

**MINUTES OF THE SELECT BOARD MEETING  
February 22, 2023**

**PRESENT:** Daniel W. Trabucco (Chairman), Tracy Marino (Vice Chair), John G. Brown, Jr. (Clerk), Rebecca Coletta (Selectwoman), Steven Ciciotti (Selectman), William Chenard (Town Manager), Sabrina Chilcott (Assistant Town Manager), Michael Buckley (Accountant), Margaret Struzik (Town Clerk) Elin Flashman, and others.

At 7:00 pm Mr. Trabucco opened the meeting with the Chairman's statement.

At 7:05pm, Mr. Brown moved to enter executive session, Ms. Marino seconded, the motion passed unanimously by roll call vote.

At 7:30pm, the board returned from executive session.

**PUBLIC HEARING: ST. GEORGE, INC. D/B/A A SLICE ABOVE PIZZERIA: TRANSFER OF COMMON VICTUALER LICENSE #CV-43 TO SERVE PREPARED FOOD AT 264 WASHINGTON STREET**

Mr. Wahib explained that he would be taking over A Slice Above Pizzeria, he will make some interior changes, consisting of moving tables. The liquor license to be surrendered back to the Town.

Mr. Ciciotti moved to grant the application of St. George, Inc., Romany Wahib, Manager, for a transfer of the common victualer's license CV-43 currently exercised at 24 Washington Street, Pembroke, MA; premises consists of a center unit of a three-unit, single story, commercial building with one entrance in front of and one in rear, pending approval of the Health Agent, seconded by Ms. Coletta, the motion passed unanimously.

**PUBLIC HEARING: WASHINGTON STREET MOTORS, INC.: CLASS II LICENSE AMENDMENT/CHANGE OF CORPORATE STRUCTURE FROM CAMERON MEHR D/B/A WASHINGTONS STREET AUTO SALES, 239 WASHINGTON ST CLASS II LICENSE #CII-70**

Mr. Mehr was not present for the hearing on a housekeeping item. Ms. Chilcott summarized to the board what the change was. Mr. Mehr took over the business from his father, everything stayed the same, he changed the corporate structure and nothing else.

Ms. Coletta moved to grant the change of corporate structure for Class II License #70, Washington Street Motors, Inc. located at 239 Washington Street, Pembroke MA, Mr. Ciciotti seconded, the motion passed unanimously.

**PUBLIC HEARING: DAIRY TWIST, INC. D/B/A THE DAIRY TWIST: TRANSFER OF COMMON VICTUALER LICENSE #CV-12 TO SERVE PREPARED FOOD AT 580 WASHINGTON ST**

Mr. Hopfgarten stated to the board that he was taking over the operations of Dairy Twist, no changes made. He discussed his background and prior history with the business.

Ms. Marino moved to grant the application of Dairy Twist, Inc., Jonathan Hopfgarten, Manager, for a transfer of the common victualer's license CV-12 currently exercised at 580 Washington Street, Pembroke MA, pending approval of the Health Agent, Mr. Brown seconded, the motion passed unanimously.

**BOARD ACTION: DISCUSS/VOTE: APPLICATION FOR USE OF TOWN ROADS "SET THE PACE 5K" ON SATURDAY, APRIL 29, 2023**

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Ms. Coletta moved to approve the Use of the Town's roads by South Shore Race Management on Saturday, April 29, 2023, starting at 6:00am on Hobomock, Standish, Lake, Plain, Valley and Forest Streets, subject to approval and conditions of the Pembroke Police Department, seconded by Ms. Marino, the motion passed unanimously.

### **BOARD ACTION: VOTE SUBMITTED ARTICLES FOR INCLUSION IN THE 2023 ANNUAL AND SPECIAL WITHIN THE ANNUAL TOWN MEETING WARRANTS**

Ms. Chilcott explained the articles included in the special within the annual, which included two regular articles that are included every year. Mr. Trabucco clarified that the board would only vote to include these articles on the warrant. Ms. Coletta moved to include the articles presented in the annual town meeting warrant, Ms. Marino seconded, the motion passed unanimously.

Mr. Chenard walked the board through each article up for inclusion for the annual town meeting warrant. Discussion regarding each article ensued among the board members and Mr. Chenard before they were voted on. Mr. Trabucco made it clear to the public that the board has the authority to not include any of the presented articles, except for citizens petition articles.

Articles 1-9 were routine articles. Ms. Coletta moved that articles 1 through 9 be placed on the annual town meeting warrant, Mr. Ciciotti seconded, the motion passed unanimously.

Mr. Trabucco asked if the school committee would present regarding this article; Mr. Chenard stated that the superintendent would be present in upcoming meetings, Mr. Trabucco asked that when discussion happens regarding the article, he would like the committee invited. Ms. Marino moved to include article 10, to explore joining the regional vocational school, in the annual town meeting warrant, Mr. Ciciotti seconded, the motion passed unanimously.

Ms. Marino moved to include article 11, adopt MGL Chapter 40 subsection 139 and amend the general bylaws, in the annual town meeting warrant, Mr. Brown seconded, the motion passed unanimously.

The board agreed that more information was needed for this article but stated that the article should move forward on the warrant. Ms. Marino moved to include article 12, amend zoning bylaws (MBTA communities), in the annual town meeting warrant, Mr. Brown seconded, the motion passed unanimously.

Mr. Trabucco stated that the committee would attend a future meeting for this article. Discussion ensued regarding how the committee came to be. Ms. Chilcott spoke about the recycling committee and their goal to educate the public on more topics than just recycling, she stated that two members would present to the board. Mr. Ciciotti stated that he believed there were already other committees who could handle the education topics that the recycling committee was trying to expand upon. Ms. Coletta moved to include article 13, Recycling Committee name change, in the annual town meeting warrant, Ms. Marino seconded, Mr. Ciciotti opposed, the motion passed in favor 4-1.

Ms. Marino moved to include article 14, CPC funded project proposals, in the annual town meeting warrant, Mr. Brown seconded, the motion passed unanimously.

Ms. Coletta moved to include article 15, accept town reports, in the annual town meeting warrant, Mr. Ciciotti seconded, the motion passed unanimously.

Discussion ensued on the process of article 16 as it relates to proposed article 18. Mr. Ciciotti moved to include article 16, the annual town election, Ms. Coletta seconded, the motion passed unanimously.

Ms. Struzik was present to discuss the proposed salary increase article. She stated that there had been no voted raise since 2016. She stated that the office's workload had increased tremendously. Mr. Trabucco

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asked if Ms. Struzik had comparisons for appointed versus elected, she stated she did not at that moment. Mr. Chenard told the board that through salary surveys of the position, Pembroke's Town Clerk is well compensated. Mr. Trabucco stated that if the article was allowed, it would set a precedent for other employees who disagree with the raise appropriated by the Town Manager. Mr. Ciciotti moved to remove article 17, the Town Clerk's salary increase, from the annual town meeting warrant but to include a description of the salary position in the article one explanation, Mr. Brown seconded, the motion passed unanimously.

Mr. Chenard walked the board through a summary of the article for inclusion regarding the public safety building complex. He stated that article 18 would be the appropriation, and then a ballot question would appear for the May election. Ms. Coletta expressed concern over the article, stated that there had not been an official presentation on the project. She expressed concern about voting on something not yet seen. Mr. Ciciotti agreed with Ms. Coletta and would like voters to get more information. Ms. Struzik asked the board to reiterate, if the article is on the warrant, that the election vote would take place the following Saturday. Ms. Chilcott suggested changing the explanation to clarify when the election vote would take place. Most board members expressed that they would've liked to see a presentation sooner as there was two months to make this decision. Mr. Trabucco asked to hold article 18; Ms. Coletta requested that the packet from the committee be sent via email to board members. Mr. Ciciotti suggested moving the article to the fall to which Mr. Brown stated that if delayed, a special election would need to occur which incurs most cost. The board agreed to revisit the article after Mr. Chenard's update.

The petitioner, Don Bryant, asked to wait on discussion until recommendations are made. Ms. Marino moved to include article 19. Citizens petition to amend recall provisions, on the annual town meeting warrant, Mr. Ciciotti seconded, the motion passed unanimously.

Mr. Brown moved to include article 18, the public safety building project, on the annual town meeting warrant, Mr. Trabucco seconded, board members discussed approving the article for inclusion with the idea that the article could be pulled if board members were not comfortable with the article by the time that warrant was signed. After discussion, the motion passed unanimously.

### **BOARD ACTION: VOTE TO APPROVE MINUTES OF JANUARY 18, JANUARY 24, AND FEBRUARY 8, 2023**

Ms. Coletta moved to accept the minutes of January 18, January 24 and February 8, 2023, Ms. Marino seconded, the motion passed unanimously.

### **BOARD ACTION: DISCUSSION OF ANNUAL REVIEW PROCESS AND FORMAT FOR TOWN MANAGER**

Mr. Trabucco discussed the review process for the town manager. The board agreed to use a template that was used by other towns. Ms. Coletta stated that the review was to include the school superintendent and four direct reports, Mr. Chenard recommended that the board forward it to the superintendent and decide on four direct reports to request feedback from. Discussion ensued regarding the four direct reports to be chosen for feedback. The board decided to request feedback from the public safety chiefs, the DPW director, and the Treasurer/Collector, results to be compiled aggregately so that comments would not be specific to the report who made them. The board agreed to submit their reviews by the March 8 meeting. Mr. Chenard agreed to submit his self-assessment by March 8.

### **SCHEDULED APPOINTMENT: FY24 BUDGET PRESENTATIONS: TOWN ACCOUNTANT, TREASURER/COLLECTOR, TOWN CLERK, ASSESSOR**

Mr. Chenard introduced Michael Buckley, Peg Struzik and Jeanne Gigliotti to the board and stated that he would do an overview of their respective budgets as well as the Treasurer/Collector budget. Mr. Chenard

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stated that as of that meeting, the snow removal budget was not as spent as prior years due to the lack of snow. Mr. Chenard discussed the moderator, reserve fund, legal, Conservation Commission, Planning Board, and Zoning Board line items. Mr. Chenard summarized the Select Board and Town Manager budget. He noted that there was a vacancy in the Town Manager's office. There was a discussion regarding vacation buyback, Mr. Chenard pointed out that it was allowed within the wage and personnel bylaws.

Mr. Chenard discussed the Advisory Committee, noting that the reserve fund needed to be edited to \$75,000. Mr. Chenard summarized the Town Accountant budget, noting that our Town Accountant is a part time position. He stated that the computer maintenance costs were from MUNIS, the financial system used by the town.

Mr. Chenard did a brief overview of the Assessor's budget; he included that the office was still consulting former Chief Assessor Cathy Salmon. Ms. Gigliotti presented the Board of Assessors budget to the board; she gave a brief overview of what the office was responsible for. She stated that home values had increased quite a bit, almost 20%. Mr. Ciciotti requested a copy of Ms. Gigliotti's presentation. Mr. Chenard and Ms. Gigliotti encouraged residents and board members to watch the video by PACTV that described the exact function of the Assessor's office.

Mr. Chenard discussed the Town Clerk, Elections and Registrations budget. He highlighted the part time employees, which decreased because there would not be a presidential election during the fiscal year. He also noted that police details have increased as there have been details at early voting. Mr. Trabucco asked Mr. Chenard to confirm that the police expense incurred for this department is not related to the overtime overage, Mr. Chenard stated that they were two separate budgets.

Mr. Chenard detailed Legal Service and Information Technology. He stated that there are some cases in land court that may have expenses in the upcoming year. Mr. Trabucco asked when the contract was up for renewal with the town's legal counsel, Mr. Chenard stated that KP Law would be up for reappointment in June and more discussion was to come regarding those services. Mr. Ciciotti about the large increase in some IT categories, Mr. Chenard stated that a large expenditure were the phones, as they were nearing the need for replacement. Mr. Chenard informed the board that IT services would be consolidated between departments in the future.

Mr. Chenard gave an overview of facilities maintenance. Mr. Ciciotti asked for an explanation of the discrepancy in custodial salaries. Mr. Chenard stated that the town had vacancies, there was a recent hire to fill one of the vacancies. Ms. Chilcott clarified that previously, there were four custodians for five buildings. For the past year, there were only two custodians, now the town is back to three custodians for four buildings as the Community Center was demolished.

Mr. Chenard discussed the Treasurer/Collector budget. He stated that most line items stayed the same. The major increase for the department included checks and envelopes as mailing costs had increased. Mr. Chenard noted that there was a master document that would be available in the Town Manager's office for anyone interested to look at that would be continuously updated.

## **TOWN MANAGER'S REPORT**

Community Center Update: Mr. Chenard presented a project update to the board. He stated that the schedule was still on track and under budget. All footings were in. The schedule showed that structural work would begin late March or early April. Mr. Chenard said that unless something were to happen, the town would not need to borrow the money voted at the fall town meeting. There was preliminary discussion regarding a groundbreaking ceremony.

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Public Safety Building Update: Mr. Chenard showed a presentation of the site plan thus far. The Historic District Commission was still deciding on the request to move the Turner House, the cost of which would be forthcoming. Mr. Chenard discussed the site and proposed floor plan with the board. The layout featured many shared spaces between the departments. The Monroe Street satellite location was also presented; Mr. Chenard noted that there would not be police services at that location. The Monroe Street station would be staffed with two to three department members at all times. Mr. Chenard stated that he was not in support of the original design for the Monroe Street station but the Fire Chief and Deputy Chief worked with the architects to rework the design that was presented and he was in full support of the reworked design. Mr. Chenard summarized the cost structure for the board with the total cost of the project estimated to be approximately \$62 million. Mr. Chenard noted that the relocation of the Turner House, if approved, was included in the cost structure summary as presented to the board. Discussion ensued regarding the potential uses of the current public safety stations once the new building was constructed. Mr. Chenard planned to have the architects present at the next Select Board meeting.

Ms. Coletta asked Mr. Chenard the status of a Water Superintendent, Mr. Chenard announced that a Water Superintendent had been hired, signed a contract and would be starting in April.

## **LIAISON UPDATES**

## **OLD/NEW BUSINESS**

Ms. Coletta informed the board of her decision to not move forward as a member of the Master Planning Committee. She asked to replace her appointment with Ms. Marino's appointment to that committee. Ms. Coletta made a motion to replace herself on the Master Planning Committee with Tracy Marino, Mr. Brown seconded, the motion passed unanimously.

## **COMMUNITY COMMENT**

At 11:15pm, Mr. Trabucco asked for motion to adjourn, Mr. Brown moved it, Ms. Marino seconded, the motion passed unanimously.

## **MATERIALS & EXHIBITS**

Transfer of Common Victualer License – A Slice Above (TM Office)  
Change of Corporate Structure – Washington Street Auto Sales (TM Office)  
Transfer of Common Victualer License – Dairy Twist (TM Office)  
Articles for Annual Town Meeting (TM Office)  
Minutes (TM Office)  
Budget Presentation (TM Office)  
Public Safety Building Presentation (TM Office)