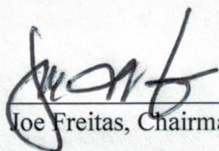
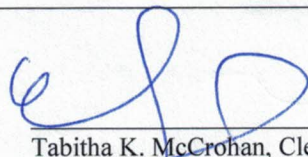
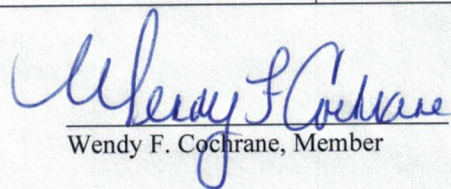
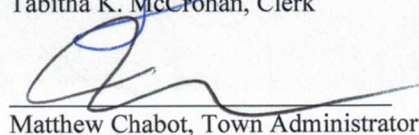


**MINUTES OF TOWN OF BERKLEY SELECTMEN'S MEETING OF 12/05/2023**

SELECTMEN IN ATTENDANCE: Joe Freitas, Chairman, Tabitha K. McCrohan, Clerk, Wendy F. Cochrane, Member

TOPIC		ACTION
	Meeting Convened at 9:30 a.m. in the Moitoza – Pettey Hearing Room	
New Business	Board to review proposed updated Business Certificate Form. The Board met and discussed the potential of an updated Business Certificate Form with the Town Clerk, Assistant Town Clerk, Zoning Officer, Building/Zoning Clerk and Town Assessor. It was discussed that a long-term goal will be to define distinct lines and clarification for Business Certificates v. Special Permits. All also agreed that we need to establish guidelines and that everyone is working on consistency and there is a commitment for the best interest of the Town. The Assessors will look for personal property tax assessment. Member Cochrane asked how often the Assessors review for tax assessment; the Assessor confirmed it currently is every 10 years. The Assessor also asserted that when they're aware they do go out and assess more frequently and confirmed that the personal property value cut off is \$5,000.00 prior to separate tax assessment. Several questions were posed, which were also forward to Town Counsel regarding legality of business operation without a Business Certificate and jurisdiction/enforcement. An increase in the fee was agreed upon and noted when finalized, the Board would need to officially approve at a meeting. The Board agreed once the Business Certificates have been finalized, the next items to review will be licensing and permitting.	Information Only; No Action Needed
Adjournment	The Board voted to adjourn with the announcement of the next meeting to be held on Wednesday, December 6, 2023 at 6:00 p.m.	McCrohan to motion to adjourn, Cochrane 2 <sup>nd</sup> , voted.

  
Joe Freitas, Chairman  
Tabitha K. McCrohan, Clerk  
Wendy F. Cochrane, Member  
Matthew Chabot, Town Administrator