year vacancy; one Water (DPW) Commissioner for three years; one Housing Authority member for five years; or take any other action relative thereto.

Submitted by the Town Clerk

ADVISORY COMMITTEE RECOMMENDATION:

**Favorable Action**

SELECT BOARD RECOMMENDATION:

**Favorable Action**

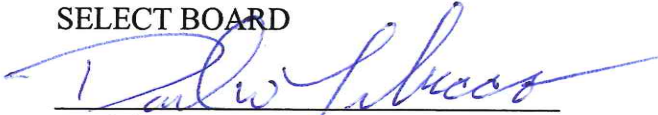
EXPLANATION: *Meeting for the Election of Officers to be held on Saturday, May 18, 2024 at: Pembroke Town Hall, Veteran's Hall (Precinct 1), Pembroke Community Middle School (Precinct 2 & 4), Bryantville Elementary School (Precinct 3) and North Pembroke Elementary School (Precinct 5).*



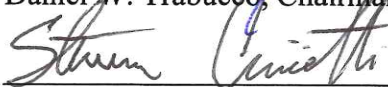
Hereof, fail not, and make due return of this Warrant, with your doings thereon, to the Town Clerk, at the time and place of meetings as aforesaid.

Given under our hands this 19th day in April in the year of our Lord Two Thousand and Twenty-Three,

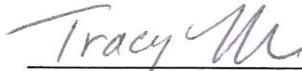
TOWN OF PEMBROKE  
SELECT BOARD



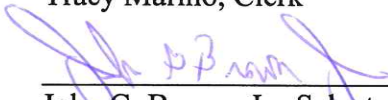
Daniel W. Trabucco, Chairman



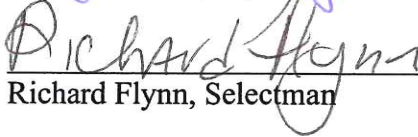
Steven Ciciotti, Vice-Chairman



Tracy Marino, Clerk



John G. Brown, Jr., Selectman



Richard Flynn, Selectman

A true copy, ATTEST:



Margaret Struzik, Town Clerk

PURSUANT TO THE WARRANT, for the Annual Town Meeting to be held on Tuesday, May 14, 2024, I have notified and warned the inhabitants of the Town of Pembroke by posting up attested copies of the same at the Town Office Building, Pembroke Center Library, Pembroke Center Post Office, North Pembroke Post Office, Bryantville Post Office, and the Country Corner Store.

POSTED: Date: \_\_\_\_\_ By: \_\_\_\_\_

# APPENDIX A

**COMPENSATION SCHEDULES**  
**ANNUAL SALARY SCHEDULE A**  
**FULL TIME OFFICERS AND EMPLOYEES**  
**EFFECTIVE JULY 1, 2024 THROUGH JUNE 30, 2025**

<u>Title</u>	<u>SA</u>	<u>Minimum</u>	<u>Proposed Minimum</u>	<u>2nd Year</u>	<u>Proposed 2nd Year</u>	<u>Maximum</u>	<u>Proposed Maximum</u>
Lieutenant (Fire) Captain (Fire)	SA-5	n.a.	n.a.	n.a.	n.a.	585	591
Call Firefighters	SA-6	n.a.	n.a.	n.a.	n.a.	445	449
Youth Services Librarian	SA-11	54,921	55,470	60,237	60,839	65,619	66,275
Assistant Librarian	SA-12	16,184	16,346	16,596	16,762	19,185	19,377
Associate Librarian II	SA-13	48,529	49,014	50,948	51,457	53,393	53,927
Associate Librarian I	SA-14	42,716	43,143	45,403	45,857	47,114	47,585
Building Inspector/Zoning Agent	SA-16	72,177	72,899	75,263	76,016	77,143	77,914
Animal Control Officer	SA-17	46,576	47,042	51,285	51,798	54,411	54,955
Dir. of Planning & Comm. Dev.	SA-22	68,040	68,720	73,211	73,943	78,275	79,058
Council on Aging Director	SA-29	58,347	58,930	61,265	61,878	64,329	66,458
Library Assistant Director	SA-31	54,622	55,168	58,991	59,581	65,025	65,675
Generalist Reference Librarian	SA-32	51,591	52,107	55,844	56,402	61,668	62,285

**ANNUAL SALARY SCHEDULE B**  
**APPOINTED PART TIME OFFICERS AND EMPLOYEES**  
**EFFECTIVE JULY 1, 2024 THROUGH JUNE 30, 2025**

<u>Title</u>	<u>Annual Salary</u>	<u>Proposed Annual Salary</u>
Conservation Agent Field Agent	37,226	37,598
Wiring Inspector	30,480	30,785
Veterans Agent	19,445	19,639
Plumbing Inspector	14,982	15,132
Gas Inspector	14,982	15,132
Animal Inspector	7,743	7,820
Summer Playground Director	7,575	8,525
Assist. Summer Playground Director	5,142	7,119
Inspector of Weights & Measures	7,049	7,119
Assistant Wiring Inspector	5,746	5,803
Herring Fisheries Superintendent	2,994	3,024
Civil Defense Director	2,994	3,024

# APPENDIX A

## COMPENSATION SCHEDULES HOURLY WAGE SCHEDULE C FULL TIME/PART TIME EMPLOYEES EFFECTIVE JULY 1, 2024 THROUGH JUNE 30, 2025

<u>Department</u>	<u>SC</u>	<u>Minimum</u>	<u>Proposed Minimum</u>	<u>2nd Year</u>	<u>Proposed 2nd Year</u>	<u>Maximum</u>	<u>Proposed Maximum</u>
Matron	SC-1	26.74	27.01	29.50	29.80	33.39	33.72
Patrolman-Permanent Intermittent	SC-1	26.74	27.01	29.50	29.80	33.39	33.72
Patrolman-Special	SC-2	26.74	27.01	29.50	29.80	33.39	33.72
Basic Recycling Attendant	SC-3	n.a.	n.a.	n.a.	n.a.	15.30	15.45
Part Time Laborer	SC-4	20.34	20.54	21.63	21.85	23.01	23.24
Call Firefighter	SC-5	22.98	23.21	22.98	23.21	22.98	23.21
Diver	SC-6	n.a.	n.a.	n.a.	n.a.	31.09	31.40
Building Committee Assistant (PT)	SC-8	n.a.	n.a.	n.a.	n.a.	23.68	23.92
Custodians	SC-9	20.29	20.49	22.56	22.79	24.45	24.69
Election&Census Workers, Registrars	SC-10	n.a.	n.a.	n.a.	n.a.	15.30	15.45
Senior Clerk	SC-11	19.32	19.51	20.57	20.78	21.85	21.85
Junior Clerk	SC-12	15.39	15.54	16.71	16.88	18.01	18.19
Typist-Part Time	SC-13	15.30	15.45	15.81	15.97	16.32	16.48
Maintenance Person (PT)	SC-13	15.30	15.45	15.81	15.97	16.32	16.48
Council on Aging Van Drivers	SC-13.1	16.94	17.11	17.58	17.76	18.30	18.48
Library Aide	SC-14	18.17	18.35	19.43	19.62	20.79	21.00
Lifeguard	SC-15	n.a.	16.00	n.a.	16.50	15.30	17.00
Water Safety/Lifeguard Train. Inst.	SC-16	n.a.	n.a.	n.a.	n.a.	16.32	17.76
Head Lifeguard/Water Safety Inst.	SC-18	n.a.	n.a.	n.a.	n.a.	16.46	20.10
Summer Counselor (Rec)	SC-19	n.a.	16.00	n.a.	16.50	15.30	17.00
After School Counselor (Rec)	SC-19	n.a.	16.00	n.a.	16.50	15.30	17.00
Summer Head Counselor (Rec)	SC-20	n.a.	n.a.	n.a.	n.a.	17.59	20.10
After School Head Counselor (Rec)	SC-20	n.a.	n.a.	n.a.	n.a.	17.59	20.10
Water Safety Instructor Aide	SC-21	n.a.	n.a.	n.a.	n.a.	15.30	16.48
Alternate Inspector, Building Dept.	SC-22	n.a.	n.a.	n.a.	n.a.	28.30	28.58
Dir.,Water Safety/Program Instructor	SC-23	n.a.	n.a.	n.a.	n.a.	20.58	22.07
Library Page	SC-25	n.a.	16.00	n.a.	16.50	15.30	17.00
Recycling Attendant	SC-25	15.30	16.00	n.a.	16.50	15.30	17.00
Recycling Supervisor	SC-28	16.32	18.90	17.01	19.50	17.63	20.10
Principal Clerk	SC-29	19.46	19.65	20.60	20.81	21.79	22.01

# APPENDIX A

## COMPENSATION SCHEDULES

### ANNUAL SALARY SCHEDULE D

#### ELECTED FULL TIME/PART TIME OFFICIALS

EFFECTIVE JULY 1, 2024 THROUGH JUNE 30, 2025

<u>Department</u>	<u>Annual Salary</u>	<u>Proposed Annual Salary</u>
Moderator	100	100
Selectman	1,800	1,800
Assessor	1,800	1,800
Town Clerk	94,406	94,406

# APPENDIX B

## *Town of Pembroke Fiscal Year 2025 Reccommended Budget*

	FY2022 Budget	FY2023 Budget	FY2024 Budget	FY2025 Request
<b>MODERATOR-114</b>				
Personal Services - Elected	\$ 100	\$ 100	\$ 100	\$ 100
<b>SELECT BOARD-122</b>				
Personal Services - Elected	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000
Personal Services	\$ 178,227	\$ 191,108	\$ 201,542	\$ 202,550
General Expenses	\$ 10,400	\$ 12,600	\$ 12,600	\$ 13,100
Audit Services	\$ 41,500	\$ 42,000	\$ 49,500	\$ 50,000
Pond Treatment	\$ 52,500	\$ 60,000	\$ 60,000	\$ 55,000
OPEB Study	\$ 8,000	\$ 9,000	\$ -	\$ -
South Shore Community Action Council	\$ -	\$ 5,000	\$ 5,000	\$ 4,500
Oldham Street Drainage	\$ -	\$ -	\$ 10,000	\$ -
<b>TOWN MANAGER-129</b>				
Personal Services	\$ 154,900	\$ 159,475	\$ 166,498	\$ 171,195
General Expenses	\$ 3,350	\$ 3,350	\$ 3,600	\$ 3,800
<b>ADVISORY COMMITTEE-131</b>				
Personal Services	\$ 6,000	\$ 6,000	\$ 6,000	\$ 5,000
General Expenses	\$ 500	\$ 550	\$ 550	\$ 550
<b>RESERVE FUND-133</b>				
Transfers	\$ 66,350	\$ 70,000	\$ 75,000	\$ 80,000
<b>TOWN ACCOUNTANT-135</b>				
Personal Services	\$ 157,951	\$ 172,714	\$ 180,890	\$ 183,378
General Expenses	\$ 50,000	\$ 49,315	\$ 47,315	\$ 42,115
<b>BOARD OF ASSESSORS-141</b>				
Personal Services - Elected	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400
Personal Services	\$ 265,687	\$ 285,120	\$ 261,745	\$ 264,417
General Expenses	\$ 43,600	\$ 53,100	\$ 62,835	\$ 64,165
<b>TREASURER/COLLECTOR-145</b>				
Personal Services	\$ 388,036	\$ 402,005	\$ 405,043	\$ 414,252
General Expenses	\$ 79,700	\$ 79,750	\$ 86,350	\$ 84,300
<b>LEGAL-151</b>				
Purchase of Services	\$ 115,000	\$ 115,000	\$ 105,000	\$ 105,000
<b>INFORMATION TECHNOLOGY-155</b>				
Personal Services	\$ -	\$ -		
General Expenses	\$ 97,900	\$ 104,900	\$ 122,500	\$ 143,685
<b>TOWN CLERK-161</b>				
Personal Services - Elected	\$ 88,961	\$ 92,555	\$ 94,869	\$ 96,240
Personal Services	\$ 51,882	\$ 52,660	\$ 54,503	\$ 59,000
General Expenses	\$ 10,600	\$ 11,900	\$ 12,450	\$ 13,700

## APPENDIX B

### ELECTIONS-162

Personal Services	\$	18,000	\$	34,000	\$	14,500	\$	60,000
General Expenses	\$	15,000	\$	19,600	\$	20,700	\$	30,250

### REGISTRATIONS-163

Personal Services	\$	7,600	\$	8,000	\$	8,000	\$	8,000
General Expenses	\$	5,200	\$	5,000	\$	4,650	\$	8,400

### CONSERVATION COMMISSION-171

General Expenses	\$	900	\$	900	\$	900	\$	450
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### PLANNING BOARD-175

Personal Services (Moved to DMI)	\$	-	\$	-	\$	-	\$	-
General Expenses	\$	2,750	\$	2,750	\$	2,750	\$	1,800

### ZONING BOARD OF APPEALS-176

General Expenses	\$	2,500	\$	2,500	\$	2,500	\$	1,800
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### TOWN BUILDING MAINTENANCE-192

Personal Services	\$	192,959	\$	201,850	\$	206,129	\$	191,973
General Expenses	\$	95,505	\$	102,315	\$	113,625	\$	124,100

### POLICE DEPARTMENT-210

Personal Services	\$	3,754,369	\$	4,123,368	\$	4,258,174	\$	4,403,587
General Expenses	\$	303,610	\$	320,080	\$	336,580	\$	328,930

### FIRE DEPARTMENT-220

Personal Services	\$	3,686,439	\$	3,718,620	\$	3,971,187	\$	4,123,315
General Expenses	\$	152,000	\$	157,615	\$	173,315	\$	175,315

### INSPECTIONAL SERVICES-241

Personal Services	\$	454,547	\$	480,580	\$	509,938	\$	529,800
General Expenses	\$	17,450	\$	17,450	\$	19,425	\$	22,925

### EMERGENCY MANAGEMENT-291

Personal Services	\$	4,250	\$	4,250	\$	4,250	\$	4,250
General Expenses	\$	10,001	\$	10,250	\$	10,250	\$	9,750

### ANIMAL CONTROL OFFICER-292

Personal Services	\$	52,036	\$	78,150	\$	81,250	\$	78,813
General Expenses	\$	10,000	\$	11,100	\$	15,786	\$	14,486

### PUBLIC WORKS-422

Personal Services	\$	959,712	\$	1,096,019	\$	1,121,175	\$	1,087,897
General Expenses	\$	290,525	\$	326,275	\$	357,529	\$	375,079

### SNOW & ICE-423

Snow & Sanding	\$	175,000	\$	185,000	\$	185,000	\$	185,000
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### TOWN WIDE UTILITIES - 424

General Expenses		197,950		205,350	\$	221,350	\$	236,402
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### BOARD OF HEALTH-510

General Expenses	\$	25,000	\$	26,350	\$	26,850	\$	27,100
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## APPENDIX B

### COUNCIL ON AGING-541

Personal Services	\$	225,751	\$	252,946	\$	272,668	\$	303,407
General Expenses	\$	40,675	\$	41,675	\$	43,500	\$	32,300
Senior Tax Program	\$	5,000	\$	5,000	\$	5,000	\$	5,000

### VETERANS' SERVICES-543

Personal Services	\$	74,002	\$	75,297	\$	77,461	\$	78,315
General Expenses	\$	1,950	\$	1,950	\$	2,100	\$	2,100
General Relief	\$	115,000	\$	115,000	\$	115,000	\$	115,000

### COMMISSION ON DISABILITIES-599

General Expenses	\$	500	\$	500	\$	500	\$	500
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### LIBRARY-610

Personal Services	\$	591,053	\$	603,975	\$	613,575	\$	619,711
General Expenses	\$	65,900	\$	81,520	\$	89,020	\$	90,900
Books	\$	90,000	\$	90,000	\$	92,500	\$	92,500

### LYDIA DRAKE LIBRARY

General Expenses	\$	5,000	\$	5,000	\$	5,300	\$	5,100
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### RECREATION COMMISSION-630

Personal Services	\$	112,689	\$	112,634	\$	123,431	\$	161,633
General Expenses	\$	9,220	\$	10,940	\$	12,100	\$	12,100

### COMMUNITY CENTER-631

Personal Services	\$	-	\$	-	\$	-	\$	7,300
General Expenses	\$	42,550	\$	4,400	\$	14,950	\$	88,000

### HERRING FISHERIES-632

General Expenses	\$	1,800	\$	1,800	\$	1,845	\$	1,600
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### TOWN LANDING-634

Personal Services	\$	40,000	\$	44,000	\$	44,000	\$	44,000
General Expenses	\$	1,500	\$	1,500	\$	1,580	\$	1,580

### TOWN CLOCK WINDER-638

Personal Services	\$	1,525	\$	1,548	\$	1,587	\$	1,600
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### TOWN MEMORIAL COMMITTEE-670

General Expenses	\$	4,000	\$	4,000	\$	9,650	\$	9,500
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### PLYMOUTH COUNTY COOPERATIVE

General Expenses	\$	107	\$	107	\$	110	\$	110
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### HISTORICAL COMMISSION-691

General Expenses	\$	1,000	\$	1,000	\$	1,025	\$	1,000
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## APPENDIX B

### **MATURING DEBT PRINCIPAL-710**

General Expenses	\$	835,980	\$	992,460	\$	871,424	\$	801,445
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### **MATURING DEBT EXCLUDED - 712**

General Expenses	\$	1,470,000	\$	2,172,000	\$	2,150,000	\$	2,120,000
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### **MATURING DEBT INTEREST-720**

General Expenses	\$	197,676	\$	246,464	\$	205,816	\$	170,372
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### **MATURING DEBT INTEREST-722**

General Expenses	\$	539,470	\$	857,201	\$	758,976	\$	668,426
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### **SHORT TERM INTEREST-730**

General Expenses	\$	28,838	\$	50,000	\$	37,737	\$	373,903
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### **RETIREMENT-911**

General Expenses	\$	3,990,309	\$	4,298,632	\$	4,803,392	\$	5,241,631
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### **UNEMPLOYMENT COMPENSATION - 913**

General Expenses	\$	120,000	\$	100,000	\$	95,000	\$	95,000
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### **HEALTH INSURANCE-914**

General Expenses	\$	8,806,968	\$	9,116,017	\$	9,479,927	\$	10,099,936
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### **LIFE INSURANCE-915**

General Expenses	\$	20,000	\$	20,000	\$	20,000	\$	20,000
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### **MEDICARE TAX-916**

General Expenses		545,000		563,325	\$	625,000	\$	635,000
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### **PROPERTY & LIABILITY INSURANCE - 945**

General Expenses	\$	690,380	\$	702,644	\$	765,000	\$	782,500
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### **School General Fund Totals**

	\$	35,500,000	\$	36,615,000	\$	37,670,000	\$	38,580,000
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<b>Total</b>	\$	<b>66,492,690</b>	\$	<b>70,318,509</b>	\$	<b>72,713,277</b>	\$	<b>75,361,337</b>
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## APPENDIX C

### Water Budget

<b>WATER</b>	<b>FISCAL 2022 BUDGET</b>	<b>FISCAL 2023 BUDGET</b>	<b>FISCAL 2024 BUDGET</b>	<b>FISCAL 2025 REQUEST</b>
Salaries	735,736	840,447	882,711	961,051
Expenses	605,928	638,437	654,409	743,809
Debt Service	719,153	730,969	708,781	807,396
Capital	265,000	340,000	305,000	340,000
Reserve Fund	100,000	100,000	100,000	100,000
<b>Total Cost Water</b>	<b>2,425,817</b>	<b>2,649,853</b>	<b>2,650,901</b>	<b>2,952,256</b>

## APPENDIX D

### Solid Waste Budget

<b>SOLID WASTE</b>	<b>FISCAL 2022 BUDGET</b>	<b>FISCAL 2023 BUDGET</b>	<b>FISCAL 2024 BUDGET</b>	<b>FISCAL 2025 REQUEST</b>
Salaries	81,792	83,019	85,654	104,766
Expenses	1,879,331	1,965,099	2,018,371	2,355,871
Debt Service	239,637	175,099	180,555	182,652
Reserve Fund	0	0	25,000	30,000
<b>Total Cost Solid Waste</b>	<b>2,200,760</b>	<b>2,223,217</b>	<b>2,309,580</b>	<b>2,673,288</b>

# APPENDIX E

## Capital Budget, Article 5

### TOWN OF PEMBROKE

### FISCAL YEAR 2025 CAPITAL PLAN BUDGET

Department	Request	Estimate	Funding Source
Lydia Drake	HVAC Repair	\$6,500	Free cash
Pembroke Public Library	Roof & Scupper Repair and Replacement	\$75,000	Free Cash
Pembroke Public Library	HVAC Rooftop Unit Replacement	\$150,000	Free Cash
DPW Highway	Roadway Improvements	\$600,000	Free Cash
Fire	Turnout Gear	\$50,000	Free cash
School	HVAC	\$225,000	Free cash
School	K-6 Envision Math Curr	\$119,000	Free cash
Town Manager	Building Maintenance	\$100,000	Free cash
Town Manager	Information Technology Replacement	\$45,000	Free cash
Water	Backhoe	\$180,000	Water Borrowing
Water	1/2 Ton Pick Up	\$75,000	Water Retained Earnings
Water	SCADA Upgrade	\$75,000	Water Retained Earnings
Water	Edgewood Bogs Well Field	\$390,000	Water Borrowing
Water	Vacuum Trailer	\$100,000	Water Borrowing
Water	Well 4 Replacement	\$300,000	Water Borrowing
Water	Water Main Upgrade (High St)	\$5,000,000	Water Borrowing
Water	Water Station 2 Treatment Engineering	\$700,000	Water Borrowing
Water	Update Water Master Plan 20 Year	\$130,000	Water Borrowing
Water	Update Rules/Regs Water Availability Permit	\$15,000	Water Retained Earnings
Water	Brockton Interconnection	\$200,000	Water Borrowing
Water	Glenwood Roofing, Siding, Windows	\$115,000	Water Borrowing
Water	Water System/Main Upgrade (W. Elm/Oldham)	\$1,000,000	Water Borrowing

**COMMONWEALTH OF MASSACHUSETTS**  
**TOWN OF PEMBROKE**  
***SPECIAL TOWN MEETING WARRANT***  
WITHIN THE ANNUAL TOWN MEETING  
***TUESDAY, MAY 14, 2024***

PLYMOUTH, ss.

To either of the Constables of the Town of Pembroke in the county aforesaid.

GREETING: In the name of the Commonwealth of Massachusetts, you are hereby required and directed to notify and warn the inhabitants of the Town of Pembroke who are qualified to vote on Town Affairs and Elections therein to meet at the PEMBROKE HIGH SCHOOL, Learning Lane, on TUESDAY, the FOURTEENTH DAY OF MAY, 2024 at SEVEN THIRTY O'CLOCK in the evening, then and there to act on the following:

**ARTICLES 1 THROUGH 3**

**ARTICLE 1 – DEPARTMENTAL TRANSFERS**

To see if the Town will vote to authorize the below listed transfers to supplement Fiscal Year 2024 appropriations, and to authorize the below listed reductions in Fiscal Year 2024 appropriations, or take any other action relative thereto:

Transfer To:

Assessors: General Expenses	\$ 6,500.00
Elections: Wages & Salaries	\$ 5,000.00
Elections: General Expenses	\$ 5,000.00
Town Buildings: General Expenses	\$ 37,000.00
D.M.I.: Wages & Salaries	\$ 22,500.00
D.P.W.: General Expenses	\$ 25,000.00

Transfer From:

Town Buildings: Wages & Salaries
Town Buildings: Wages & Salaries
Town Buildings: Wages & Salaries
Town Buildings: Wages & Salaries
Town Buildings: Wages & Salaries
D.P.W.: Wages & Salaries

Submitted by the Town Accountant & Department Heads

ADVISORY COMMITTEE RECOMMENDATION:

**Favorable Action**

SELECT BOARD'S RECOMMENDATION:

**Favorable Action**

EXPLANATION: *These transfers are requested to meet shortfalls in the current budget.*

**ARTICLE 2 – FUND COLLECTIVE BARGAINING AGREEMENTS**

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide a sum of money for the purpose of funding the cost of items of the first year of any new collective bargaining agreements between the Town and AFSCME Council 93, Local 1700 (Town Clerical), (Public Works), (Water Enterprise), and the Pembroke Police Superior Officers Association or take any other action relative thereto.

Submitted by the Select Board

ADVISORY COMMITTEE RECOMMENDATION:

**Favorable Action**

SELECT BOARD'S RECOMMENDATION:

**Favorable Action**

EXPLANATION: *This article allows the Town to fund collective bargaining agreements negotiated between the Select Board and the listed Town Unions.*

**ARTICLE 3 – CITIZENS PETITION ARTICLE**

Move that Should the current COA building be offered to any town entity the Firehouse Pantry be given the right of first refusal to operate the Town Pantry.

ADVISORY COMMITTEE RECOMMENDATION:  
SELECT BOARD'S RECOMMENDATION:  
EXPLANATION:

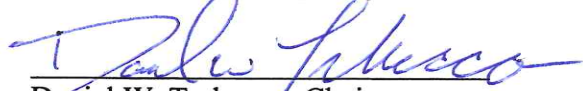
Submitted by Julie Caruso and Others  
**Unfavorable Action**  
**Town Meeting Floor**

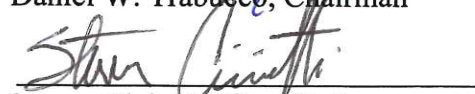
And you are directed to serve this Warrant by posting attested copies thereof at the Town Office Building, Pembroke Center Post Office, North Pembroke Post Office, Bryantville Post Office, Pembroke Center Library and the Country Corner Store.

Hereof, fail not, and make due return of this Warrant, with your doings thereon, to the Town Clerk, at the time and place of meetings as aforesaid.

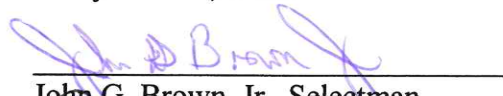
Given under our hands and seals this 24<sup>th</sup> day of April, 2024.

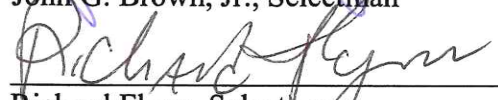
PEMBROKE SELECT BOARD

  
Daniel W. Trabucco, Chairman

  
Steven Ciciotti, Vice-Chairman

  
Tracy Marino, Clerk

  
John G. Brown, Jr., Selectman

  
Richard Flynn, Selectman

A TRUE COPY ATTEST:   
Margaret Struzik, Town Clerk

Pursuant to the Warrant for the Special Town Meeting to be held on May 14, 2024, I have notified and warned the inhabitants of the Town of Pembroke by posting up attested copies of the same at the Town Office Building, Pembroke Center Library, Pembroke Center Post Office, North Pembroke Post Office, Bryantville Post Office, and the Country Corner Store.

POSTED: \_\_\_\_\_  
Date Constable