

# TOWN OF PEMBROKE, MASSACHUSETTS



## **ADVISORY COMMITTEE ANNUAL REPORT AND RECOMMENDATIONS**

**2018**

## **ANNUAL TOWN MEETING WARRANT**

**ATTEND THE ANNUAL TOWN MEETING  
TUESDAY, MAY 8, 2018  
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 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?

## 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 8, 2018

## 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 THIRD ORDER OF BUSINESS AT THE COMMENCEMENT OF THE ANNUAL TOWN MEETING ON TUESDAY, MAY 8, 2018, AFTER THE GENERAL BUDGET ARTICLE, INCLUDING THE WAGE AND PERSONNEL COMPENSATION SCHEDULES (Articles 2 and 3).**

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

**MOTION: Moved that the Town take Articles 1, 6, 9, 23 and 26 out of order and that they be “Passed by Consent” in accordance with the Motions shown on the Consent Agenda distributed this evening.**

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

**ARTICLE 1:** 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 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.*

**MOTION: Moved that the Town accept the reports of the Town Officers, Boards, Committees and Commissions.**

**ARTICLE 6:** To see if the Town will vote to authorize the Board of Selectmen to make application for and to accept federal or state grants for assistance pertaining to community development projects or programs, or take any action relative thereto.

Submitted by the Board of Selectmen

ADVISORY COMMITTEE & SELECTMEN'S RECOMMENDATION: **Favorable Action**  
EXPLANATION: *This article authorizes the Selectmen to apply for and to accept any federal or state grants on behalf of the Town.*

**MOTION:** Moved that the Town vote to authorize the Board of Selectmen to make application for and to accept federal or state grants for assistance pertaining to community development projects or programs.

**ARTICLE 9:** To see if the Town will vote to authorize the Board of Selectmen to enter into contracts with Massachusetts Department of Transportation for the construction and maintenance of public highways for the ensuing year, or take any action relative thereto.

Submitted by the Board of Selectmen

ADVISORY COMMITTEE & SELECTMEN'S RECOMMENDATION: **Favorable Action**  
EXPLANATION: *This article allows the Selectmen to contract with the State for improvements to public roads within the Town.*

**MOTION:** Moved that the Town vote to authorize the Board of Selectmen to enter into contracts with the Massachusetts Department of Transportation for the construction and maintenance of public highways for the ensuing year.

**ARTICLE 23:** To see if the Town will vote to appropriate and/or reserve from the Community Preservation annual revenues in the amounts recommended by the Community Preservation Committee for committee administrative expenses, community preservation projects and other expenses in fiscal year 2019, with each item to be considered a separate appropriation:

**Appropriations:**

From FY19 estimated revenues for Historic Resources Reserve	\$ 40,000
From FY19 estimated revenues for Community Housing Reserve	\$ 40,000
From FY19 estimated revenues for Open Space Reserves	\$ 40,000
From FY19 estimated revenues for Committee Administrative Expenses	\$ 20,000

and further to appropriate any remaining balance of funds as of the termination of the 2018 Annual Town Meeting from Community Preservation Fund FY19 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. 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.*

**Move to 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 2019:**

**Appropriations:**

**From FY19 estimated revenues for Historic Resources Reserve \$ 40,000**

**From FY19 estimated revenues for Community Housing Reserve \$ 40,000**

**From FY19 estimated revenues for Open Space Reserves \$ 40,000**

**From FY19 estimated revenues for Committee Administrative Expenses \$ 20,000**

**And further appropriate any remaining balance of funds as of the termination of the 2018 Annual Town Meeting from Community Preservation Fund FY19 Annual Revenues to the Annual Budgeted Reserve.**

**ARTICLE 26:** To bring to the Election Officers their vote, all on one ballot, for the following named Officers and Committees, to Wit:

One Moderator for one year; two Selectmen for three years; one Assessor for three years; one Town Clerk to fill a two year vacancy; one Board of Health Member for three years; one Housing Authority member for three years; two Library Trustees for three years; one Planning Board Member for five years; one Constable for three years; two School Committee Members for three years; one DPW Commissioner for three years; or take any other action relative thereto.

Submitted by the Town Clerk

**MOTION: Moved to bring to the Election Officers their vote, all on one ballot, for the officers and committees as printed in Article 26 of the annual town meeting warrant.**

--End --

**COMMONWEALTH OF MASSACHUSETTS  
TOWN OF PEMBROKE  
ANNUAL TOWN MEETING WARRANT  
TUESDAY, MAY 8, 2018**

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 EIGHTH DAY OF MAY, 2018  
AT SEVEN O'CLOCK IN THE EVENING**

then and there to act on the following articles:

**ARTICLES 1 - 26**

**ARTICLE 1:** 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 2:** 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 D and to raise and appropriate, transfer from available funds, or otherwise provide a sum of money to fund any changes.

Submitted by the Board of Selectmen

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.*

**ARTICLE 3:** To see what sums the Town will raise by taxation or otherwise to pay Town Debts and charges for the ensuing fiscal year 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 A, 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 presents the Fiscal Year 2019 operating budget as prepared by the Town Administrator. Included in the article are the department's requests and the Advisory Committee recommendations.*

**ARTICLE 4:** 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 B, or take any other action relative thereto.

Submitted by the Town Administrator

ADVISORY COMMITTEE RECOMMENDATION:

**Favorable Action**

SELECTMEN'S RECOMMENDATION:

**Favorable Action**

EXPLANATION: *This Article sets the Fiscal Year 2019 operating budget for the Water Division of the Department of Public Works.*

**ARTICLE 5:** 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 C, or take any other action relative thereto.

Submitted by the Town Administrator

ADVISORY COMMITTEE RECOMMENDATION:

**Favorable Action**

SELECTMEN'S RECOMMENDATION:

**Favorable Action**

EXPLANATION: *This Article sets the Fiscal Year 2019 operating budget for the Town's Solid Waste related financial operations.*

**ARTICLE 6:** To see if the Town will vote to authorize the Board of Selectmen to make application for and to accept federal or state grants for assistance pertaining to community development projects or programs, 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 authorizes the Selectmen to apply for and to accept any federal or state grants on behalf of the Town.*

**ARTICLE 7:** To see if the Town will vote to amend the Town of Pembroke General By-laws, by adding a new Article X-A to establish and authorize revolving funds for use by certain Town departments, boards, committees, agencies or officers under Massachusetts General Laws Chapter 44, §53E½, and add this section to the table of contents, or take any other action relative thereto.

ARTICLE X-A  
DEPARTMENTAL REVOLVING FUNDS

SECTION 1.

Purpose. This by-law establishes and authorizes revolving funds for use by Town departments, boards, committees, agencies or officers in connection with the operation of programs or activities that generate fees, charges or other receipts to support all or some of the expenses of those programs or activities. These revolving funds are established under and governed by General Laws Chapter 44, §53E½.

SECTION 2.

Expenditure Limitations. A department or agency head, board, committee or officer may incur liabilities against and spend monies from a revolving fund established and authorized by this by-law without appropriation subject to the following limitations:

- A. Fringe benefits of full-time employees whose salaries or wages are paid from the fund shall also be paid from the fund.
- B. No liability shall be incurred in excess of the available balance of the fund.
- C. The total amount spent during a fiscal year shall not exceed the amount authorized by Town Meeting on or before July 1 of that fiscal year, or any increased amount of that authorization that is later approved during that fiscal year by the Board of Selectmen and the Advisory Committee.

SECTION 3.

Interest. Interest earned on monies credited to a revolving fund established in this by-law shall be credited to the general fund.

SECTION 4.

Procedure and Reports. Except as provided in General Laws Chapter 44, §53E½ and this by-law, the laws, charter provisions, by-laws, rules, regulations, policies or procedures that govern the receipt and custody of Town monies and the expenditure and payment of Town funds shall apply to the use of a revolving fund established and authorized by this by-law. The Town Accountant shall include a statement on the collections credited to each fund, the encumbrances and expenditures charged to the fund and the balance available for expenditure in the regular report the Town Accountant provides the department, board, committee, agency or officer on appropriations made for its use.

SECTION 5.

Authorized Revolving Funds

The Table establishes:

- A. Each revolving fund authorized for use by a Town department, board, committee, agency or officer,
- B. The department or agency head, board, committee or officer authorized to spend from each fund,
- C. The fees, charges, and other monies charged and received by the department, board, committee, agency or officer in connection with the program or activity for which the fund is established that shall be credited to each fund by the Town Accountant,
- D. The expenses of the program or activity for which each fund may be used,

- E. Any restrictions or conditions on expenditures from each fund,  
 F. Any reporting or other requirements that apply to each fund , and  
 G. The fiscal years each fund shall operate under this by-law.

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>
<b>Revolving Fund</b>	<b>Spending Authority</b>	<b>Fees, Charges or Other Receipts Credited to Fund</b>	<b>Program or Activity Expenses Payable from Fund</b>	<b>Restrictions or Conditions on Expenses</b>	<b>Requirements/ Reports</b>	<b>Fiscal Year</b>
<b>LIBRARY</b>	Library Director	Library fines, lost or damaged books	Books and non-print materials			Fiscal years that begin on or after July 1, 2018.
<b>TOWN LANDING</b>	Town Administrator	Activity fees and contributions	Upkeep and maintenance of Town beaches			Fiscal years that begin on or after July 1, 2018.
<b>CONSERVATION 1</b>	Conservation Agent	Filing fees	Use only for wetlands protection activities			Fiscal years that begin on or after July 1, 2018.
<b>CONSERVATION 2</b>	Conservation Agent	Local filing fees, donations fines	Salaries, workshops, conferences, dues, advertising, property maintenance			Fiscal years that begin on or after July 1, 2018.
<b>TREASURER/ COLLECTOR</b>	Treasurer/ Collector	Tax title redemption proceeds	Tax title legal costs			Fiscal years that begin on or after July 1, 2018.
<b>DPW CEMETERY</b>	DPW Director	Fees charged	Overtime for weekend burials, foundations			Fiscal years that begin on or after July 1, 2018.
<b>DPW TREE</b>	DPW Director	Sale of firewood, fees charged	Equipment maintenance, costs of public area grounds keeping			Fiscal years that begin on or after July 1, 2018.
<b>CONSERVATION 3</b>	Conservation Agent	Fees from logging	Maintenance of Town forests			Fiscal years that begin on or after July

						1, 2018.
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>
<b>Revolving Fund</b>	<b>Spending Authority</b>	<b>Fees, Charges or Other Receipts Credited to Fund</b>	<b>Program or Activity Expenses Payable from Fund</b>	<b>Restrictions or Conditions on Expenses</b>	<b>Requirements/ Reports</b>	<b>Fiscal Year</b>
<b>HISTORIC DISTRICT COMMISSION</b>	HDC Board	Fees from Bethel Chapel	Expenses related to upkeep of Bethel Chapel			Fiscal years that begin on or after July 1, 2018.
<b>RECREATION COMMISSION</b>	Recreation Director	Activity fees charged	Expenses related to upkeep of parks and recreational facilities			Fiscal years that begin on or after July 1, 2018.
<b>COUNCIL ON AGING 2</b>	COA Director	Activity fees charged	Expenses related to upkeep of COA and senior center facilities			Fiscal years that begin on or after July 1, 2018.
<b>POLICE DEPARTMENT</b>	Police Chief	State/federal fingerprint-based criminal history checks fees	Expenses related to fingerprint submission/col-lection program			Fiscal years that begin on or after July 1, 2018.

Submitted by the 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, allows revolving funds to be authorized by bylaw instead of annual town meeting vote.*

**ARTICLE 8:** To see if the Town will vote to set the Fy19 spending limits on the Revolving Fund set forth in Article X-A of the Town of Pembroke General By-laws 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

<u>Revolving Fund</u>	<u>Limit on Spending</u>
Conservation 1	\$15,000
Conservation 2	\$30,000
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
Historical District Commission	\$3,000
Recreation Commission	\$50,000
Council On Aging 2	\$20,000
Police Department	\$20,000

Submitted by the 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:** To see if the Town will vote to authorize the Board of Selectmen to enter into contracts with Massachusetts Department of Transportation for the construction and maintenance of public highways for the ensuing year, 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 the Selectmen to contract with the State for improvements to public roads within the Town.*

**ARTICLE 10:** To see if the Town will vote to authorize the Board of Selectmen to approve an agreement for payment in lieu of taxes (PILOT Agreement), as negotiated by the Town Administrator, between the Town and Brigham and Women's Physician's Organization ("BWPO"), or its successors or assigns, for real and/or personal property attributable to the medical officer building/facility to be located on an approximately 3.98 acre portion of the land known as and numbered 15 Corporate Park Drive, and recorded with the Plymouth County District Registry of Deeds in Book 62, Page 142/143, for such term of years, and on such terms and conditions, as the Board of Selectmen deems in the best interests of the Town, and further to authorize the Board of Selectmen and Town Administrator to take such actions as may be necessary under State law to effectuate the vote taken hereunder, or take any action relative thereto.

Submitted by the Board of Selectmen

ADVISORY COMMITTEE RECOMMENDATION:  
SELECTMEN'S RECOMMENDATION:  
EXPLANATION:

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

**ARTICLE 11:** To see if the Town will vote to accept the provisions of G.L. Chapter 59, Section 5, Clause 54, exempting personal property from taxation if less than an amount not in excess of \$10,000, as established by Town Meeting; and further, by establishing such minimum value of personal property subject to taxation as \$10,000.00, beginning in FY19, or take any other action relative thereto.

Submitted by the Board of Assessors

ADVISORY COMMITTEE RECOMMENDATION:  
SELECTMEN'S RECOMMENDATION:

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

EXPLANATION: *This follows the recommendation of the town auditors. In many instances, the cost to assess, collect and follow-up on these de minimus accounts can exceed the actual property tax assessment itself.*

**ARTICLE 12:** To see if the Town will vote to amend the General By-Laws: Article X – Advisory Committee by revising two sections of the By-Laws as follows:

Section 1 – Paragraph 2

*Current Language*

“Such Committee shall consist of (9) members, voters of the town and shall serve without compensation.”

*Proposed Language*

Such committee shall consist of **no more than nine (9) but no less than four (4) appointed members, voters of the town and shall serve without compensation.**

Section 1 – Paragraph 7

*Current Language*

A majority of the members of the Advisory Committee shall constitute a quorum thereof.

*Proposed Language*

A majority of the **sitting** members of the Advisory Committee shall constitute a quorum thereof.

Submitted by the Advisory Committee

ADVISORY COMMITTEE RECOMMENDATION:

**Favorable Action**

SELECTMEN'S RECOMMENDATION:

**Favorable Action**

EXPLANATION: *This article would amend the by-law so a quorum of the Advisory Committee is based on "serving" members and not "appointed" members.*

**ARTICLE 13:** To see if the Town will vote to raise and appropriate and/or transfer from available funds, the sum of \$5,000 to contract with the South Shore Community Action Council to provide services to residents of the Town, or take any other action relative thereto.

Submitted by the Board of Selectmen

ADVISORY COMMITTEE RECOMMENDATION:

**Favorable Action**

SELECTMEN'S RECOMMENDATION:

**Favorable Action**

EXPLANATION: *The South Shore Community Action Council provides a range of critical services to low-income individuals and families on the South Shore; they administer federal and state funds as well as many private grants for low income and elderly residents.*

**ARTICLE 14:** To see if the Town will vote to authorize the Recreation Department to hire (1) part-time Senior Clerk, or take any other action relative thereto.

Submitted by the Recreation Commission

ADVISORY COMMITTEE RECOMMENDATION:

**Unfavorable Action**

SELECTMEN RECOMMENDATION:

**Favorable Action**

EXPLANATION: *Passage of this article would allow the Recreation Director to hire a senior clerk when funding becomes available in the future.*

**ARTICLE 15:** To see if the town will vote to amend Schedule C, Classification and Compensation By-law by upgrading the position of Generalist Reference Librarian, Schedule SC-31 to SA-32 at the rate of:

Step 1: \$46,508

2<sup>nd</sup> Step: \$50,993

3<sup>rd</sup> Step: \$55,575

and raise and appropriate a sum of \$28,265 to be added to the amount voted under the Library Personal Services in the annual town meeting budget or take any action relative thereto.

Submitted by Library Trustees

ADVISORY COMMITTEE RECOMMENDATION:

**Town Meeting Floor**

SELECTMEN RECOMMENDATION:

**Town Meeting Floor**

EXPLANATION: *This article seeks to fully fund a position originally approved as full-time by Town Meeting in April 2012 but not budgeted due to lack of town funds. In FY14 it was funded as a part-time position. The Adults Reference Librarian has increased services to the residents of Pembroke; the certified librarian provides outreach and programming support for all ages. This position will support the Youth Services Librarian, the Director and provide adult programming such as computer training, and research assistance as well as other educational and recreational programs. In the years from FY15-FY17, adult event attendance increased 220% with the current librarian's endeavors.*

**ARTICLE 16:** To see if the Town will vote to authorize the hiring and outfitting two (2) Firefighter/Paramedics and further, to raise and appropriate or transfer from available funds the sum of \$ 204,000 to fund said positions, or take any action relative thereto.

Submitted by Fire Chief J. Michael Hill

ADVISORY COMMITTEE RECOMMENDATION:

**\* Favorable Action**

SELECTMEN RECOMMENDATION:

**Town Meeting Floor**

EXPLANATION: *This article will add one firefighter/paramedic to each of the 4 groups providing much needed and greater protection for the community. It will reduce, however not eliminate, the number of times department personnel respond alone to emergencies or when the station is empty because of multiple responses. **\* If the contingent budget presented in Article 3 is approved at this town meeting, this motion will be to authorize the hiring of 2 Firefighter/Paramedics with no request for funding.***

**ARTICLE 17:** To see if the Town will vote to authorize the hiring of two (2) Police Officers and further, to raise and appropriate or transfer from available funds the sum of \$ 155,500 to fund said positions, or take any other action relative thereto.

Submitted by Police Chief Richard Wall

ADVISORY COMMITTEE RECOMMENDATION:

**\* Favorable Action**

SELECTMEN RECOMMENDATION:

**Town Meeting Floor**

EXPLANATION: *The recommended staffing level for Pembroke Police to adequately provide patrol, detective and community services necessary to maintain a safe town for our residents and to provide a safer working environment for our police officers is thirty-six (36) sworn officers. We are presently staffed at thirty-one (31) officers. Approval and funding of two (2) police officers at the Annual Town meeting will directly address the staff shortages of patrol officers. **\* If the contingent budget presented in Article 3 is approved at this town meeting, this motion will be to authorize the hiring of 2 Police Officers with no request for funding.***

**ARTICLE 18:** To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money to be used for the purpose of purchasing a police cruiser, and for costs incidental or related thereto, or take any other action relative thereto.

Submitted by Police Chief Richard Wall

ADVISORY COMMITTEE RECOMMENDATION:

**Town Meeting Floor**

SELECTMEN RECOMMENDATION:

**Town Meeting Floor**

EXPLANATION: *Police cruisers are in service twenty-four (24) hours per day and need to be in top condition. "Frontline cruisers" must be kept within a three (3) yr. /100,000 mile warranty range, which is vital for officer safety and saves on engine or drivetrain repairs under warranty, The "balanced budget" provides for only one (1) annual cruiser purchase and two (2) are required. The average frontline cruiser mileage is approximately 40,000 miles per year. Our cruiser efficiency plan would rotate frontline cruisers to backline /back-up patrol position after two (2) years, accomplished by funding two (2) cruisers each year in the annual budget. Estimated cost is \$48,500. **\* If the contingent budget presented in Article 3 is approved at this town meeting, this motion will be withdrawn.***

**ARTICLE 19:** To see if the Town will vote to raise and appropriate, transfer from available funds, and or borrow, the sum of \$300,000 to supplement Chapter 90 funding for the Pavement Management Plan for accepted and unaccepted local roads of Pembroke, or take any action relative thereto.

Submitted by the DPW Commissioners

ADVISORY RECOMMENDATION:

**\* Favorable Action**

SELECTMEN'S RECOMMENDATION:

**Town Meeting Floor**

EXPLANATION: *Passage of this article will supplement our Chapter 90 funding for our Pavement Management Program. \* If the contingent budget presented in Article 3 is approved at this town meeting, this motion will be withdrawn.*

**ARTICLE 20:** To see if the Town will vote to appropriate a sum of money for repairs and improvements to the Luddam's Ford Dam, such project to be undertaken in conjunction with the Town of Hanover; to determine whether this appropriation shall be raised by borrowing or otherwise; or to take any other action relative thereto.

Submitted by the DPW Commissioners

ADVISORY RECOMMENDATION:

**Town Meeting Floor**

SELECTMEN'S RECOMMENDATION:

**Favorable Action**

EXPLANATION: *Estimated cost is \$100,000. Borrowing requires a 2/3 vote.*

**ARTICLE 21:** To see if the town will vote to petition the General Court to enact a special act for the town of Pembroke as follows:

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

**“AN ACT ESTABLISHING A TOWN MANAGER FORM OF GOVERNMENT FOR THE  
TOWN OF PEMBROKE”**

**SECTION 1. CONTINUATION OF EXISTING GOVERNMENT**

**A. CONTINUATION OF EXISTING LAWS, BY-LAWS, PERSONNEL, ETC.**

All special acts, by-laws, rules and regulations which are in force on the effective date of this Act that are not inconsistent with the provisions of this Act shall continue in full force until amended or repealed. Elected and appointed officers, boards, commissions, and committees shall have all of the powers, duties and responsibilities that are not inconsistent with this Act, in force on the effective date of this Act and are given to the respective boards, officers and agencies by law, this Act, town by-law or by vote of town meeting.

If any provision of this Act conflicts with any provisions of any special act, by-law, rule or regulation of the town, the provisions of this Act shall govern.

**B. CONTINUATION OF PERSONNEL, CONTRACTS, TRANSFER OF RECORDS AND  
PROPERTY**

Any office or position in the administrative service of the town and incumbents in such offices, on the effective date of this Act shall continue to function as they did previously until a change in those offices, positions or incumbents is effected in accordance with the provisions of this Act. No contracts, or liabilities in force on the effective date of this act shall be affected by the acceptance of this act by the town, and any offices and/or departments created hereunder shall in all respects be the lawful successor of offices and departments so abolished.

All records, property and equipment whatsoever of any office, department, or part thereof, the powers and duties of which are assigned in whole or in part to another office or department are assigned to such office or department.

## **SECTION 2. BOARD OF SELECTMEN**

### **A. COMPOSITION**

There shall be a board of selectmen consisting of five (5) members elected for terms of three years each, so arranged that the term of office of as nearly an equal number of members as is possible shall expire each year.

### **B. VACANCY IN OFFICE**

Vacancies in the office of selectmen shall be filled in accordance with the provisions of Massachusetts General Laws.

### **C. EXECUTIVE POWERS**

The executive powers of the town shall be vested in the board of selectmen which shall serve as the chief policy-making body of the town.

1. The board of selectmen shall have all of the executive powers it is possible for a board of selectmen to have and to exercise and shall be authorized to enter into intergovernmental and/or public/private agreements on such terms it deems beneficial to the citizens of Pembroke.
2. The board of selectmen shall be responsible for the formulation and promulgation of policy directives and guidelines to be followed by all town agencies serving under it, and in conjunction with other elected town officers and multiple member bodies to develop and promulgate policy guidelines designed to bring the operation of all town agencies into harmony, provided however, nothing in this section shall be construed to authorize any member of the board of selectmen, nor a majority of such members, to become involved in the day-to-day administration of any town agency. It is the intention of this provision that the board of selectmen shall act only through the adoption of broad policy guidelines, which are to be implemented by officers and employees serving under it.
3. The board of selectmen shall cause the by-laws, and rules and regulations for the government of the town to be enforced and shall cause an up-to-date record of all its official acts to be kept.
4. The board of selectmen shall appoint the town manager, town counsel, and shall approve the selection of the town audit firm.

5. The board of selectmen shall be the licensing board of the town a selectmen shall be the licensing board of the town and shall have the power to issue licenses, to make all necessary rules and regulations regarding the issuance of such licenses, and to attach such conditions and restrictions thereto as it deems to be in the public interest. The board of selectmen shall enforce the laws relating to all businesses for which it issues such licenses. The board of selectmen under this Act may delegate or reorganize any local licensing authority or process notwithstanding any general laws relating to local governance to the contrary.

6. The board of selectmen shall be responsible to provide for timely audits as required by law. The audits shall be made by a certified public accountant, or firm of such accountants, who have no personal interests, direct or indirect, in the fiscal affairs of the town government or any of its officers.

## **SECTION 3. TOWN MANAGER**

### **A. APPOINTMENTS, QUALIFICATIONS, TERMS OF OFFICE AND EMPLOYMENT**

#### **1. APPOINTMENT**

There shall be established in the town of Pembroke the office of town manager. The town manager shall be appointed by the board of selectmen for a term not to exceed three (3) years, as the board may determine, and may be appointed for successive terms of office. The board of selectmen shall create a search committee to assist in the selection of candidates for the position of town manager. The committee shall be composed of two (2) selectmen, one (1) advisory board member, and two (2) at large members from the general public.

#### **2. QUALIFICATIONS**

The town manager shall be a person of demonstrated ability with administrative experience in public management or business administration and who is qualified by reason of education and experience. The candidates shall be persons with executive and administrative qualifications and especially fitted by education, training, and experience to perform the duties of the office. The town may from time to time, by by-law, establish such additional qualifications as seem necessary and appropriate.

#### **3. TERMS OF OFFICE**

The town manager shall devote full time to the duties of said office and shall not engage in any other business or occupation during the term of his or her employment by the town. The town manager shall hold no elective office in the town during his or her tenure as town manager, but the board of selectmen may appoint the town manager to any non-elective office or position consistent with the responsibilities of the town manager, and such office or position shall be deemed to be part of said town manager position. Before entering upon his or her duties, the town manager shall be sworn to the faithful and impartial performance thereof by the town clerk. The town manager shall not have served in an elected office for the town of Pembroke for at least twenty-four months prior to his or her appointment.

#### **4. TERMS OF EMPLOYMENT**

#### **a. ADDITIONAL QUALIFICATIONS**

The board of selectmen may from time to time establish additional qualifications for the office of town manager. To the extent permitted by law, the terms of the town manager's employment may be the subject of a written agreement between the parties setting forth the length of service, compensation, annual review, vacation, sick leave, benefits, and such other matters, excluding tenure, as are customarily included in an employment contract.

#### **b. COMPENSATION**

The board of selectmen shall set the compensation of the town manager, not to exceed the amount appropriated by the town meeting.

### **SECTION 4. TOWN MANAGER - POWERS AND DUTIES**

The town manager shall be the chief administrative executive officer of the town. The town manager shall be responsible to the board of selectmen for the effective management of all town affairs placed in the town manager's charge by this Act, the board of selectmen, or vote of the town meeting. The town manager shall be responsible for the implementation of town policies established by the board of selectmen. The functions and duties of the town manager shall include, but not be limited to, the following:

#### **A. POWERS OF APPOINTMENT**

1. As provided for in this Act, appoint and remove all non-elected department heads, and approve the appointment and removal of all other employees except employees of the school department and the fire department. The town manager shall consult with the appropriate elected or appointed board, commission, committee, or official prior to department head appointments or removals. Appointments to and removal from such department head positions shall become effective on the twentieth day following the day notice of appointment or removal is filed with the board of selectmen.
2. Department heads shall, subject to the consent and approval of the town manager, appoint or remove assistant department heads, officers, subordinates and employees, including employees serving under elected and appointed boards, commissions, committees and officials for whom no other method of selection is provided in this Act, except employees of the school department and fire department; provided however, that the department head shall consult with the appropriate elected or appointed board, commission, committee or official prior to making such appointments or removals.
3. All initial appointments shall be based on merit and fitness alone.

#### **B. ADMINISTRATIVE DUTIES**

1. Day-to-day supervision of all town departments and direction of the operations of the town. This section shall not apply to employees of the school department or fire department and to the statutory responsibilities and functions of the school committee.

2. Supervise, direct and be responsible for the efficient administration of all officers appointed by the town manager and their representative departments, and of all functions for which the town manager is given responsibility, authority or control by this Act, by by-law, by town meeting vote, or by vote of the board of selectmen.
3. Reorganize, consolidate or establish any department or position under the town manager's direction or supervision, at his or her discretion. Transfer all or part of any unexpended appropriation of a reorganized or consolidated department, board or office to any other town department, board or office.
4. Administer, either directly or through a person appointed by him, all provisions of general and special laws applicable to the town including Federal and Massachusetts Emergency Management Agencies' requirements, and by-laws and votes of the town within the scope of his or her duty, and all policy rules and regulations made by the board of selectmen.
5. Establish control and data systems appropriate to monitoring expenditures by town boards and departments to enable the town manager to make periodic reports to the board of selectmen and the Advisory Committee on the status of the town's finances.
6. Develop and administer a personnel system, including, but not limited to, determination of rates of pay, the development and implementation of an ongoing training program, evaluation process, personnel and hiring policies, practices, and regulations for town employees.
7. Manage and be responsible for all town buildings, properties and facilities, except those under the control of the school committee and conservation commission. The town manager may direct the maintenance of school committee, open space committee and conservation commission buildings, properties and facilities if and to the extent the school committee, and conservation commission may request and authorize.
8. Attend and participate in all regular and special board of selectmen meetings and town meetings, unless excused therefrom by the board of selectmen.
9. Cause full and complete records of meetings of the board of selectmen to be taken and maintained and compile reports of the meetings as requested by the board of selectmen.
10. Act as the liaison with and represent the board of selectmen before state, federal and regional authorities.
11. Subject to policy established by the board of selectmen, approve all warrants or vouchers, including payroll warrants, for payment of town funds submitted by the town accountant; provided, however, that in the event of a vacancy or unavailability of the town manager, the board of selectmen may approve all warrants and vouchers. Any warrants generated by the town manager shall be signed by the board of selectmen,
12. Approve all grants submitted on behalf of the town.
13. To prosecute, defend and compromise, subject to the approval of the board of selectmen, all litigation to which the town is a party.

14. To inquire and make investigation, at any time, into the conduct and operation of office or performance of duties of any officer or employee, department, board, commission or other town agency.

15. To coordinate the activities of employees serving under the office of the town manager and the office of the board of selectmen with those under the control of other officers and multiple member bodies elected directly by the voters. For this purpose, the town manager shall have authority to require the persons so elected, or their representatives, to meet with the town manager, at reasonable times, for the purpose of effecting coordination and cooperation among all agencies of the town. The town manager shall have the right to attend and speak at any public meeting of any municipal member body.

16. Perform any other duties consistent with his or her office as may be required by by-law, vote of the town or vote of the board of selectmen.

## **C. FINANCIAL POWERS AND DUTIES**

### **1. BUDGET**

a. Prepare and submit at a public meeting or meetings to the board of selectmen and Advisory Committee not later than ninety (90) days prior to the annual town meeting a written proposed balanced budget for town government, including the school department, for the ensuing fiscal year.

b. The proposed budget shall detail all estimated revenues from all sources, and all expenditures, including debt service for the previous, current and ensuing years.

c. It shall include proposed expenditures for both current operations and capital expenditures during the ensuing year, together with estimated revenues and free cash available at the close of the fiscal year, including estimated balances in special accounts.

d. The town may, by bylaw, establish additional financial reports to be provided by the town manager.

e. To assist said town manager in preparing the proposed annual budget of revenues and expenditures, all boards, officers, and committees of the town, including the school committee, shall, within the timeframe requested by the town manager, furnish all relevant information in their possession and submit to the town manager, in writing and in such form as the town manager shall establish, a detailed estimate of the appropriations required and available funds.

### **2. COLLECTIVE BARGAINING**

a. Negotiate collective bargaining contracts on behalf of the board of selectmen, which contracts shall be subject to approval, ratification and execution by the board. The board of selectmen may authorize use of additional counsel, as requested by the town manager, to assist the town manager in the negotiations at its discretion.

b. Administer and enforce collective bargaining agreements, and personnel rules and regulations, and by-laws adopted by the town.

### **3. PROCUREMENT**

Act as the chief procurement officer under the provisions of Chapter 30B of the General Laws, responsible for the purchasing of all supplies, materials, services and equipment for the town, including the bidding and awarding, and executing of all contracts, except for the school department. Specifications for equipment purchases are to be written by the appropriate department heads in consultation with the Town Manager.

## **SECTION 5. TOWN MANAGER - VACANCY**

### **A. PERMANENT VACANCY**

The board of selectmen shall fill any permanent vacancy in the office of the town manager as soon as feasible in accordance with Section 3 of this Act. In the event of a vacancy, the board of selectmen shall, within a reasonable period of time, not to exceed fourteen (14) days, appoint some other capable person to temporarily perform the duties of the town manager until a permanent replacement is appointed.

### **B. TEMPORARY ABSENCE OR DISABILITY**

1. The town manager may designate by letter filed with the town clerk and board of selectmen a capable officer of the town to perform the duties of town manager during a temporary absence or disability.
2. If the absence or disability exceeds thirty (30) days, any designation by the town manager shall be subject to approval by the board of selectmen. If the town manager fails to make such a designation, or if the person so designated is unable to serve, the board of selectmen may designate some other capable person to perform the duties of town manager.
3. Powers and Duties - The powers and duties of the acting town manager, under (a) and (b) above, shall be limited to matters not permitting of delay and shall include authority to make temporary, emergency appointments or designations to town office or employment, but not to make permanent appointments or designations unless authorized by the board of selectmen.

## **SECTION 6. TOWN MANAGER – REMOVAL; SUSPENSION**

The board of selectmen may terminate and remove or suspend the town manager with a minimum of four (4) affirmative votes to remove of the board of selectmen required to remove. Prior to any such termination, removal, or suspension exceeding five (5) days, notice shall be given and reasons for the proposed action shall be provided in writing to the town manager, and an opportunity shall be provided for the town manager to meet with the board of selectmen and respond to those reasons. After such meeting, if any, the board of selectmen may act by a minimum of four (4) affirmative votes of the board of selectmen to terminate, remove or suspend for a period exceeding five (5) days the town manager.

## **SECTION 7. DEPARTMENT OF PUBLIC WORKS**

- A. There shall be an elected Board of Commissioners for the Department of Public Works, hereinafter in this section called the board, consisting of three (3) members serving three year, staggered terms. The incumbent commissioners shall remain in office, subject to re-election, as their terms expire.

B. The vote of the town at the 1991 town election regarding Article 67 is hereby rescinded. As approved in Article 67 Section 4, a vote in the affirmative for the act creating the Town Manager will also be considered a vote to revoke the 1991 Act.

C. There shall be a director of public works, appointed by the town manager. The Director of Public Works and Town Manager shall consult with the Board for the purpose of receiving advice and assistance in the development of policy guidelines for the operation of the department of public works, and the Board shall perform such other advisory functions related to the Department of Public Works as the Director of Public Works or Town Manager may request, provided however, nothing in this section shall be construed to authorize any member of the Board, nor a majority of such members, to become involved in the day-to-day administration of the Director of Public Works.

## **SECTION 8. TRANSITION PROVISION**

### **A. TOWN ADMINISTRATOR**

The position of town administrator shall be abolished upon the assumption of office by the town manager. Should the position become vacant prior to the town manager assuming the duties of the office, the board of selectmen may appoint an acting town administrator to serve until the assumption of the duties of office by the town manager.

### **B. DEPARTMENT OF PUBLIC WORKS**

Chapter 284 of the Acts of 1991, establishing a department of public works in the town of Pembroke, is hereby rescinded.

## **SECTION 9. EFFECTIVE DATE**

This Act shall take effect upon its passage by the general court.

Submitted by the Town Government Study Committee

ADVISORY RECOMMENDATION:  
SELECTMEN RECOMMENDATION:  
EXPLANATION:

**Town Meeting Floor**  
**Favorable Action**

**ARTICLE 22:** To see if the Town will vote, pursuant to the provisions of Section 5B of Chapter 40 of the Massachusetts General Laws, to create a capital projects stabilization fund, or take any other action relative thereto.

Submitted by the Capital Funding Study Committee

ADVISORY COMMITTEE RECOMMENDATION:  
SELECTMEN'S RECOMMENDATION:  
EXPLANATION: *This article will establish a stabilization fund whose purpose is to pay for all or portions of future capital projects. Passage of this article requires a 2/3 vote.*

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

**ARTICLE 23:** To see if the Town will vote to appropriate and/or reserve from the Community Preservation annual revenues in the amounts recommended by the Community Preservation Committee for committee administrative expenses, community preservation projects and other expenses in fiscal year 2019, with each item to be considered a separate appropriation:

**Appropriations:**

From FY19 estimated revenues for Historic Resources Reserve	\$ 40,000
From FY19 estimated revenues for Community Housing Reserve	\$ 40,000
From FY19 estimated revenues for Open Space Reserves	\$ 40,000
From FY19 estimated revenues for Committee Administrative Expenses	\$ 20,000

and further to appropriate any remaining balance of funds as of the termination of the 2018 Annual Town Meeting from Community Preservation Fund FY19 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. 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 24:** To see if the Town will vote to adopt and approve the following recommendations of the Community Preservation Committee for Fiscal Year 2019, 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.

**Recommendation A:** To appropriate the sum of \$27,444.00 from the FY19 Undesignated Fund Reserves and that said funds be granted to the Trustees of the Bryantville Meeting House for waterproofing measures at the Bryantville Meetinghouse located at 32 School Street, Pembroke for preservation purposes, or take any other action relative thereto.

ADVISORY COMMITTEE RECOMMENDATION:

**Town Meeting Floor**

SELECTMEN'S RECOMMENDATION:

**Favorable Action**

**Recommendation B:** To appropriate the sum of \$85,000.00 from the FY19 Undesignated Fund Reserves and that said funds be granted to the Pembroke Public Schools for phase I of an irrigation project at Pembroke High School and North Pembroke Elementary School for open space and recreational purposes, or take any other action relative thereto.

ADVISORY COMMITTEE RECOMMENDATION:

**Town Meeting Floor**

SELECTMEN'S RECOMMENDATION:

**Favorable Action**

**Recommendation C:** To appropriate the sum of \$35,000.00 from FY19 Community Housing Reserves and \$20,000.00 from FY19 Annual Budgeted Reserve and that said funds be granted to the Pembroke Housing Authority for the fire alarm system project at the Kilcommons Drive community housing development for support of affordable housing, or take any other action relative thereto.

ADVISORY COMMITTEE RECOMMENDATION:

**Town Meeting Floor**

SELECTMEN'S RECOMMENDATION:

**Favorable Action**

**Recommendation D:** To appropriate the sum of \$25,000.00 from the FY19 Annual Budgeted Reserve and that said funds be granted to the Town of Pembroke, under the direction of the Pembroke Department of Public Works (DPW), for the repair of headstones at the Center Street Cemetery for historic preservation and restoration purposes, or take any other action relative thereto.

ADVISORY COMMITTEE RECOMMENDATION:  
SELECTMEN'S RECOMMENDATION:

**Town Meeting Floor  
Favorable Action**

**Recommendation E:** To appropriate the sum of \$20,000.00 from the FY19 Annual Budgeted Reserve and that said funds be granted to the Town of Pembroke, under the direction of the Pembroke Department of Public Works (DPW), for the installation of fence/gates and cooking grills at Luddam's Ford Park on Elm Street for open space and recreational purposes, or take any other action relative thereto.

ADVISORY COMMITTEE RECOMMENDATION:  
SELECTMEN'S RECOMMENDATION:

**Town Meeting Floor  
Favorable Action**

**Recommendation F:** To appropriate the sum of \$3,000.00 from the FY19 Annual Budgeted Reserve and that said funds be granted to the Town of Pembroke, under the direction of the Pembroke Historical Commission, for ceiling restoration at the Pembroke Historical Society Museum Building located at 116 Center Street for historic and restoration purposes, and to authorize the Board of Selectmen to execute a grant agreement with the Historical Society setting forth the terms and conditions of such grant, and to authorize the Board of Selectmen to accept any restriction, execute instruments and take such other action as may be necessary to effectuate the vote taken hereunder, or take any other action relative thereto.

ADVISORY COMMITTEE RECOMMENDATION:  
SELECTMEN'S RECOMMENDATION:

**Unfavorable Action  
Favorable Action**

**Recommendation G:** To appropriate the sum of \$25,000.00 from the FY19 Open Space Reserves and that said funds be granted to the Town of Pembroke, under the direction of the Town Administrator, for parking lot improvements, fencing and signage at Tubbs Meadow for open space purposes, or take any other action relative thereto.

ADVISORY COMMITTEE RECOMMENDATION:  
SELECTMEN'S RECOMMENDATION:

**Town Meeting Floor  
Favorable Action**

**Recommendation H:** To appropriate the sum of \$60,000.00 from the FY19 Annual Budgeted Reserve and \$40,000.00 from FY19 Historic Resources Reserves and that said funds be granted to the Town of Pembroke, under the direction of the Pembroke Historical Commission, for phase II of the stabilization of the Turner Homestead on Washington Street, Pembroke for historic preservation and rehabilitation purposes, or take any other action relative thereto.

ADVISORY COMMITTEE RECOMMENDATION:  
SELECTMEN'S RECOMMENDATION:

**Town Meeting Floor  
Favorable Action**

**Recommendation I:** To appropriate the sum of \$35,000.00 from the FY19 Annual Budgeted Reserve and that said funds be granted to the Town of Pembroke, under the direction of the Town Administrator, for grounds evaluation and site preparation at the Memorial Green on Curve Street, Pembroke for recreational and/or open space purposes, or take any other action relative thereto.

ADVISORY COMMITTEE RECOMMENDATION:  
SELECTMEN'S RECOMMENDATION:

**Town Meeting Floor  
Favorable Action**

**Recommendation J:** To appropriate the sum of \$7,710.00 from FY18 Open Space Reserves and that said funds be granted to the Town of Pembroke, under the direction of the Town Administrator, for the purpose of purchasing handicap mats for the beaches at Town Landing on Oldham Pond and at Little Sandy Bottom Pond for recreational and/or open space purposes, or take any other action relative thereto.

ADVISORY COMMITTEE RECOMMENDATION:  
SELECTMEN'S RECOMMENDATION:

**Town Meeting Floor  
Favorable Action**

**ARTICLE 25:** To see if the Town will vote to add to the By-Laws of the Town of Pembroke under Article XXIII Miscellaneous, Section 25 Right to Farm by adding Subsection 3A to read:

“No Board or Commission shall charge a fee or permit fee for the keeping of 10 or less poultry or 5 or less rabbits.” Or take any other action relative thereto.

Submitted by Petition of Robert DeMarzo and others

ADVISORY COMMITTEE RECOMMENDATION:  
SELECTMEN'S RECOMMENDATION:  
EXPLANATION:

**Town Meeting Floor  
Town Meeting Floor**

**Subsequent Meeting for the  
ELECTION OF OFFICERS  
to be held on  
Saturday, May 12, 2018**

Pembroke Town Hall – Veteran's Hall  
Pembroke Community Middle School  
Bryantville Elementary School Auditorium  
North Pembroke Elementary School Auditorium

Precinct 1  
Precinct 2 & 4  
Precinct 3  
Precinct 5

Then and there to act on the following article:

**ARTICLE 26:** To bring to the Election Officers their vote, all on one ballot, for the following named Officers and Committees, to Wit:

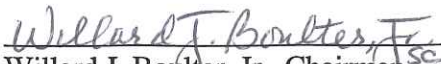
One Moderator for one year; two Selectmen for three years; one Assessor for three years; one Town Clerk to fill a two year vacancy; one Board of Health Member for three years; one Housing Authority member for three years; two Library Trustees for three years; one Planning Board Member for five years; one Constable for three years; two School Committee Members for three years; one DPW Commissioner for three years; or take any other action relative thereto.


Submitted by the Town Clerk

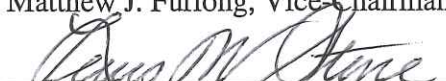
Hereof, fail not, and make due return of this Warrant, with your doings thereon, to the Town Clerk, at the time and place of meetings as aforesaid.

Given under our hands this 23<sup>rd</sup> day in April in the year of our Lord Two Thousand and Eighteen,

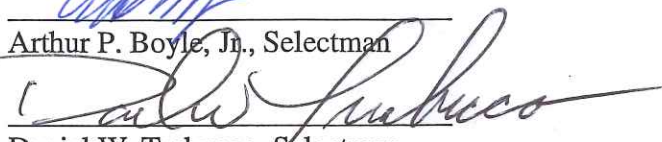
TOWN OF PEMBROKE  
BOARD OF SELECTMEN

  
Willard J. Boulter, Jr., Chairman


  
Matthew J. Furlong, Vice-Chairman

  
Lewis W. Stone, Clerk

  
Arthur P. Boyle, Jr., Selectman

  
Daniel W. Trabucco, Selectman

A true copy, ATTEST:

  
Mary Ann Smith, Town Clerk

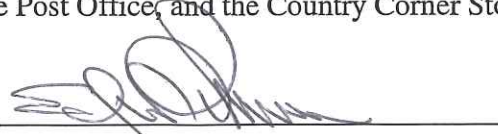
PURSUANT TO THE WARRANT, for the Annual Town Meeting to be held on Tuesday, May 8, 2018, I have notified and warned the inhabitants of the Town of Pembroke by posting up attested copies of the same at the Town Office Building, Pembroke Center Library, Pembroke Center Post Office, North Pembroke Post Office, Bryantville Post Office, and the Country Corner Store.

POSTED:

Date:

4/24/18

By:



**APPENDIX A**  
Article 3  
Town Administrator's Budget

**TOWN OF PEMBROKE**  
**FISCAL YEAR 2019 RECOMMENDED BUDGET**

	2018 Budget	2019 Request	2019 Town Admin	2019 Contingent
<b>Moderator</b>				
Wages & Salaries-Elected	100	100	100	100
Totals	100	100	100	100
<b>Board of Selectmen</b>				
Wages & Salaries-Elected	9,000	9,000	9,000	9,000
Wages & Salaries	130,225	154,020	158,660	158,660
General Expenses	8,150	14,950	13,450	13,450
Purchase of Services-Audit	47,500	41,500	41,500	41,500
Purchase of Services-Pond Treatmen	0	92,965	92,965	92,965
Totals	194,875	312,435	315,575	315,575
<b>Town Administrator</b>				
Wages & Salaries	141,472	144,291	144,291	144,291
General Expenses	3,550	3,750	3,750	3,750
Totals	145,022	148,041	148,041	148,041
<b>Legal</b>				
Purchase of Services	115,000	115,000	115,000	115,000
Totals	115,000	115,000	115,000	115,000
<b>Advisory Committee</b>				
Wages & Salaries	6,836	6,836	6,836	6,836
General Expenses	572	581	581	581
Reserve Fund	50,000	50,000	50,000	50,000
Totals	57,408	57,417	57,417	57,417
<b>Town Accountant</b>				
Wages & Salaries	119,275	127,211	127,211	127,211
General Expenses	6,800	52,800	51,800	51,800
Totals	126,075	180,011	179,011	179,011
<b>Board of Assessors</b>				
Wages & Salaries-Elected	5,400	5,400	5,400	5,400
Wages & Salaries	243,255	248,854	248,754	248,754
General Expenses	37,150	37,450	37,150	37,150
Totals	285,805	291,704	291,304	291,304

**APPENDIX A**  
Article 3  
Town Administrator's Budget

**TOWN OF PEMBROKE**  
**FISCAL YEAR 2019 RECOMMENDED BUDGET**

	2018 Budget	2019 Request	2019 Town Admin	2019 Contingent
<b>Treasurer/Collector</b>				
Wages & Salaries	340,757	360,267	359,582	359,582
General Expenses	79,885	79,885	79,885	79,885
Totals	420,642	440,152	439,467	439,467
<b>Data Processing</b>				
General Expenses	64,475	64,475	64,475	64,475
Totals	64,475	64,475	64,475	64,475
<b>Town Clerk</b>				
Wages & Salaries-Elected	84,660	84,660	84,660	84,660
Wages & Salaries	51,399	50,399	50,399	50,399
General Expenses	4,320	12,320	12,320	12,320
Totals	140,379	147,379	147,379	147,379
<b>Elections</b>				
Wages & Salaries	30,000	50,000	50,000	50,000
General Expenses	16,000	23,000	23,000	23,000
Totals	46,000	73,000	73,000	73,000
<b>Registrations</b>				
Wages & Salaries	5,600	7,600	7,600	7,600
General Expenses	6,300	8,700	8,700	8,700
Totals	11,900	16,300	16,300	16,300
<b>Conservation Commission</b>				
Wages & Salaries	58,398	0	0	0
General Expenses	935	2,025	935	935
Totals	59,333	2,025	935	935
<b>Planning Board</b>				
Wages & Salaries	49,015	51,082	50,082	50,082
General Expenses	2,240	2,240	2,240	2,240
Totals	51,255	53,322	52,322	52,322

**APPENDIX A**  
Article 3  
Town Administrator's Budget

**TOWN OF PEMBROKE**  
**FISCAL YEAR 2019 RECOMMENDED BUDGET**

	2018 Budget	2019 Request	2019 Town Admin	2019 Contingent
<b>Zoning Board of Appeals</b>				
Wages & Salaries	25,443	0	0	0
General Expenses	2,600	2,600	2,600	2,600
Totals	28,043	2,600	2,600	2,600
<b>Town Hall Maintenance</b>				
Wages & Salaries	96,110	96,110	93,210	93,210
General Expenses	93,890	111,092	106,592	106,592
Totals	190,000	207,202	199,802	199,802
<b>Police Department</b>				
Wages & Salaries	3,333,164	3,554,841	3,407,201	3,562,701
General Expenses	325,502	368,153	287,902	336,402
Totals	3,658,666	3,922,994	3,695,103	3,899,103
<b>Fire Department</b>				
Wages & Salaries	3,081,761	3,233,932	3,206,711	3,370,011
General Expenses	175,000	157,100	156,000	196,700
Totals	3,256,761	3,391,032	3,362,711	3,566,711
<b>Department of Inspectional Services</b>				
Wages & Salaries	195,614	408,024	411,024	411,024
Totals	195,614	408,024	411,024	411,024
<b>Building Department</b>				
Wages & Salaries	0	0	0	0
General Expenses	12,400	13,100	12,400	12,400
Totals	12,400	13,100	12,400	12,400
<b>Emergency Management</b>				
Wages & Salaries	2,699	2,699	2,699	2,699
General Expenses	9,511	9,511	9,511	9,511
Totals	12,210	12,210	12,210	12,210

**APPENDIX A**  
Article 3  
Town Administrator's Budget

**TOWN OF PEMBROKE**  
**FISCAL YEAR 2019 RECOMMENDED BUDGET**

	2018 Budget	2019 Request	2019 Town Admin	2019 Contingent
<b>Dog Officer</b>				
Wages & Salaries	51,471	51,471	51,471	51,471
General Expenses	6,750	6,750	6,750	6,750
Totals	58,221	58,221	58,221	58,221
<b>Pembroke Public Schools</b>				
Pembroke Public Schools	32,338,670	33,338,670	33,259,352	33,259,352
Totals	32,338,670	33,338,670	33,259,352	33,259,352
<b>Department of Public Works</b>				
Wages & Salaries	934,328	942,032	942,032	942,032
General Expenses	300,186	336,438	262,788	262,788
Pavement Management	25,000	325,000	25,000	325,000
Snow & Ice	100,000	593,789	125,000	125,000
Totals	1,359,514	2,197,259	1,354,820	1,654,820
<b>Town Wide Utilities</b>				
General Expenses	223,277	203,277	203,277	203,277
Totals	223,277	203,277	203,277	203,277
<b>Board of Health</b>				
Wages & Salaries	122,740	0	0	0
General Expenses	27,610	27,610	27,610	27,610
Totals	150,350	27,610	27,610	27,610
<b>Council on Aging</b>				
Wages & Salaries	190,290	227,460	190,363	190,363
General Expenses	44,733	45,762	44,733	44,733
Senior Tax Program	5,000	5,000	5,000	5,000
Totals	240,023	278,222	240,096	240,096
<b>Veterans' Services</b>				
Wages & Salaries	71,048	72,159	72,159	72,159
General Expenses	2,300	2,100	2,100	2,100
Benefits & Medical	170,000	170,000	150,000	150,000
Totals	243,348	244,259	224,259	224,259

**APPENDIX A**  
Article 3  
Town Administrator's Budget

**TOWN OF PEMBROKE**  
**FISCAL YEAR 2019 RECOMMENDED BUDGET**

	2018 Budget	2019 Request	2019 Town Admin	2019 Contingent
<b>Commission on Disabilities</b>				
General Expenses	705	705	705	705
Totals	705	705	705	705
<b>Library</b>				
Wages & Salaries	558,188	609,060	564,485	564,485
General Expenses	59,800	62,300	59,800	59,800
Books	86,000	90,000	90,000	90,000
Totals	703,988	761,360	714,285	714,285
<b>Lydia Drake Library</b>				
General Expenses	5,000	5,000	5,000	5,000
Totals	5,000	5,000	5,000	5,000
<b>Recreation Commission</b>				
Wages & Salaries	95,963	96,716	96,716	96,716
General Expenses	12,080	12,080	12,080	12,080
Totals	108,043	108,796	108,796	108,796
<b>Community Center</b>				
Wages & Salaries	25,469	35,393	27,493	27,493
General Expenses	49,146	49,806	49,806	49,806
Totals	74,615	85,199	77,299	77,299
<b>Herring Fisheries</b>				
General Expenses	1,800	1,800	1,800	1,800
Totals	1,800	1,800	1,800	1,800
<b>Town Landing</b>				
Wages & Salaries	44,092	44,092	44,092	44,092
General Expenses	1,600	1,600	1,600	1,600
Totals	45,692	45,692	45,692	45,692
<b>Town Clock Winder</b>				
Wages & Salaries	1,487	1,487	1,487	1,487
Totals	1,487	1,487	1,487	1,487

**APPENDIX A**  
Article 3  
Town Administrator's Budget

**TOWN OF PEMBROKE**  
**FISCAL YEAR 2019 RECOMMENDED BUDGET**

	2018 Budget	2019 Request	2019 Town Admin	2019 Contingent
<b>Town Memorial Committee</b>				
General Expenses	5,910	5,910	5,910	5,910
Totals	5,910	5,910	5,910	5,910
<b>Plymouth County Cooperative</b>				
General Expenses	107	500	107	107
Totals	107	500	107	107
<b>Historical Commission</b>				
General Expenses	2,000	2,000	2,000	2,000
Totals	2,000	2,000	2,000	2,000
<b>Maturing Debt Principal</b>				
General Expenses	820,472	843,502	843,502	843,502
Totals	820,472	843,502	843,502	843,502
<b>Maturing Debt Interest</b>				
General Expenses	171,711	208,201	208,201	208,201
Totals	171,711	208,201	208,201	208,201
<b>Maturing Debt Principal - Excluded</b>				
General Expenses	1,543,000	1,555,000	1,555,000	1,555,000
Totals	1,543,000	1,555,000	1,555,000	1,555,000
<b>Maturing Debt Interest - Excluded</b>				
General Expenses	455,075	581,875	581,875	581,875
Totals	455,075	581,875	581,875	581,875
<b>Short Term Interest</b>				
General Expenses	45,500	45,500	45,500	45,500
Totals	45,500	45,500	45,500	45,500
<b>Plymouth County Retirement</b>				
General Expenses	3,135,629	3,252,447	3,252,447	3,252,447

**APPENDIX A**  
Article 3  
Town Administrator's Budget

**TOWN OF PEMBROKE**  
**FISCAL YEAR 2019 RECOMMENDED BUDGET**

	2018 Budget	2019 Request	2019 Town Admin	2019 Contingent
Totals	3,135,629	3,252,447	3,252,447	3,252,447
<b>Unemployment Compensation</b>				
General Expenses	75,000	100,000	100,000	100,000
Totals	75,000	100,000	100,000	100,000
<b>Group Health Insurance</b>				
General Expenses	8,452,347	8,839,543	8,694,543	8,694,543
Totals	8,452,347	8,839,543	8,694,543	8,694,543
<b>Group Life Insurance</b>				
General Expenses	20,000	20,000	20,000	20,000
Totals	20,000	20,000	20,000	20,000
<b>Medicare Tax</b>				
General Expenses	484,100	525,000	525,000	525,000
Totals	484,100	525,000	525,000	525,000
<b>Property &amp; Liability Insurance</b>				
General Expenses	718,500	718,500	718,500	718,500
Totals	718,500	718,500	718,500	718,500
Grand Total	\$60,556,047	\$63,914,057	\$62,471,460	\$63,179,460

## APPENDIX B

### Article 4

#### Water Budget

<b>WATER</b>	<b>FISCAL 2018 BUDGET</b>	<b>FISCAL 2019 REQUEST</b>	<b>FISCAL 2019 TOWN ADMIN.</b>
Salaries	605,563	622,536	622,536
Expenses	626,679	637,600	637,600
Debt Service	576,730	571,002	571,002
Capital	188,000	210,000	210,000
<b>Total Cost Water</b>	1,996,972	2,041,138	2,041,138

## APPENDIX C

### Article 5

#### Solid Waste Budget

<b>SOLID WASTE</b>	<b>FISCAL 2017 BUDGET</b>	<b>FISCAL 2018 REQUEST</b>	<b>FISCAL 2018 TOWN ADMIN.</b>
Salaries	82,294	83,782	83,782
Expenses	1,358,289	1,381,456	1,381,456
Debt Service	260,357	260,395	260,395
<b>Total Cost Solid Waste</b>	1,700,940	1,725,633	1,725,633

**APPENDIX D****Article 2****COMPENSATION SCHEDULES****ANNUAL SALARY SCHEDULE A****FULL TIME OFFICERS AND EMPLOYEES****EFFECTIVE JULY 1, 2018 THROUGH JUNE 30, 2019**

<b><u>Title</u></b>	<b><u>SA</u></b>	<b><u>Minimum</u></b>	<b><u>Proposed Minimum</u></b>	<b><u>2nd Year</u></b>	<b><u>Proposed 2nd Year</u></b>	<b><u>Maximum</u></b>	<b><u>Proposed Maximum</u></b>
Lieutenant (Fire) Captain (Fire)	SA-5	n.a.	n.a.	n.a.	n.a.	520	530
Call Firefighters	SA-6	n.a.	n.a.	n.a.	n.a.	395	403
Treasurer/Collector	SA-8	85,359	87,066	89,627	91,420	94,181	96,064
Youth Services Librarian	SA-11	49,493	50,483	54,284	55,370	59,135	60,317
Assistant Librarian	SA-12	14,585	14,877	14,956	15,255	17,289	17,635
Associate Librarian II	SA-13	43,734	44,608	45,913	46,832	48,116	49,079
Associate Librarian I	SA-14	38,495	39,265	40,916	41,735	42,459	43,308
Coordinator/Dir. of Recreation	SA-15	54,417	55,505	57,491	58,641	60,363	61,570
Building Inspector/Zoning Agent	SA-16	65,044	66,345	67,826	69,182	69,520	70,911
Animal Control Officer	SA-18	41,973	42,812	46,217	47,142	49,034	50,015
Executive Assistant	SA-19	54,542	55,633	56,815	57,951	59,902	61,100
Chief Assessors/Appraiser	SA-21	85,359	87,066	89,627	91,420	94,181	96,064
Dir. of Planning & Comm. Dev.	SA-22	61,316	62,543	65,977	67,296	70,540	71,951
Planning Board Assistant	SA-23	47,335	48,282	49,691	50,685	52,084	53,126
Library Director	SA-27	70,287	71,693	78,751	80,326	89,835	91,632
Health Agent	SA-28	61,705	62,939	63,608	64,880	66,963	68,302
Council on Aging Director	SA-29	52,581	53,633	55,211	56,315	57,972	59,131
Library Assistant Director	SA-31	49,224	50,209	53,161	54,225	58,013	59,173

**ANNUAL SALARY SCHEDULE B****APPOINTED PART TIME OFFICERS AND EMPLOYEES****EFFECTIVE JULY 1, 2018 THROUGH JUNE 30, 2019**

<b><u>Title</u></b>	<b><u>Annual Salary</u></b>	<b><u>Proposed Annual Salary</u></b>
Conservation Agent Field Agent	33,548	34,219
Wiring Inspector	27,468	28,017
Veterans Agent	17,524	17,874
Plumbing Inspector	13,502	13,772
Gas Inspector	13,502	13,772
Animal Inspector	6,978	7,117
Summer Playground Director	6,827	6,963
Inspector of Weights & Measures	6,353	6,480
Assistant Wiring Inspector	5,179	5,282
Assistant Summer Playground Director	4,634	4,727
Herring Fisheries Superintendent	2,698	2,752
Civil Defense Director	2,698	2,752
Town Landing Administrator	2,158	2,201

**APPENDIX D**

## Article 2

**COMPENSATION SCHEDULES****HOURLY WAGE SCHEDULE C****FULL TIME/PART TIME EMPLOYEES****EFFECTIVE JULY 1, 2018 THROUGH JUNE 30, 2019**

<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	24.09	24.57	26.59	27.12	30.09	30.69
Patrolman-Permanent Intermittent	SC-1	24.09	24.57	26.59	27.12	30.09	30.69
Patrolman-Special	SC-2	24.09	24.57	26.59	27.12	30.09	30.69
Summer Playground Counselor (Rec)							
After School Counselor (Rec)							
Basic Recycling Attendant	SC-3	11.22	11.44	11.76	12.00	12.34	12.59
Part Time Laborer	SC-4	18.33	18.70	19.50	19.89	20.74	21.15
Call Firefighter	SC-5	20.71	21.12	20.71	21.12	20.71	21.12
Diver	SC-6	n.a.	n.a.	n.a.	n.a.	28.02	28.58
Landfill Manager	SC-7	n.a.	n.a.	n.a.	n.a.	41.70	42.53
Building Committee Assistant (PT)	SC-8	n.a.	n.a.	n.a.	n.a.	21.34	21.77
Custodians	SC-9	18.29	18.65	20.33	20.74	22.03	22.47
Election&Census Workers, Registrars	SC-10	n.a.	n.a.	n.a.	n.a.	13.47	13.74
Senior Clerk	SC-11	17.41	17.76	18.55	18.92	19.70	20.09
Junior Clerk	SC-12	13.87	14.15	15.07	15.37	16.24	16.56
Typist-Part Time	SC-13	13.32	13.59	13.93	14.21	14.56	14.85
Council on Aging Van Drivers	SC-13	13.32	13.59	13.93	14.21	14.56	14.85
Maintenance Person (PT)	SC-13	13.32	13.59	13.93	14.21	14.56	14.85
Library Aide	SC-14	16.37	16.70	17.51	17.86	18.74	19.11
Lifeguard	SC-15	n.a.	n.a.	n.a.	n.a.	12.70	12.95
Water Safety/Lifeguard Train. Inst.	SC-16	n.a.	n.a.	n.a.	n.a.	14.23	14.51
Head Lifeguard/Water Safety Inst.	SC-18	n.a.	n.a.	n.a.	n.a.	14.83	15.13
Extra Help-Assessors-Measurer	SC-19	n.a.	n.a.	n.a.	n.a.	13.38	13.65
Summer Head Counselor (Rec)							
After School Head Counselor (Rec)							
Extra Help-Assessors-Listers	SC-20	n.a.	n.a.	n.a.	n.a.	15.85	16.17
Water Safety Instructor Aide	SC-21	n.a.	n.a.	n.a.	n.a.	12.46	12.71
Alternate Inspector, Building Dept.	SC-22	n.a.	n.a.	n.a.	n.a.	25.50	26.01
Dir.,Water Safety/Program Instructor	SC-23	n.a.	n.a.	n.a.	n.a.	18.55	18.92
Library Page	SC-24	11.99	12.22	12.57	12.82	13.23	13.49
Recycling Attendant	SC-25	12.62	12.87	13.24	13.50	13.91	14.19
Zoning Board Assistant	SC-27	21.60	22.04	22.75	23.20	23.80	24.27
Recycling Supervisor	SC-28	14.44	14.73	15.16	15.46	15.89	16.21
Principal Clerk	SC-29	17.53	17.88	18.56	18.94	19.64	20.03
Senior Aide - Council on Aging	SC-29	17.53	17.88	18.56	18.94	19.64	20.03
Conservation Comm. Admin. Agent	SC-30	21.21	21.63	22.30	22.74	23.35	23.81
Generalist Reference Librarian	SC-31	23.85	24.32	26.15	26.68	28.50	29.07

**APPENDIX D**

**Article 2**

**COMPENSATION SCHEDULES**

**ANNUAL SALARY SCHEDULE D**

**ELECTED FULL TIME/PART TIME OFFICIALS**

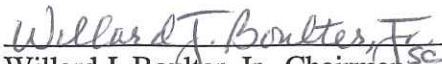
**EFFECTIVE JULY 1, 2018 THROUGH JUNE 30, 2019**


<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	84,660	86,353

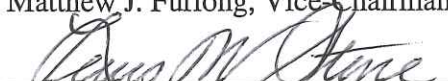
Hereof, fail not, and make due return of this Warrant, with your doings thereon, to the Town Clerk, at the time and place of meetings as aforesaid.

Given under our hands this 23<sup>rd</sup> day in April in the year of our Lord Two Thousand and Eighteen,

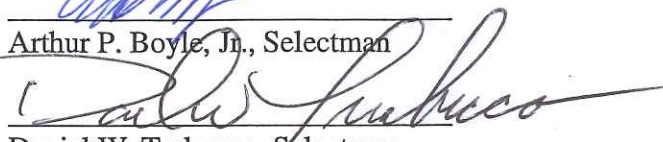
TOWN OF PEMBROKE  
BOARD OF SELECTMEN

  
Willard J. Boulter, Jr., Chairman


  
Matthew J. Furlong, Vice-Chairman

  
Lewis W. Stone, Clerk

  
Arthur P. Boyle, Jr., Selectman

  
Daniel W. Trabucco, Selectman

A true copy, ATTEST:

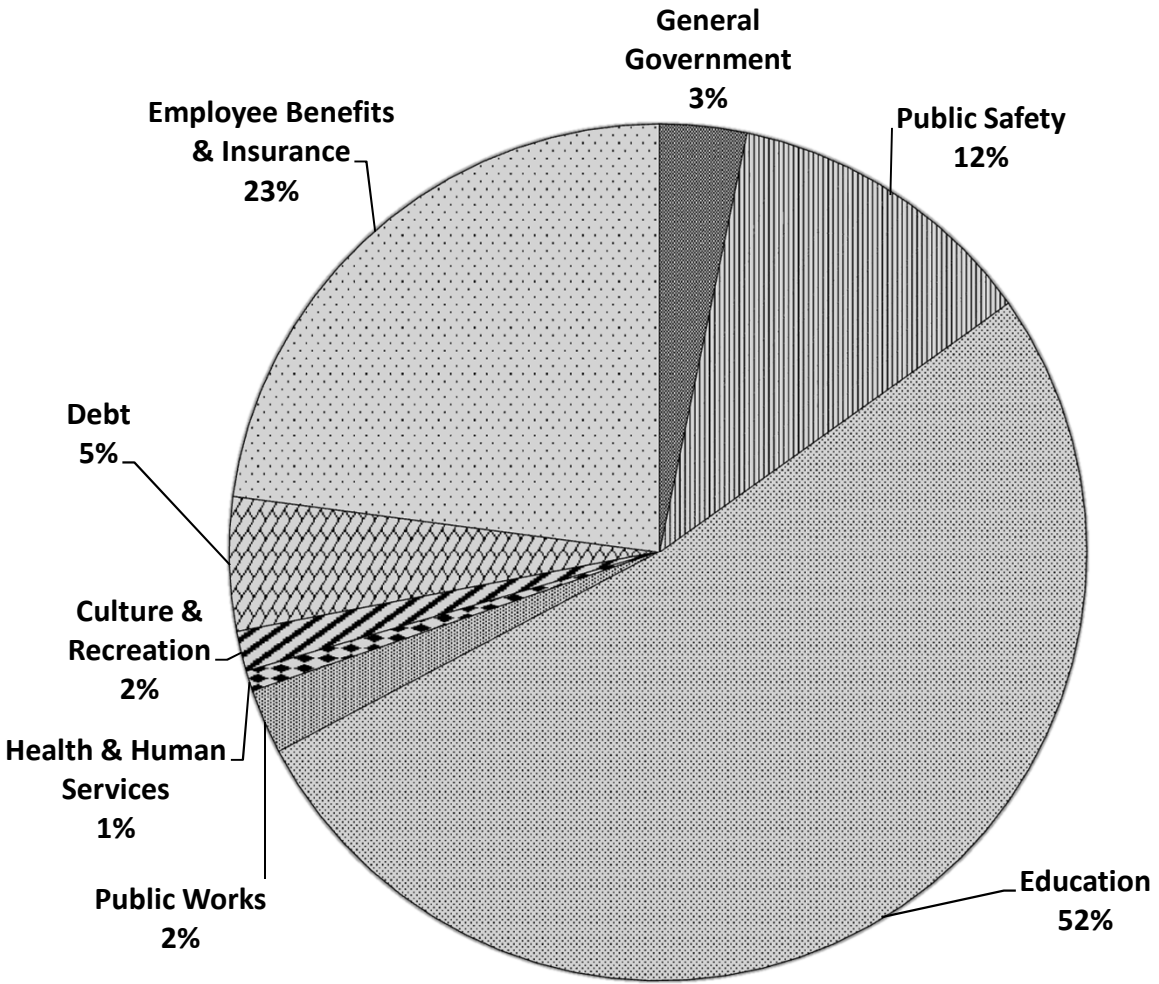
  
Mary Ann Smith, Town Clerk

PURSUANT TO THE WARRANT, for the Annual Town Meeting to be held on Tuesday, May 8, 2018, 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: 4/24/18

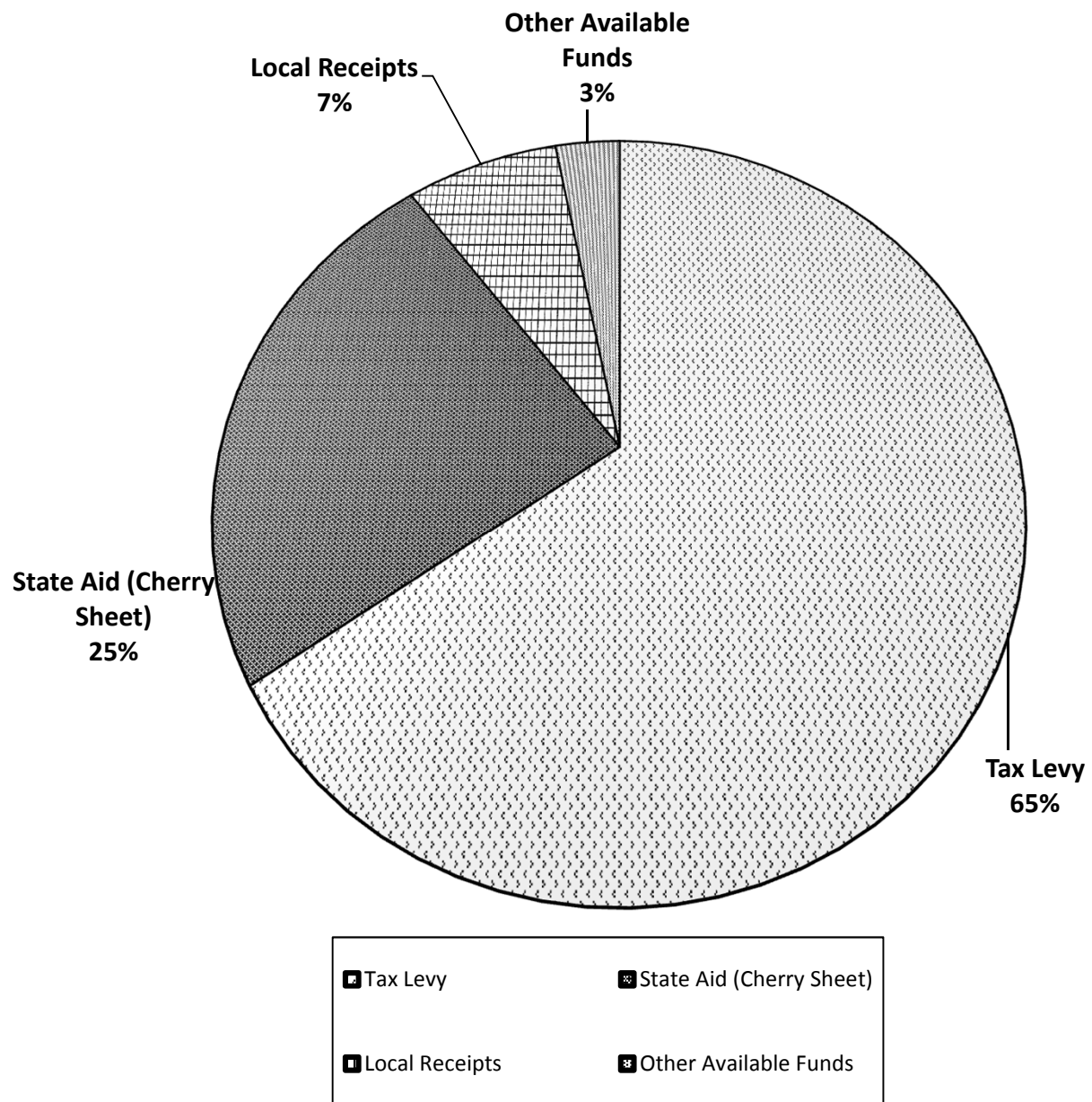
By: 

TOTAL GENERAL GOVERNMENT  
OPERATIONAL BUDGET  
\$63,745,210



Public Safety	Education
Public Works	Health & Human Services
Culture & Recreation	Debt
Employee Benefits & Insurance	

TOTAL REVENUE  
\$63,745,210



**Town of Pembroke  
Town Meeting Funding Recommendations  
May 8, 2018**

<u>Annual</u>	<u>Purpose</u>	<u>Funding Request</u>	<u>Funding Source</u>
1	Town Reports	0	
2	Non Union Schedules	40,000	Taxation
3	Operating Budget	62,471,460	Various
4	Water Operating Budget	2,041,138	Water Revenue
5	Solid Waste Operating Budget	1,725,633	Solid Waste Revenue
6	Grant Authorizations	0	
7	Town Bylaws - Revolving Funds	0	
8	Revolving Fund Limits	0	
9	Mass Highways Authorization	0	
10	PILOT Agreement Corporate Park	0	
11	Personal Property Tax Bills	0	
12	Town Bylaws - Advisory Committee	0	
13	S.S. Community Action Council	5,000	Taxation
14	Recreation Part Time Clerk	0	
15	Generalist Reference Librarian	0	
16	Firefighter/Paramedic Authorization	0	
17	Police Officer Authorization	0	
18	Police Cruiser	0	
19	Pavement Management Plan	0	
20	Luddams Ford Dam Repairs	100,000	Borrowing
21	Town Manager Act	0	
22	Capital Stabilization Fund	0	
23	Community Preservation Allocations -		
	Administrative Expenses	20,000	Community Preservation Funds
	Historic Resources Reserve	40,000	Community Preservation Funds
	Community Housing Reserve	40,000	Community Preservation Funds
	Open Space Reserve	40,000	Community Preservation Funds
24	Community Preservation Projects -		
	Bryantville Meetinghouse	27,440	Community Preservation Funds
	School Field Irrigation	85,000	Community Preservation Funds
	Kilcommons Drive Fire Alarms	55,000	Community Preservation Funds
	Center Cemetery Headstones	25,000	Community Preservation Funds
	Luddams Ford Park	20,000	Community Preservation Funds
	Historical Society Museum Bldg.	3,000	Community Preservation Funds
	Tubbs Meadow Improvements	25,000	Community Preservation Funds
	Turner Homestead Improvements	100,000	Community Preservation Funds
	Memorial Green Improvements	35,000	Community Preservation Funds
	Beach Access Mats	7,710	Community Preservation Funds
25	Town Bylaws - Right to Farm	0	
26	Annual Town Election	0	
	Totals	\$66,906,381	
<u>Special</u>	<u>Purpose</u>	<u>Funding Request</u>	<u>Funding Source</u>
1	Operating Budget Transfers	151,250	Various
2	Unpaid Bills	11,387	Solid Waste Surplus
3	Town Building Repairs	180,000	Borrowing
4	D.P.W. - Dump Truck	105,000	Water Surplus
5	D.P.W. - Montclair Avenue	100,000	Water Surplus
	Totals	\$547,637	

**COMMONWEALTH OF MASSACHUSETTS**  
**TOWN OF PEMBROKE**  
***SPECIAL TOWN MEETING WARRANT***  
WITHIN THE ANNUAL TOWN MEETING  
***TUESDAY, MAY 8, 2018***

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 EIGHTH DAY OF MAY, 2018 at SEVEN THIRTY O'CLOCK in the evening, then and there to act on the following:

**ARTICLES 1 THROUGH 5**

**ARTICLE 1:** To see if the Town will vote to authorize the below listed transfers to supplement Fiscal Year 2018 appropriations, and to authorize the below listed reductions in Fiscal Year 2018 appropriations, or take any other action relative thereto:

Town Hall – General Expenses	\$ 6,250	Town Hall Wages & Salaries
Police Department – General Expenses	\$ 20,000	Overlay Surplus
Fire Department – General Expenses	\$ 12,500	Overlay Surplus
Dept. of Public Works – General Expenses	\$ 10,000	DPW Wages & Salaries
Dept. of Public Works – General Expenses	\$ 60,000	Overlay Surplus
DPW Water – Wages & Salaries	\$ 15,000	Water Surplus
Community Center – Wages & Salaries	\$ 2,000	Town Hall Wages & Salaries
Unemployment Assessment	\$ 27,500	Overlay Surplus
Solid Waste – General Expenses	\$ 15,000	Solid Waste 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:** To see if the Town will vote to transfer from available funds the sum of \$11,387 to provide for the unpaid bills from FY2017 listed below, or take any other action relative thereto:

<u>Vendor</u>	<u>Department</u>	<u>Amount</u>	<u>Fiscal Year</u>
Environmental Partners Group, Inc.	Solid Waste: Landfill	\$10,386	FY2017
A & E Wood	Solid Waste: Landfill	\$ 1,001	FY2017

Submitted by the Town Accountant

ADVISORY RECOMMENDATION:

**Favorable Action**

SELECTMEN'S RECOMMENDATION:

**Favorable Action**

EXPLANATION: *Mass. General Laws require any unpaid bills from previous fiscal years to be approved by a 9/10<sup>th</sup> vote of a special town meeting.*

**ARTICLE 3:** To see if the Town will vote to raise and appropriate, transfer from available funds and/or borrow a sum of money to repair town and school buildings in accordance with M.G.L. c.44 §7(3A), or take any other action relative thereto.

Submitted by Various Departments

ADVISORY RECOMMENDATION:

**Town Meeting Floor**

SELECTMEN'S RECOMMENDATION:

**Favorable Action**

EXPLANATION: *Funding of this article will allow the repair of damages to town buildings that were either sustained or became evident during the March 2, 2018 storm ("Riley"). Work includes door, roof and window repair at the Community Center, as well as cupola and elevator repair, generator installation and apron and roof replacement at Town Hall. The estimated cost is \$180,000, and funding would be by borrowing. Borrowing requires a 2/3 majority.*

**ARTICLE 4:** To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow the sum of \$105,000 for the purchase of one 550 Dump Truck, Plow and Sander, one New Dump Body and Hoist set up, or take any other action relative thereto.

Submitted by the DPW Commissioners

ADVISORY RECOMMENDATION:

**Favorable Action**

SELECTMEN'S RECOMMENDATION:

**Favorable Action**

EXPLANATION: *Approval and funding of this article will allow the Department of Public Works Water Division to purchase the above equipment. New dump body and hoist set up is to replace a rotted out set-up of one of our existing class B CDL Dump Trucks to be paid from water surplus. Borrowing requires a 2/3 majority.*

**ARTICLE 5:** To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow the sum of \$100,000 for the installation of a new water main, fire hydrant and water services on Montclair Avenue, or take any other action relative thereto.

Submitted by the DPW Commissioners

ADVISORY RECOMMENDATION:

**Favorable Action**

SELECTMEN'S RECOMMENDATION:

**Favorable Action**

EXPLANATION: *Approval of this article will allow the Department of Public Works to have a contractor install a new water main, fire hydrant and water services on Montclair Avenue. There is no water main at the location currently; the houses are fed by "spaghetti lines" resulting in low pressure issues. Funding from this article will come from Water Surplus.*

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 23<sup>rd</sup> day of April, 2018.

PEMBROKE BOARD OF SELECTMEN

Willard J. Boulter, Jr.  
Willard J. Boulter, Jr., Chairman

Matthew J. Furlong  
Matthew J. Furlong, Vice-Chairman

Lewis W. Stone  
Lewis W. Stone, Clerk

Arthur P. Boyle, Jr.  
Arthur P. Boyle, Jr., Selectman

Daniel W. Trabucco  
Daniel W. Trabucco, Selectman

A TRUE COPY ATTEST: Mary Ann Smith  
Mary Ann Smith, Town Clerk

Pursuant to the Warrant for the Special Town Meeting to be held on May 8, 2018, 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: 4/24/18 [Signature]  
Date Constable