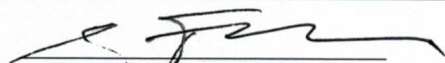

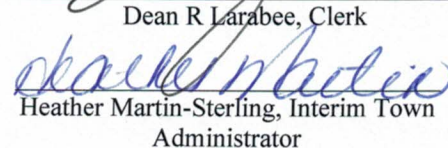


**MINUTES OF TOWN OF BERKLEY SELECTMEN'S MEETING OF 12/15/2020**

SELECTMEN IN ATTENDANCE: George F. Miller, Chairman Dean R. Larabee, Clerk

TOPIC		ACTION
	Meeting Convened at 10:37am 12/15/2020 via zoom	
New Business	<p>Board to discuss and approve of appointment only for various departments. Mr Miller stated that the Town Administrator has spoken to both Mr Miller and Mr Larabee and that Ms Cochrane is sustaining as she is in charge of two departments in Town Hall. Mr Miller stated we are having this discussion as it relates to the increase in cases and the influx of citizens coming out during a certain time of year. He stated that it has to do with the Tax Collector, Town Clerks Office as well as the Assessors. Out of an abundance of caution for a limited time we would like to alter Town Hall during a limited time only. Mr Miller wanted to make sure that Ms Martin-Sterling spoke to the department heads that the effort all calls are return on same day and that all departments will have access to zoom. Mr Miller wanted to make sure the citizens know we are not closing Town Hall and we are limiting to flow of traffic within Town Hall. Ms Martin-Sterling stated that we are looking effective Tuesday December 29, 2020 to closed to the general public and open for appointment, drop off and any other source offered until the next Selectmen's meeting of January 20, 2021. Boards and Committees will be open for in person meetings if they choose to. Mr Miller wanted to reiterate we are not closed but closed to walk-ins. Ms Martin-Sterling clarified we will be closed to walk-ins and open for business during normal Town Hall business hours including Wednesday evenings. Mr Larabee asked if the doors would be locked, Ms Martin-Sterling indicated they would.</p>	<p>Larabee motion to close to walk-in effective 12/29/2020 through 1/20/2021 subject to change at any time open to scheduled app. Phone calls etc, Miller 2<sup>nd</sup>, voted.</p>

  
George F. Miller, Chairman  
Dean R Larabee, Clerk  
  
Heather Martin-Sterling, Interim Town  
Administrator  
Wendy F. Cochrane, Member