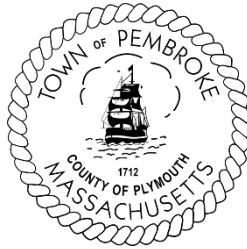


TOWN OF PEMBROKE, MASSACHUSETTS



ADVISORY COMMITTEE RECOMMENDATIONS

2020

ANNUAL TOWN MEETING WARRANT

ATTEND THE ANNUAL TOWN MEETING
TUESDAY, JULY 28, 2020
7:00 P.M.

PEMBROKE HIGH SCHOOL
LEARNING LANE
PEMBROKE, MA

SUMMARY OF MOTIONS

Name of Motion

Main Motions

Debatable

Votes Required

- | | | |
|--|-----|--|
| 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)

2020 ANNUAL TOWN MEETING: KEY POINTS FOR VOTERS

Dear Pembroke Voters,

This year, the Annual Town Meeting is coming at a difficult and challenging time, as we address the unique circumstances associated with the COVID-19 pandemic. Therefore, we think it is important to share detailed information with voters about the place and logistics for the 2020 Annual Town Meeting, which will be held Tuesday, July 28, 2020 at 7:00 PM at the Pembroke High School.

First and foremost, we want you to know that special COVID-19 related public safety measures and precautions are being put in place. The overarching goal is to do everything possible to conduct the meeting in a way that protects the health and safety of attendees, while at the same time upholding our high Town Meeting standards of participatory democracy. The planning and organization of this year's annual meeting is being done in collaboration with the: Town Clerk, Peg Struzik; Chief of the Fire Department, Ken McCormick; Chief of the Police Department, Richard Wall; Health Agent, Lisa Cullity; and the PHS facilities team.

Below is a summary of the specific steps being taken to help conduct the annual town meeting safely and efficiently.

- **Meeting Venue:** This year's annual town meeting will be held inside the Pembroke High School in both the auditorium and the cafeteria. Both rooms will be used in order to provide proper social distancing. The building and bathrooms will be disinfected. The Town Clerk will set up five (5) registration tables with plexiglass to protect the workers and citizens. Voters will sign in according to last name (not by precinct). PACTV will set up the audio/visual in the auditorium and a secondary room in the cafeteria with overhead microphones. The building and bathroom will then be disinfected again. If you are hearing impaired, please advise the police officer of this fact and you will be seated in the auditorium. Non-voters will be seated in the cafeteria. Medically exempt facial covering voters will be seated in the cafeteria.
- **Social Distancing:** Safe social distancing measures will be followed for voter check-in and in the arrangement of seating. The custodial staff will mark 6' seating. Please ensure that you do not move seats.
- **Facial Coverings:** You will be required to wear a mask or other face covering from the time you leave your vehicle until you re-enter your vehicle at the conclusion of the meeting. A limited number of masks will be available if you do not have a mask or facial covering. If you cannot wear a mask you will be seated in the cafeteria. If you are unable to wear a mask for a long-term period due to medical reasons you will be seated in the cafeteria.
- **Materials:** We will not be recycling materials so please take your warrants home with you or place them in the trash barrels at the exit. We encourage you to print out the warrant from the Town's website and bring it with you. For the safety of our citizens we will not allow additional materials to be disseminated. Please bring your own water and hand sanitizer.
- **Entry:** We ask that anyone who has had any symptoms or a temperature not attend the meeting for the safety of all. One party or a family will enter at a time. Please plan to arrive early so you can get seated before the start of the meeting. Please maintain the 6' social distancing length at all times. There will be five registration tables. Voters will register by last name (not precinct). You will need to socially distance in the line to enter the area. Lines will be marked by the Town Clerk to designate 6' distancing. After you register, a volunteer

2020 ANNUAL TOWN MEETING: KEY POINTS FOR VOTERS

will direct you to available seating. The doors will be open by volunteers to avoid multiple hands touching door handles. Once you are seated, we request that you remain in your seat unless you choose to speak.

- **Microphone Cleaning and Disinfecting:** A major concern is microphones which cannot practically be disinfected after each use, so PACTV has installed boom microphones what will be suspended overhead. Masks will be required of anyone who chooses to address the meeting.
- **EMS:** The Pembroke Fire Department will have a paramedic available.
- **Exiting After the Meeting:** To provide for a safe and efficient exiting process, the Pembroke Police Department will oversee the exit of voters by rows to ensure that social distancing can continue upon exiting. Please do not congregate in the lobby.
- **Conduct of Meeting:** The meeting will follow the normal parliamentary rules that would govern any other meeting. Speakers will be able to address the meeting from the aisles of the auditorium or from a designated spot in the cafeteria. However, there will be boom (overhead) microphones handled by PACTV instead of standing microphones. We ask that you raise your hand if you wish to speak or state a point of order and NOT yell to be recognized either by the Moderator in the auditorium or the Deputy Moderator in the cafeteria. In order to proceed to the aisle in the auditorium to speak, you may have to ask people to move in your row if they are between you and the aisle to insure appropriate social distancing, so you may request that the volunteers seat you in an aisle seat if you know that you will be addressing the meeting.
- **Limited Warrant:** The number of warrant articles for this meeting has been dramatically reduced by the Town Manager and Board of Selectmen to consist of essential items only. Other warrant articles are being postponed to a Special Town Meeting(s) which will be taken up later this fiscal year. In addition, as is customary, the Board of Selectman have prepared a "Consent Agenda" of non-controversial and routine articles. Unless there is an objection, these articles will be voted on as one, which will save significant time.

We recognize that this is a challenging time and understand that people are being very careful and cautious about going out in public. Our hope is that the safety measures and precautions will give voters a comfort level about attending the Annual Town Meeting. We are trying to take a commonsense approach to maintaining citizen safety with an equal opportunity for all participants. We thank you for all of your compliance to these directives as we not only want the wheels of democracy to continue, but also for our citizens to be safe so that the meeting be open for all voters, including our elderly and other individuals who may be otherwise compromised. Certainly we recognize that some of these directives may seem to be in an abundance of caution, but we must consider the needs of all Pembroke voters in an attempt to balance the freedom to speak, to vote and to be safe during this process.

Thank you and have a safe evening.

Town Moderator, Stephen Dodge

Town Clerk, Peg Struzik

Pembroke Emergency Management Agency

TOWN OF PEMBROKE, MASSACHUSETTS

JULY 28, 2020

CONSENT AGENDA

Warrant articles on a Consent Agenda are exceptions to the general process of Town Meeting. The Board of Selectmen, 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.

THE CONSENT AGENDA WILL BE TAKEN UP AS THE SECOND ORDER OF BUSINESS AT THE COMMENCEMENT OF THE ANNUAL TOWN MEETING ON TUESDAY, JULY 28, 2020, AFTER THE GENERAL BUDGET ARTICLE (Article 3).

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

MOTION: Moved that the Town take Articles 1, 2, 4, 5, 7, 8, 10, 11, and 12 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 1 – DEPARTMENTAL TRANSFERS

To see if the Town will vote to authorize the below listed transfers to supplement Fiscal Year 2020 appropriations, and to authorize the below listed reductions in Fiscal Year 2020 appropriations, or take any other action relative thereto:

<u>To</u>		<u>From</u>
DPW – General Expenses	\$ 25,000	DPW – Wages & Salaries
DPW – General Expenses	\$ 127,122	Capital Fund
DPW Water – General Expenses	\$ 68,000	Water Surplus

Submitted by the Town Accountant & Department Heads

ADVISORY COMMITTEE & SELECTMEN’S RECOMMENDATION: Favorable Action

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

TOWN OF PEMBROKE, MASSACHUSETTS

Motion: Move that the sum of \$ 229,622 is appropriated to supplement Fiscal Year 2020 appropriations and to fund these supplements that –

- \$127,122 be transferred from the Capital Fund to the account for DPW General Expenses;**
- \$102,500 be transferred from DPW Water Surplus to the account for DPW Water General Expenses.**

ARTICLE 2 – 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 in this warrant** and to raise and appropriate, transfer from available funds, , or take any action relative thereto.

Submitted by the Town Manager

ADVISORY COMMITTEE & SELECTMEN’S 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. (Please see the proposed FY 2021 Classification and Compensation By-laws with Wage Plan in Appendix A). Proposed Plan intended to be effective January 1, 2021.*

Motion: Move that the Town amend schedules A, B, C and D of the Classification and Compensation By-laws according to the schedules listed and printed in Appendix A of the 2020 annual town meeting warrant and to raise and appropriate from taxation the sum of \$28,000 to fund the changes; and further authorize the Town Accountant to allocate the funds to the appropriate budget items voted under Article 3 of this meeting, such changes to take affect January 1, 2021.

ARTICLE 4 – WATER ENTERPRISE 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 as shown in Appendix C in this warrant, or take any other action relative thereto.

Submitted by the Town Manager

ADVISORY COMMITTEE & SELECTMEN’S RECOMMENDATION: Favorable Action

EXPLANATION: *This Article sets the Fiscal Year 2021 operating budget for the Water Division of the Department of Public Works. (Please see the proposed FY 2021 Water Enterprise Budget in Appendix C).*

Motion: Move that the Town appropriate the sum of \$2,251,957 from water revenue to fund the FY2 Water Enterprise Fund as shown in Appendix C of the 2020 annual town meeting warrant.

TOWN OF PEMBROKE, MASSACHUSETTS

ARTICLE 5 – SOLID WASTE ENTERPRISE 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 as shown in Appendix D in this warrant, or take any other action relative thereto.

Submitted by the Town Manager

ADVISORY COMMITTEE & SELECTMEN’S RECOMMENDATION: Favorable Action

EXPLANATION: This Article sets the Fiscal Year 2021 operating budget for the Town’s Solid Waste related operations. (Please see the proposed FY 2021 Solid Waste Enterprise Budget in Appendix D).

Motion: Move that the Town appropriate the sum of \$2,125,573 from Solid Waste Revenue to fund the FY21 Solid Waste Enterprise Fund as shown in Appendix D of the 2020 annual town meeting warrant.

ARTICLE 7 – COMMUNITY PRESERVATION FUND ALLOCATIONS

To see if the Town will vote to appropriate and/or reserve from the Community Preservation annual revenues the amounts recommended by the Community Preservation Committee for committee administrative expenses, community preservation projects and other expenses in fiscal year 2021, with each item to be considered a separate appropriation:

Appropriations:

From FY20 estimated revenues for Historic Resources Reserves	\$ 37,500
From FY20 estimated revenues for Community Housing Reserves	\$ 37,500
From FY20 estimated revenues for Open Space Reserves	\$ 37,500
From FY20 estimated revenues for Committee Administrative Expenses	\$ 18,750

and further to appropriate any remaining balance of funds as of the termination of the 2020 Annual Town Meeting from Community Preservation Fund FY21 Annual Revenues to the Annual Budgeted Reserve, or take any other action relative thereto.

Submitted by the Community Preservation Committee

ADVISORY COMMITTEE & SELECTMEN’S RECOMMENDATION: Favorable Action

EXPLANATION: *This article satisfies a mandate by the State in the Community Preservation Act. As stated in the act, 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 2021:

Appropriations:

From FY21 estimated revenues for Historic Resources Reserve	\$ 37,500
From FY21 estimated revenues for Community Housing Reserve	\$ 37,500
From FY21 estimated revenues for Open Space Reserves	\$ 37,500
From FY21 estimated revenues for Committee Admin. Expenses	\$ 18,750

TOWN OF PEMBROKE, MASSACHUSETTS

And further appropriate any remaining balance of funds as of the termination of the 2020 Annual Town Meeting from Community Preservation Fund FY21 Annual Revenues to the Annual Budgeted Reserve.

ARTICLE 8 – REVOLVING FUND LIMITS

To see if the Town will vote to set the FY2021 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	\$20,000
CONSERVATION 3	\$20,000
COUNCIL ON AGING 1	\$110,000
BOARD OF HEALTH	\$5,000
HISTORIC DISTRICT COMMISSION	\$3,000
RECREATION COMMISSION	\$50,000
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 & SELECTMEN’S 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.*

Motion: Move that the Town authorize FY21 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 10 – ENTER MOU TO ALLOW TRANSPORTATION REIMBURSEMENT

To see if the Town will vote to authorize the Superintendent of Pembroke Public Schools, with the approval of the Selectmen to enter into Memorandum(a) of Understanding (“MOU”) with the Massachusetts Department of Children and Families, the Executive Office of Health and Human Services and the Department of Elementary and Secondary Education in order to obtain Federal Title IV-E reimbursement(s) for foster care transportation and to provide that payments for such foster care transportation under such MOU(s) may be made from such reimbursement(s) as a result of the foster care transportation being performed without appropriation of said reimbursement(s), pursuant to Massachusetts General Laws Chapter 44, Section 70, or take any other action relative thereto.

Submitted by the School Committee

TOWN OF PEMBROKE, MASSACHUSETTS

ADVISORY COMMITTEE & SELECTMEN'S RECOMMENDATION: Favorable Action

EXPLANATION: *Passage of this article would allow the School Department to receive reimbursement for transportation of students in foster care. The Town currently provides transportation for these students from their foster care placement to school. The potential reimbursement (funding dependent) is a new initiative.*

Motion: Move to authorize the to authorize the Superintendent of Pembroke Public Schools, with the approval of the Board of Selectmen, to enter into Memorandum(a) of Understanding ("MOU") with the Massachusetts Department of Children and Families, the Executive Office of Health and Human Services and the Department of Elementary and Secondary Education in order to obtain Federal Title IV-E reimbursement(s) for foster care transportation and to provide that payments for such foster care transportation under such MOU(s) may be made from such reimbursement(s) as a result of the foster care transportation being performed without appropriation of said reimbursement(s), pursuant to Massachusetts General Laws Chapter 44, Section 70.

ARTICLE 11 – 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 the Pembroke Police Union and Pembroke, Pembroke Police Superior Officers Association, or take any other action relative thereto.

Submitted by the Board of Selectmen

ADVISORY COMMITTEE & SELECTMEN'S RECOMMENDATION: Favorable Action

EXPLANATION: *This article allows the Town to fund collective bargaining agreements negotiated between the Selectmen and Pembroke Police Union and Pembroke, Pembroke Police Superior Officers Association.*

Motion: Move that the Town vote to appropriate the sum of \$16,000 from taxation to fund the new collective bargaining agreement between the Town of Pembroke and Pembroke Police Superior Officers Association for the period from July 1, 2019 to June 30, 2020; and further to appropriate the sum of \$38,418 from taxation and \$73,000 from overlay surplus, to fund a new collective bargaining agreement between the Town of Pembroke and the Pembroke Police Union for the period from July 1, 2019 to June 30, 2020.

ARTICLE 12 – 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 Board of Selectmen

ADVISORY COMMITTEE & SELECTMEN'S RECOMMENDATION: 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.

--End --

**COMMONWEALTH OF MASSACHUSETTS
TOWN OF PEMBROKE
ANNUAL TOWN MEETING WARRANT
TUESDAY, JULY 28, 2020**

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 TWENTY-EIGHTH DAY OF JULY, 2020
AT SEVEN O'CLOCK IN THE EVENING**

then and there to act on the following articles:

ARTICLES 1 - 15

ARTICLE 1 – DEPARTMENTAL TRANSFERS - CONSENT

To see if the Town will vote to authorize the below listed transfers to supplement Fiscal Year 2020 appropriations, and to authorize the below listed reductions in Fiscal Year 2020 appropriations, or take any other action relative thereto:

<u>To</u>		<u>From</u>
DPW – General Expenses	\$ 25,000	DPW – Wages & Salaries
DPW – General Expenses	\$ 127,122	Capital Fund
DPW Water – General Expenses	\$ 68,000	Water Surplus

Submitted by the Town Accountant & Department Heads

ADVISORY COMMITTEE RECOMMENDATION:

Favorable Action

SELECTMEN'S RECOMMENDATION:

Favorable Action

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

ARTICLE 2 – WAGE & CLASSIFICATION PLAN - CONSENT

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 in this warrant** and to raise and appropriate, transfer from available funds, , or take any action relative thereto.

Submitted by the Town Manager

ADVISORY COMMITTEE RECOMMENDATION:

Favorable Action

SELECTMEN'S 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. (Please see the proposed FY 2021 Classification and Compensation By-laws with Wage Plan in Appendix A). Proposed Plan intended to be effective January 1, 2021.

ARTICLE 3 – OPERATING BUDGET

To see if the Town will vote to raise and appropriate, and/or transfer from available funds in the Treasury, the sum of \$64,022,153 or a greater or lesser sum, as shown in **Appendix B in this warrant**, for the purpose of funding personal services and expenses for Town operations as may be necessary for the ensuing Fiscal Year commencing July 1, 2020; or take any other action relative thereto.

Submitted by the Town Manager

ADVISORY COMMITTEE RECOMMENDATION:

Favorable Action

SELECTMEN’S RECOMMENDATION:

Favorable Action

EXPLANATION: *This article presents the Fiscal Year 2021 operating budget as prepared by the Town Manager. Included in the article are the department’s requests and the Advisory Committee recommendations. (Please see the proposed FY 2021 Operating Budget in Appendix B).*

ARTICLE 4 – WATER ENTERPRISE BUDGET - CONSENT

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 as shown in **Appendix C in this warrant**, or take any other action relative thereto.

Submitted by the Town Manager

ADVISORY COMMITTEE RECOMMENDATION:

Favorable Action

SELECTMEN’S RECOMMENDATION:

Favorable Action

EXPLANATION: *This Article sets the Fiscal Year 2021 operating budget for the Water Division of the Department of Public Works. (Please see the proposed FY 2021 Water Enterprise Budget in Appendix C).*

ARTICLE 5 – SOLID WASTE ENTERPRISE BUDGET - CONSENT

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 as shown in **Appendix D in this warrant**, or take any other action relative thereto.

Submitted by the Town Manager

ADVISORY COMMITTEE RECOMMENDATION:

Favorable Action

SELECTMEN’S RECOMMENDATION:

Favorable Action

EXPLANATION: *This Article sets the Fiscal Year 2021 operating budget for the Town’s Solid Waste related operations. (Please see the proposed FY 2021 Solid Waste Enterprise Budget in Appendix D).*

ARTICLE 6 – CAPITAL BUDGET

To see if the Town will raise and appropriate, transfer from the Water Enterprise Fund, the Stabilization Fund, or other available funds, 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 Selectmen, acting as Water Commissioners, to impose betterments pursuant to M.G.L. Chapters 80 and 83 (see recommended Capital Projects Requests below); further, any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes may be applied to the payment of costs approved by this vote in accordance with M.G.L. c. 44, §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount, or take any action in relation thereto.

<u>Department</u>	<u>Item/Project</u>	<u>Funding Request</u>	<u>Funding Mechanism</u>
Public Works	Route 36 Water Tie-Ins	\$ 1,800,000	Borrowing
Public Works	Water Filtration Plant Upgrades	\$ 500,000	Borrowing

Submitted by the Town Manager/Finance Team

ADVISORY COMMITTEE RECOMMENDATION:

Favorable Action

SELECTMEN'S RECOMMENDATION:

Favorable Action

EXPLANATION: *This article presents the essential items only submitted in the Fiscal Year 2021 capital budget as prepared by the Town Manager. Other items submitted have been carried to a later town meeting for consideration. Borrowing Requires a 2/3 majority. Use of the Stabilization Fund requires a 4/5 majority.*

ARTICLE 7 – COMMUNITY PRESERVATION FUND ALLOCATIONS - CONSENT

To see if the Town will vote to appropriate and/or reserve from the Community Preservation annual revenues the amounts recommended by the Community Preservation Committee for committee administrative expenses, community preservation projects and other expenses in fiscal year 2021, with each item to be considered a separate appropriation:

Appropriations:

From FY20 estimated revenues for Historic Resources Reserves	\$ 37,500
From FY20 estimated revenues for Community Housing Reserves	\$ 37,500
From FY20 estimated revenues for Open Space Reserves	\$ 37,500
From FY20 estimated revenues for Committee Administrative Expenses	\$ 18,750

and further to appropriate any remaining balance of funds as of the termination of the 2020 Annual Town Meeting from Community Preservation Fund FY21 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

SELECTMEN'S RECOMMENDATION:

Favorable Action

EXPLANATION: *This article satisfies a mandate by the State in the Community Preservation Act. As stated in the act, 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 - CONSENT

To see if the Town will vote to set the FY2021 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	\$20,000
CONSERVATION 3	\$20,000
COUNCIL ON AGING 1	\$110,000
BOARD OF HEALTH	\$5,000
HISTORIC DISTRICT COMM.	\$3,000
RECREATION COMMISSION	\$50,000
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

SELECTMEN'S 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 SEPTIC BETTERMENT PROGRAM

To see if the Town will vote to borrow and appropriate the sum of \$200,000.00 for the purpose of continuing the program of financing the following water pollution abatement facility projects: repair, replacement and/or upgrade of septic systems, pursuant to agreements with the Board of Health and residential property owners, including without limitation all costs thereof as defined in Section 1 of Chapter 29C of the General Laws; that in order to meet said appropriation the Treasurer with the approval of the Selectmen is authorized to borrow the sum of \$200,000.00 and issue bonds or notes therefor under G.L.C.111, Sec. 127B1/2 and/or Chapter 29C of the General Laws or any other enabling authority; that project and financing shall be repaid by the property owners, in accordance with those agreements, but such bonds or notes shall be general obligations

of the Town; that the Treasurer with the approval of the Selectmen is authorized to borrow all or a portion of such amount from the Massachusetts Water Pollution Abatement Trust established pursuant to Chapter 29C and in connection therewith to enter into a loan agreement and/or security agreement with the trust and otherwise contract with the trust and the Department of Environmental Protection with respect to such loan and for any Federal or State Aid available for the projects or for the financing thereof; and that the Selectmen or other appropriate local body or official is authorized to enter into a project regulatory agreement with the Department of Environmental Protection, to expend all funds available for the projects and to take any action necessary to carry out the projects; further, any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes may be applied to the payment of costs approved by this vote in accordance with M.G.L. c. 44, §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount, or take any action in relation thereto.

Submitted by the Town Accountant

ADVISORY RECOMMENDATION:

Favorable Action

SELECTMEN RECOMMENDATION:

Favorable Action

EXPLANATION: *This article allows the Town's residential property owners to obtain a low-interest loan to repair, replace or upgrade their septic systems to Title V compliance. This requires a 2/3 passing vote.*

ARTICLE 10 – ENTER MOU TO ALLOW TRANSPORTATION REIMBURSEMENT - CONSENT

To see if the Town will vote to authorize the Superintendent of Pembroke Public Schools, with the approval of the SELECTMEN to enter into Memorandum(a) of Understanding (“MOU”) with the Massachusetts Department of Children and Families, the Executive Office of Health and Human Services and the Department of Elementary and Secondary Education in order to obtain Federal Title IV-E reimbursement(s) for foster care transportation and to provide that payments for such foster care transportation under such MOU(s) may be made from such reimbursement(s) as a result of the foster care transportation being performed without appropriation of said reimbursement(s), pursuant to Massachusetts General Laws Chapter 44, Section 70, or take any other action relative thereto.

Submitted by the School Committee

ADVISORY COMMITTEE RECOMMENDATION:

Favorable Action

SELECTMEN'S RECOMMENDATION:

Favorable Action

EXPLANATION: *Passage of this article would allow the School Department to receive reimbursement for transportation of students in foster care. The Town currently provides transportation for these students from their foster care placement to school. The potential reimbursement (funding dependent) is a new initiative.*

ARTICLE 11 – FUND COLLECTIVE BARGAINING AGREEMENTS - CONSENT

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 the Pembroke Police Union and Pembroke, Pembroke Police Superior Officers Association, or take any other action relative thereto.

Submitted by the Board of Selectmen

ADVISORY COMMITTEE RECOMMENDATION:

Favorable Action

SELECTMEN'S RECOMMENDATION:

Favorable Action

EXPLANATION: *This article allows the Town to fund collective bargaining agreements negotiated between the Selectmen and Pembroke Police Union and Pembroke, Pembroke Police Superior Officers Association.*

ARTICLE 12 – ACCEPT TOWN REPORTS - CONSENT

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

Submitted by the Board of Selectmen

ADVISORY COMMITTEE RECOMMENDATION:

Favorable Action

SELECTMEN'S 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 13 – 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 2021, 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 \$80,000.00 from the Community Preservation undesignated reserve fund for the purpose of making accessibility improvements consistent with the Americans with Disabilities Act, thereby preserving and rehabilitating land for recreational use, and to the Town Landing beach and guardhouse, said monies to be expended under the direction of the Town Manager, or take any other action relative thereto.

ADVISORY COMMITTEE RECOMMENDATION:

Favorable Action

SELECTMEN'S RECOMMENDATION:

Favorable Action

Recommendation B: To appropriate the sum of \$30,000.00 from the Community Preservation undesignated reserve fund and that said funds be granted to the Town Manager for constructing and installing Americans with Disabilities Act accessible surfacing and new playground equipment at the Mattakeesett Street Playground, thereby rehabilitating and restoring land for recreational purposes, including all costs incidental and related thereto, or take any other action relative thereto.

ADVISORY COMMITTEE RECOMMENDATION:

Favorable Action

SELECTMEN'S RECOMMENDATION:

Favorable Action

Recommendation C: To appropriate the sum of \$50,000.00 from the Community Preservation undesignated reserve fund, and that said funds be granted to the Town Manager to complete Phase I of the Veteran's Memorial Park project, thereby preserving and restoring land for recreational

and historic purposes, including all costs incidental and related thereto, or take any other action relative thereto.

ADVISORY COMMITTEE RECOMMENDATION:

Favorable Action

SELECTMEN'S RECOMMENDATION:

Favorable Action

Recommendation D: To appropriate the sum of \$500.00 from the Community Preservation undesignated reserve fund, and that said funds be granted to the Town Memorial Committee for replacement of the Veterans Marker at Grove and Mattakeesett Streets, for historical preservation purposes, including all costs incidental and related thereto, or take any other action relative thereto.

ADVISORY COMMITTEE RECOMMENDATION:

Favorable Action

SELECTMEN'S RECOMMENDATION:

Favorable Action

ARTICLE 14 – CITIZEN'S PETITION: THE ARC OF THE SOUTH SHORE

The Arc of the South Shore requests \$2,500 from the Town of Pembroke for services provided to Pembroke residents with intellectual and developmental disabilities in Fiscal Year 2021. Support from the Town will allow The Arc to support, empower, and advocate for residents with disabilities, providing vital help, hope, and opportunity to them and their families.

Submitted by Petition of Sharon Nabreski and others

ADVISORY COMMITTEE RECOMMENDATION:

Take No Action

SELECTMEN'S RECOMMENDATION:

Take No Action

EXPLANATION:

ARTICLE 15 – CITIZEN'S PETITION: S. S. COMMUNITY ACTION COUNCIL

To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of Five Thousand Dollars (\$5,000) to South Shore Community Action Council, Inc. for services to low-income children, families, and elderly residents in the Town of Pembroke, or take any other action relative thereto.

Submitted by Petition of Virginia J. Wandell and others

ADVISORY COMMITTEE RECOMMENDATION:

Take No Action

SELECTMEN'S RECOMMENDATION:

Take No Action

EXPLANATION:

APPENDIX A

Wage Classification Plan, Article 2

COMPENSATION SCHEDULES

ANNUAL SALARY SCHEDULE A

FULL TIME OFFICERS AND EMPLOYEES

EFFECTIVE JANUARY 1, 2021 THROUGH JUNE 30, 2021

<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.	541	552
Call Firefighters	SA-6	n.a.	n.a.	n.a.	n.a.	411	419
Youth Services Librarian	SA-11	51,493	52,523	56,477	57,607	61,524	62,754
Assistant Librarian	SA-12	15,174	15,478	15,560	15,872	17,987	18,347
Associate Librarian II	SA-13	45,500	46,410	47,768	48,724	50,060	51,062
Associate Librarian I	SA-14	40,050	40,851	42,569	43,421	44,174	45,057
Coordinator/Dir. of Recreation	SA-15	56,615	57,748	59,814	61,010	62,801	64,057
Building Inspector/Zoning Agent	SA-16	67,672	69,026	70,566	71,977	72,329	73,775
Animal Control Officer	SA-18	43,669	44,542	48,084	49,046	51,015	52,036
Dir. of Planning & Comm. Dev.	SA-22	63,793	65,069	68,642	70,015	73,390	74,858
Library Director	SA-27	73,127	74,589	81,933	83,571	93,465	95,334
Health Agent	SA-28	64,198	65,482	66,178	67,502	69,668	71,062
Council on Aging Director	SA-29	54,705	55,799	57,441	58,590	60,314	61,520
Library Assistant Director	SA-31	51,213	52,237	55,309	56,415	60,356	61,563
Generalist Reference Librarian	SA-32	47,424	48,372	51,332	52,359	56,686	57,820

ANNUAL SALARY SCHEDULE B

APPOINTED PART TIME OFFICERS AND EMPLOYEES

EFFECTIVE JANUARY 1, 2021 THROUGH JUNE 30, 2021

<u>Title</u>	<u>Annual Salary</u>	<u>Proposed Annual Salary</u>
Conservation Agent Field Agent	34,903	35,601
Wiring Inspector	28,577	29,149
Veterans Agent	18,232	18,596
Plumbing Inspector	14,047	14,328
Gas Inspector	14,047	14,328
Animal Inspector	7,260	7,405
Summer Playground Director	7,103	7,245
Inspector of Weights & Measures	6,609	6,741
Assistant Wiring Inspector	5,388	5,496
Assist. Summer Playground Director	4,821	4,917
Herring Fisheries Superintendent	2,807	2,863
Civil Defense Director	2,807	2,863

APPENDIX A

Wage Classification Plan, Article 2

COMPENSATION SCHEDULES

HOURLY WAGE SCHEDULE C

FULL TIME/PART TIME EMPLOYEES

EFFECTIVE JANUARY 1, 2021 THROUGH JUNE 30, 2021

<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	25.07	25.57	27.66	28.21	31.31	31.94
Patrolman-Permanent Intermittent	SC-1	25.07	25.57	27.66	28.21	31.31	31.94
Patrolman-Special	SC-2	25.07	25.57	27.66	28.21	31.31	31.94
Summer Playground Counselor (Rec)	SC-3	n.a.	n.a.	n.a.	n.a.	12.84	13.10
After School Counselor (Rec)	SC-3	n.a.	n.a.	n.a.	n.a.	12.84	13.10
Basic Recycling Attendant	SC-3	n.a.	n.a.	n.a.	n.a.	12.84	13.10
Part Time Laborer	SC-4	19.07	19.45	20.28	20.69	21.57	22.01
Call Firefighter	SC-5	21.54	21.97	21.54	21.97	21.54	21.97
Diver	SC-6	n.a.	n.a.	n.a.	n.a.	29.15	29.73
Building Committee Assistant (PT)	SC-8	n.a.	n.a.	n.a.	n.a.	22.20	22.64
Custodians	SC-9	19.03	19.41	21.15	21.57	22.92	23.38
Election&Census Workers, Registrars	SC-10	n.a.	n.a.	n.a.	n.a.	14.02	14.30
Senior Clerk	SC-11	18.11	18.48	19.29	19.68	20.49	20.90
Junior Clerk	SC-12	14.43	14.72	15.67	15.98	16.89	17.23
Typist-Part Time	SC-13	13.86	14.14	14.42	14.71	15.14	15.44
Maintenance Person (PT)	SC-13	13.86	14.14	14.42	14.71	15.14	15.44
Council on Aging Van Drivers	SC-13	15.88	16.20	16.48	16.81	17.16	17.50
Library Aide	SC-14	17.03	17.37	18.22	18.58	19.49	19.88
Lifeguard	SC-15	n.a.	n.a.	n.a.	n.a.	13.21	13.47
Water Safety/Lifeguard Train. Inst.	SC-16	n.a.	n.a.	n.a.	n.a.	14.80	15.10
Head Lifeguard/Water Safety Inst.	SC-18	n.a.	n.a.	n.a.	n.a.	15.43	15.74
Summer Head Counselor (Rec)	SC-19					14.20	14.48
After School Head Counselor (Rec)	SC-19					14.20	14.48
Summer Head Counselor (Rec)	SC-20	n.a.	n.a.	n.a.	n.a.	16.49	16.82
After School Head Counselor (Rec)	SC-20	n.a.	n.a.	n.a.	n.a.	16.49	16.82
Water Safety Instructor Aide	SC-21	n.a.	n.a.	n.a.	n.a.	12.97	13.23
Alternate Inspector, Building Dept.	SC-22	n.a.	n.a.	n.a.	n.a.	26.53	27.06
Dir.,Water Safety/Program Instructor	SC-23	n.a.	n.a.	n.a.	n.a.	19.30	19.69
Library Page	SC-24	12.47	12.72	12.97	13.23	13.76	14.04
Recycling Attendant	SC-25	13.13	13.39	13.66	13.93	14.47	14.76
Recycling Supervisor	SC-28	15.03	15.33	15.63	15.95	16.53	16.86
Principal Clerk	SC-29	18.24	18.61	19.31	19.70	20.43	20.84
Senior Aide - Council on Aging	SC-29	18.24	18.61	19.31	19.70	20.43	20.84
Conservation Comm. Admin. Agent	SC-30	22.06	22.50	23.19	23.65	24.29	24.78

APPENDIX A
Wage Classification Plan, Article 2

COMPENSATION SCHEDULES
ANNUAL SALARY SCHEDULE D
ELECTED FULL TIME/PART TIME OFFICIALS
EFFECTIVE JANUARY 1, 2021 THROUGH JUNE 30, 2021

<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	88,080	89,842

APPENDIX B
Operating Budget, Article 3

TOWN OF PEMBROKE
FISCAL YEAR 2021 RECOMMENDED BUDGET

	2019 Budget	2020 Budget	2021 Request	2021 Town Manager
Moderator				
Wages & Salaries-Elected	100	100	100	100
Totals	100	100	100	100
Board of Selectmen				
Wages & Salaries-Elected	9,000	9,000	9,000	9,000
Wages & Salaries	160,242	163,476	167,975	147,787
General Expenses	13,450	10,000	10,400	10,400
Purchase of Services	134,465	124,465	130,100	100,100
Totals	317,157	306,941	317,475	267,287
Town Manager				
Wages & Salaries	144,291	147,483	150,000	154,900
General Expenses	3,750	2,800	2,750	3,150
Totals	148,041	150,283	152,750	158,050
Legal				
Purchase of Services	115,000	115,000	115,000	110,000
Totals	115,000	115,000	115,000	110,000
Advisory Committee				
Wages & Salaries	6,973	7,112	7,112	5,000
General Expenses	581	545	545	545
Reserve Fund	50,000	50,000	65,000	25,000
Totals	57,554	57,657	72,657	30,545
Town Accountant				
Wages & Salaries	127,211	137,282	151,707	141,522
General Expenses	51,800	51,800	51,800	39,800
Totals	179,011	189,082	203,507	181,322
Board of Assessors				
Wages & Salaries-Elected	5,400	5,400	5,400	5,400
Wages & Salaries	250,948	258,834	268,579	258,833
General Expenses	37,150	37,500	37,500	37,500
Totals	293,498	301,734	311,479	301,733
Treasurer/Collector				
Wages & Salaries	361,466	361,795	394,524	367,224
General Expenses	79,885	79,185	79,885	72,800
Totals	441,351	440,980	474,409	440,024
Data Processing				
Wages & Salaries	0	0	125,000	0
General Expenses	64,475	58,075	69,000	69,000
Totals	64,475	58,075	194,000	69,000

APPENDIX B
Operating Budget, Article 3

TOWN OF PEMBROKE
FISCAL YEAR 2021 RECOMMENDED BUDGET

	2019 Budget	2020 Budget	2021 Request	2021 Town Manager
Town Clerk				
Wages & Salaries-Elected	86,353	88,080	88,080	88,961
Wages & Salaries	50,399	51,443	54,888	51,882
General Expenses	12,320	12,320	12,320	11,440
Totals	149,072	151,843	155,288	152,283
Elections				
Wages & Salaries	50,000	15,000	48,000	48,000
General Expenses	23,000	13,000	13,000	13,000
Totals	73,000	28,000	61,000	61,000
Registrations				
Wages & Salaries	7,600	7,600	7,600	7,600
General Expenses	8,700	8,700	8,700	8,700
Totals	16,300	16,300	16,300	16,300
Conservation Commission				
General Expenses	935	910	900	900
Totals	935	910	900	900
Planning Board				
Wages & Salaries	50,082	50,320	52,573	0
General Expenses	2,240	1,840	1,750	2,750
Totals	52,322	52,160	54,323	2,750
Zoning Board of Appeals				
Wages & Salaries	0	0	12,074	0
General Expenses	2,600	2,300	2,300	2,300
Totals	2,600	2,300	14,374	2,300
Town Building Maintenance				
Wages & Salaries	91,060	188,687	195,342	146,628
General Expenses	108,742	95,442	95,392	95,392
Totals	199,802	284,129	290,734	242,020
Police Department				
Wages & Salaries	3,645,056	3,645,343	3,996,297	3,769,394
General Expenses	287,902	263,607	371,610	288,610
Totals	3,932,958	3,908,950	4,367,907	4,058,004
Fire Department				
Wages & Salaries	3,207,316	3,327,457	3,346,823	3,262,095
General Expenses	156,000	143,000	143,000	143,000
Totals	3,363,316	3,470,457	3,489,823	3,405,095
Department of Inspectional Services				
Wages & Salaries	417,027	417,956	407,387	438,987
Totals	417,027	417,956	407,387	438,987

APPENDIX B
Operating Budget, Article 3

TOWN OF PEMBROKE
FISCAL YEAR 2021 RECOMMENDED BUDGET

	2019 Budget	2020 Budget	2021 Request	2021 Town Manager
Building Department				
Wages & Salaries	0	0	0	0
General Expenses	12,400	12,400	12,200	12,200
Totals	12,400	12,400	12,200	12,200
Emergency Management				
Wages & Salaries	2,753	2,808	4,212	4,212
General Expenses	9,511	9,511	8,023	8,023
Totals	12,264	12,319	12,235	12,235
Animal Control Officer				
Wages & Salaries	52,490	53,520	32,745	48,084
General Expenses	6,750	5,550	6,650	9,550
Totals	59,240	59,070	39,395	57,634
Pembroke Public Schools				
Pembroke Public Schools	33,259,352	34,108,229	34,790,394	34,300,000
Totals	33,259,352	34,108,229	34,790,394	34,300,000
Department of Public Works				
Wages & Salaries	942,032	944,872	947,340	943,192
General Expenses	262,788	250,788	250,788	248,432
Pavement Management	25,000	0	0	0
Snow & Ice	125,000	150,000	175,000	150,000
Totals	1,354,820	1,345,660	1,373,128	1,341,624
Town Wide Utilities				
General Expenses	223,277	194,077	206,127	194,077
Totals	223,277	194,077	206,127	194,077
Board of Health				
General Expenses	27,610	23,950	23,800	23,800
Totals	27,610	23,950	23,800	23,800
Council on Aging				
Wages & Salaries	193,299	183,802	212,325	164,109
General Expenses	44,733	44,733	43,342	43,342
Senior Tax Program	5,000	5,000	5,000	3,000
Totals	243,032	233,535	260,667	210,451
Veterans' Services				
Wages & Salaries	72,560	74,002	74,002	74,002
General Expenses	2,100	1,900	1,900	1,900
Benefits & Medical	150,000	100,000	100,000	115,000
Totals	224,660	175,902	175,902	190,902

APPENDIX B
Operating Budget, Article 3

TOWN OF PEMBROKE
FISCAL YEAR 2021 RECOMMENDED BUDGET

	2019 Budget	2020 Budget	2021 Request	2021 Town Manager
Commission on Disabilities				
General Expenses	705	620	600	500
Totals	705	620	600	500
Library				
Wages & Salaries	575,775	582,680	579,465	579,330
General Expenses	59,800	59,800	61,180	59,800
Books	90,000	90,000	95,000	90,000
Totals	725,575	732,480	735,645	729,130
Lydia Drake Library				
General Expenses	5,000	5,000	5,000	4,500
Totals	5,000	5,000	5,000	4,500
Recreation Commission				
Wages & Salaries	97,924	112,634	111,204	110,073
General Expenses	12,080	12,080	12,080	9,720
Totals	110,004	124,714	123,284	119,793
Community Center				
Wages & Salaries	47,850	0	0	0
General Expenses	49,806	43,136	43,668	42,636
Totals	97,656	43,136	43,668	42,636
Herring Fisheries				
General Expenses	1,800	1,800	1,800	1,600
Totals	1,800	1,800	1,800	1,600
Town Landing				
Wages & Salaries	44,974	42,000	42,000	32,000
General Expenses	1,600	1,600	1,600	1,510
Totals	46,574	43,600	43,600	33,510
Town Clock Winder				
Wages & Salaries	1,517	1,517	1,517	1,517
Totals	1,517	1,517	1,517	1,517
Town Memorial Committee				
General Expenses	5,910	5,000	5,000	4,000
Totals	5,910	5,000	5,000	4,000
Plymouth County Cooperative				
General Expenses	107	107	107	107
Totals	107	107	107	107
Historical Commission				
General Expenses	2,000	2,000	2,000	1,000
Totals	2,000	2,000	2,000	1,000

APPENDIX B
Operating Budget, Article 3

TOWN OF PEMBROKE
FISCAL YEAR 2021 RECOMMENDED BUDGET

	2019 Budget	2020 Budget	2021 Request	2021 Town Manager
Maturing Debt Principal				
General Expenses	843,502	932,019	948,079	868,079
Totals	843,502	932,019	948,079	868,079
Maturing Debt Interest				
General Expenses	208,201	287,089	229,432	225,432
Totals	208,201	287,089	229,432	225,432
Maturing Debt Principal - Excluded				
General Expenses	1,555,000	1,489,331	1,485,000	1,485,000
Totals	1,555,000	1,489,331	1,485,000	1,485,000
Maturing Debt Interest - Excluded				
General Expenses	581,875	493,506	424,751	424,751
Totals	581,875	493,506	424,751	424,751
Short Term Interest				
General Expenses	45,500	45,500	45,500	27,000
Totals	45,500	45,500	45,500	27,000
Plymouth County Retirement				
General Expenses	3,252,447	3,370,446	3,694,988	3,699,885
Totals	3,252,447	3,370,446	3,694,988	3,699,885
Unemployment Compensation				
General Expenses	100,000	150,000	127,500	150,000
Totals	100,000	150,000	127,500	150,000
Group Health Insurance				
General Expenses	8,694,543	8,699,639	8,998,205	8,691,840
Totals	8,694,543	8,699,639	8,998,205	8,691,840
Group Life Insurance				
General Expenses	20,000	20,000	20,000	20,000
Totals	20,000	20,000	20,000	20,000
Medicare Tax				
General Expenses	525,000	551,250	565,000	551,250
Totals	525,000	551,250	565,000	551,250
Property & Liability Insurance				
General Expenses	718,500	670,000	660,000	660,000
Totals	718,500	670,000	660,000	660,000
Grand Total	\$62,781,590	\$63,786,753	\$65,753,937	\$64,022,153

APPENDIX C

Water Budget, Article 4

WATER	FISCAL 2019 BUDGET	FISCAL 2020 BUDGET	FISCAL 2021 REQUEST
Salaries	622,536	650,739	724,335
Expenses	626,179	632,259	612,031
Debt Service	571,002	618,289	670,591
Capital	210,000	195,000	245,000
Total Cost Water	2,029,717	2,096,287	2,251,957

APPENDIX D

Solid Waste Budget, Article 5

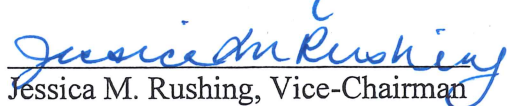
SOLID WASTE	FISCAL 2019 BUDGET	FISCAL 2020 BUDGET	FISCAL 2021 REQUEST
Salaries	83,782	83,510	79,554
Expenses	1,581,456	1,584,853	1,812,221
Debt Service	260,395	254,005	233,798
Total Cost Solid Waste	1,925,633	1,922,368	2,125,573

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 13th day in July in the year of our Lord Two Thousand and Twenty,

TOWN OF PEMBROKE
BOARD OF SELECTMEN


Daniel W. Trabucco, Chairman

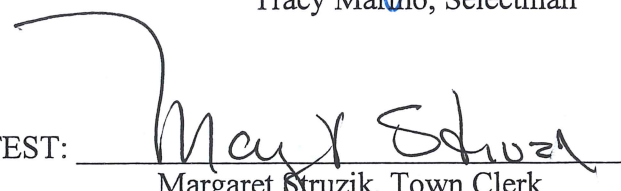

Jessica M. Rushing, Vice-Chairman


John G. Brown, Jr., Clerk


Rebecca Coletta, Selectman


Tracy Marino, Selectman

A true copy, ATTEST:


Margaret Struzik, Town Clerk

PURSUANT TO THE WARRANT, for the Annual Town Meeting to be held on Tuesday, July 28, 2020, 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:

7/13/2020

By:

William Chenevel

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 he is voting on, or what the effect of the passage of the pending motion will be, he 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 anytime. 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?

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).