

# MINUTES OF TOWN OF BERKLEY SELECTMEN'S MEETING OF 11/17/2021

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

TOPIC		ACTION
	Meeting Convened at 6:01p.m. in the Moitoza – Pettey Hearing Room	
Meeting Mail	Board to review letter of resignation from Town Clerk Deborah Pereira, effective November 18, 2021. Board voted to accept resignation for the date specified, all in favor. Deborah also has entered into a contract to act as consultant to temporary town clerk position for 40 hours. Chairman George Miller to review contract, which is set to expire December 11, 2021. Votes were taken on the letter of resignation, as well as the temporary town clerk contract. Chairman Miller to discuss the December 11 <sup>th</sup> election to be certified as it pertains to the Town Clerk position. The question was raised by Town Administrator Heather Martin-Sterling on whether the town clerk could have their name on the ballot and still be able to certify election. Chairman Miller stated the contract as consultant can certify, and to have them go through the Board of Registrars.	Larabee motion to accept letter of resignation from Town Clerk, Cochrane 2 <sup>nd</sup> , voted. Larabee motion to accept contract, Cochrane 2 <sup>nd</sup> , voted.
New Business (taken out of order)	Board to review Common Request for the Boy Scouts who are asking to sell Christmas trees and wreaths on the weekends of December 4 <sup>th</sup> & 5 <sup>th</sup> , 11 <sup>th</sup> & 12 <sup>th</sup> , and 18 <sup>th</sup> & 19 <sup>th</sup> . Chairman George Miller questioned if there would be any conflict with the historical society; Troop member stated they work with the historical society frequently and there would not be any issues. Votes were taken.	Cochrane motion to approve Common Request for Boy Scouts, Larabee 2 <sup>nd</sup> , voted.
	Board to review, approve, and sign agreement between the Town of Lakeville and Town of Berkley regarding boarding and adoption of dogs. Chairman Miller noted the significant increase in fee; Larabee states the adoption center hasn't had an increase since 2006. Motion was made by Cochrane to enter into agreement.	Cochrane to motion to enter into agreement; Larabee 2 <sup>nd</sup> , voted.
	Board to discuss request from Debra Robbins for a special permit to construct a multi-family home near Bayview Ave. Niles Zagar was present to open informal discussion on plans to construct a multi-family (duplex) on 50 acres of land, of which the land was formerly used as a campground. Building inspector Joseph Biszko, along with Debra Robbins and her daughter were present during this discussion. Chairman George Miller raised questions on what the dwelling would look like, what the requirements would be, and whether or not it is harmonious with surrounding areas. Niles Zagar stated there would be one residence on the property, not subdivided, but 2 units with 3 BR's each. Joseph Biszko had concerns of the frontage from Bayview Ave. He also stated a design professional would have to be involved if the residence is over 35,000 cubic feet. George Miller stated he had concerns of the size of the duplex, and whether or not it is a good fit for the town of Berkley. Niles Zagar stated there are no drawings of what it would look like as of now. George Miller stated he couldn't give opinion on the matter as of now; no votes taken.	Information only no action needed
	Board to review, approve and sign Special Election Warrant; Dean Larabee motioned on approval of vacancy for Town Clerk: Special Election Warrant. Town Administrator Heather Martin-Sterling stated the Town Clerk hours would be a minimum of 4 hours (9am-1pm). Chairman George Miller disagrees, stating it should be 5 hours. Cochrane stated 4 hours, as well as Larabee. Dean Larabee amended his motion to approve Town Clerk hours to be a minimum of 4 hours in a day; all voted.	Larabee motion to approve town clerk hours, Cochrane 2 <sup>nd</sup> , voted
Appointments	Board to appoint Heather Almy as a temporary Town Clerk after the resignation of Deborah Pereira on November 19, 2021. Deborah Pereira is to act as consultant to the temporary town clerk until December 11, 2021. Wendy Cochrane to motion to appoint Heather Almy; votes were taken, Almy has been appointed.	Cochrane to motion to appoint Heather Almy as temporary town clerk, Larabee 2 <sup>nd</sup> , voted.
New Business	Board to make Temporary Town Clerk a Special Employee. George Miller questioned why this position was a special position, the reason being is that Heather Almy is also the zoning board of appeals clerk. Pursuant to conflict of interest law, no town employee shall be paid by more than 1 appointed position. Dean Larabee motioned to make the Town Clerk a special position; all voted.	Cochrane to motion that the special town clerk position will expire Dec. 11 <sup>th</sup> after election; all voted. Larabee to motion special position for Town clerk; all voted



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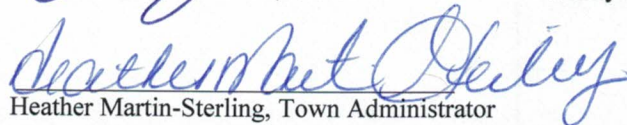
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	Board to review and approve Special Town Meeting expenditures to balance FY 2022 budget. Heather Martin-Sterling to discuss budget; explained that due to the state not finalizing budget until after the meeting, growth came in higher than what assessors had originally given. She stated that: \$1,000 went to the Town Collector for Certification bonus; \$1,718 went to the Town Clerk; \$5,700 went to the assistant.	Larabee to motion to approve FY 2022 expenditures; Miller to call for vote. Cochrane abstained due to conflict of interest; Board voted in favor.
Personnel Board	Board to review, approve and sign Amendment to Highwat Department. Dean Larabee motioned to approve Highway Dept, Board in favor.	Larabee to motion to approve highway dept, Cochrane 2 <sup>nd</sup> , voted
Public Forum at 7:00PM	Public Forum Board to discuss the Master Plan for Article 6 Special Town Meeting; open to the public. George Miller stated he would like input from the townspeople to see if the town would like to go in the direction of the Master Plan.	Information only no action needed
Town Administrator's Report	Town Administrator Heather Martin-Sterling stated the Town Hall is closed on Wednesday, November 24, 2021 and Thursday, November 25, 2021.	Information only no action needed
Finance Committee Report		Information only no action needed
Adjournment	The Board of the selectman voted to adjourn; all voted in favor at 7:30PM.	

  
George F. Miller, Chairman

  
Dean R. Larabee, Clerk

  
Wendy F. Cochrane, Member

  
Heather Martin-Sterling, Town Administrator