

MINUTES OF TOWN OF BERKLEY SELECTMEN'S MEETING OF 8/17/2022

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

TOPIC		ACTION
	Meeting Convened at 5:30 p.m. in the Moitoza – Pettey Hearing Room	
Executive Session	Board to go into Executive Session under MGL Ch. 30 A §21 (a) 3. To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares: grievance. The Board voted to continue the Executive Session that they scheduled for Wednesday, August 17, 2022, and will continue it to the next scheduled Board of Selectmen meeting.	Larabee to motion to continue E.S., Cochrane 2 nd , voted.
Minutes to be Approved	<ol style="list-style-type: none"> June 8, 2022 Meeting Minutes June 22, 2022 Meeting Minutes The Board voted to approve Meeting Minutes for June 8, 2022 and June 22, 2022.	Larabee to motion to approve, Miller 2 nd , voted.
New Business #7 (taken out of order)	Berkley School Superintendent to discuss Berkley Community School MSBA update. Melissa Ryan, Superintendent of Berkley schools was present. She stated the Berkley Community School Building Committee had 26 requests for services for the project, and ended up with 4 companies that proposed to be the OPM for the Community School Feasibility study. The selection committee decided to interview all 4 companies, and those companies came in and made a presentation about the project and how they would manage it. The company that they recommended was PMA, which is also the company that is working on the BP project. The committee spoke with PMA following the interviews, and their proposal just for their work on the feasibility study was \$137K, which accounts for the remaining funds to be committed to the architect, knowing that what is appropriated is \$500K. The proposal was submitted to the MSBA yesterday, as it had to be in by then in order to get on the MSBA September 12 th Board meeting. The MSBA Board would have to approve their submission at that meeting. Following that meeting, the town would then sign the contract from the MSBA into agreement. Ms. Ryan stated the Board is welcome to come to the MSBA meeting as a formality. She noted she had a conversation with PMA's Project Manager, and let him know he could have 2 projects competing with one another (BP and the Community School) and he was very understanding of it, and would make sure to work with the community school to be successful in the project. Mr. Miller asked about the projected timeline for anyone watching. Ms. Ryan stated in their presentation, they stated their goal is to have the feasibility study be completed in time for the Presidential Election in November of 2024 with the construction phase starting afterward. Once they receive their feasibility study, they will hire an architect, have options to repair/replace building, and then decide which of those options would be the best. They would then go to Town Meeting and ask the town to support that project in November 2024. If it were to pass, the construction wouldn't start until 2025 at the earliest, which is projected to be a 4+ year project. She noted if they are not able to gain the support from the community moving forward, they still have significant structural issue with the school that will eventually need to be addressed, with or without the study. Ms. Ryan stated she will be back in front of the Board after the September 12 th MSBA Board meeting.	Information only; no action needed.
New Business #5 (taken out of order)	Board to discuss request from Judith Plogger of 10 Babbitt Way to visit the Rodrigues Farm on weekends. Judith Plogger was present to speak on the matter. Ms. Cochrane stated the Conservation Commission, Building Inspector, and Board of Health have all taken a look at the property. She noted after speaking with the Board of Health, the people on that property have applied for a dairy permit, and are also in a class to get certified for Serve Safe. Ms. Plogger asked if a food permit would allow the Rodrigues property to run a business. Mr. Miller stated Adam Costa from Town Counsel told them there was a very wide range of things they could do within the agricultural umbrella, and that the food doesn't necessarily have to be prepared or produced by the property itself. Ms. Plogger stated they advertise it on social media. Mr. Miller asked Mr. Partridge if he could forward Ms. Plogger's letter to Adam Costa from Town Counsel for review. Ms. Plogger inquired about the alleged summer camp on the property, and if that also is within the agricultural category. Mr. Miller asked	Information only; no action needed.

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<p>Old Business (taken out of order)</p>	<p>Ms. Plogger to provide information on advertising from the Rodrigues Farm to Mr. Partridge so he could submit it to Town Counsel for review. Ms. Plogger asked if someone could go out there and look at what is going on during a weekend to see if there are laws being broken. Mr. Miller asked Mr. Partridge to reach out to Mr. Biszko and the Board of Health to see if they can visit the property on a weekend, and also reach out to the Police Chief to see if there's a way to patrol the area intermittently for alleged speeding in that area.</p> <p>Board to discuss Maintenance #1 and #2 positions for the Highway Department, with Highway Surveyor to present additional information. Highway Surveyor Robert Rose was present to discuss the matter. He explained he would like to eliminate the Maintenance #2 position, which is Grade 7, Step 1, and replace it with a General Laborer position at Grade 8, Step 1, full time at 32 hours per week, starting at \$17.45/hr. The previous employee with the Maintenance #2 title left making \$18.62/hr. This new position would be a \$2K savings on the labor budget. Mr. Rose explained the reason he wants to change it is because the Maintenance #2 position had limited duties. He would like to open it up to a general laborer position, which he could have cut grass, weed whack, paint, shovel snow, etc. Mr. Miller asked who would be doing the duties of the Maintenance #2 position. Mr. Rose replied there were very little changes between the job descriptions, and because of that, he combined the two. Mr. Rose noted he met with the union employees and they didn't have a problem with it, as well as the union representative. Mr. Partridge stated he met with Mr. Rose on these proposals and is in agreement with them. The Board voted to eliminate the Maintenance #2 position at Grade 7, and replace it with a Laborer Position at Grade 8, to include the new job description as outlined in the Highway Department's August 9, 2022 Proposal.</p>	<p>Cochrane to motion to eliminate & replace position, Larabee 2nd, voted.</p>
<p>Town Administrators Report #3 (taken out of order)</p>	<p>Town Administrator to discuss Holloway Street update/agreements. Mr. Partridge stated he received the signed agreement from the City of Taunton. He explained that he had spoken to a representative from Waste Management, and it was suggested once they get moving on the project, they will have a meeting of all parties involved so everyone knows what their responsibilities are. He noted one of the agreements stated the town would be responsible for the temporary and permanent resurfacing of the work on Holloway Street, as well as the replacement of the culvert. Mr. Partridge would like to get ideas on how to fund this project, and noted the police details were going to come out of ARPA funds, which was addressed in the MOA. He did hear that chapter 90 funding was a possibility for resurfacing the road. Mr. Partridge suggested that he would call Mr. Malloch of Malloch Construction, who has agreed to work on the culvert, as well as Mr. Rose to meet and come up with a game plan. He noted he will speak to Mr. Freitas prior to that because funding is going to need to be determined. He wants Mr. Rose to oversee what is going on as the Highway Surveyor. Mr. Rose explained in order to receive Chapter 90 money from the state, he would create a proposal, go out and takes measurements, and the board would then sign for it. Then it has to go before the state, and they go through and see what the town is trying to do with this money. At that point, it has to be determined that the road will be better and last longer. He stated he doesn't know if they're going to pay for a waterline in a road. He suggests to cut it out, put the new culvert in, backfill it, compact it and patch-pave it, then wait a couple of years with traffic going over it. After enough time goes by, Chapter 90 money can be used to pay for the overlaying of the road. Mr. Miller and Mr. Partridge agreed with Mr. Rose's suggestion.</p>	<p>Information only; no action needed.</p>
<p>Meeting Mail #2 (taken out of order)</p>	<p>Board to receive plans for 107 and 111 Myricks Street from Kelly Engineering Group for MP Properties IV, LLC. Mr. Partridge noted there is no action for the Board to take, and there is an application in the packet to the Planning Board for a Special Permit, general business district, it is informational at this point. Mr. Miller noted a Planning Board hearing for this matter will be scheduled soon.</p>	<p>Information only; no action needed.</p>
<p>Meeting Mail #1 (taken out of order)</p>	<p>Board to receive plans for 15 Grove Street from River Hawk Environmental on behalf of Beacon Solar Construction Inc. Mr. Partridge stated they have submitted this to the Planning Board, and this is for informational purposes only.</p>	<p>Information only; no action needed.</p>

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New Business #1 (taken out of order)	Board to discuss timeline of the November Special Town Meeting. Mr. Partridge stated he put together a tentative timeline for the November Special Town Meeting. He suggested the date of Monday, November 14, 2022 to have the meeting, if the Board agrees. The Board voted that the Berkley Special Town Meeting is Monday, November 14, 2022 at 7:00 p.m. at the Berkley Community School.	Larabee to motion for the STM date, Cochrane 2 nd , voted.
New Business #2	Board to discuss addition of the Town of Freetown to BP. Mr. Miller asked if they had a vote, to which Mr. Partridge replied he has been trying to get a hold of the school to get an answer in trying to determine whether it has to go to the ballot. If it is for the Special Town Meeting, Mr. Partridge stated he will make sure it gets on the warrant.	Information only; no action needed.
New Business #3	Board to discuss new ambulance in the November Special Town Meeting. Mr. Partridge noted the Fire Chief did tell him there was money in his ambulance reserve account to purchase this ambulance. The Board voted to file the new ambulance for the Special Town Meeting.	Cochrane to motion to file, Larabee 2 nd , voted.
New Business #4	Board to approve 1-day liquor license for the Bay State Beagle Club to sell wine and malt beverages on Saturday, September 17, 2022 at 5:00 p.m., with transport dates of alcohol on Friday, September 16, 2022 and Monday, September 19, 2022. The Board voted to issue a 3-day liquor license to the Bay State Beagle Club to sell wine and malt beverages on Saturday, September 17, 2022 at 5:00 p.m. with transport dates of alcohol on Friday, September 16, 2022 and Monday, September 19, 2022.	Cochrane to motion to approve, Larabee 2 nd , voted.
New Business #6 (taken out of order)	Board to review Police details at upcoming Town elections. Mr. Partridge stated there is a new law requiring the Board to approve police details for town elections. The Town Clerk wanted this on the agenda to make the Board aware. She will present to the Board what the details will be and then the Board will sign off on it. There will be a police detail during early voting on Saturday, August 27, and election days, both September 6, 2022 and November 8, 2022, with 2 officers posted from 7:00 a.m. to 8:00 p.m. on both those dates. The Board voted to approve police details on Saturday, August 27, 2022 for early voting, and the election days of September 6, 2022, and November 8, 2022, with 2 officers posted from 7:00 a.m. to 8:00 p.m. on both those dates.	Cochrane to motion to approve, Larabee 2 nd , voted.
New Business #8 (taken out of order)	Historical Commission to review preliminary plans on Myricks Street field as well as discuss public informational meeting & application to Ruby Lin Foundation for a grant. The Board voted to table this discussion.	Larabee to motion to table, Cochrane 2 nd , voted.
Personnel Board #1 (taken out of order)	Board to have a joint meeting with COA to discuss the COA Director position, as well as the addition of 2 members. The Board voted to table this discussion.	Larabee to motion to table, Cochrane 2 nd , voted.
Personnel Board #2	Board to accept letter of resignation from Police Officer Catherine Connolly, effective August 14, 2022. Mr. Miller noted she submitted this to the Chief of Police on August 1 st , and thanked her for her service to the town. The Board voted to accept the resignation from Officer Catherine Connolly effective August 14, 2022 and to file.	Cochrane to motion to accept & file, Larabee 2 nd , voted.
Personnel Board #3	Board to approve recommendation from Town Administrator for hiring of assessment company for Police Chief position. Mr. Miller stated he agrees with the process of the assessment, and noted the fees are reasonable for it. Mr. Larabee asked if other surrounding towns had a similar process to hiring, and Mr. Partridge replied yes. Mr. Partridge noted John Parrow Consulting and Associates was the least expensive out of all the quotes he received for assessment companies. He also stated he plans on having Police Chief Scott Labonte in on the assessment process once the Board approves of the company to be hired. The Board voted to approve the recommendation from the Town Administrator for the hiring of assessment company John Parrow Consulting and Associates.	Larabee to motion to approve, Cochrane 2 nd , voted.
	Town Administrator to discuss Somerset Berkley Education Foundation Invitation. Mr. Partridge stated this was to make the Board aware of the invitation.	Information only; no action needed.

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Town Administrators Report #1	Town Administrator to discuss Berkley School District comfort dog. Mr. Partridge explained he met with Superintendent Melissa Ryan last week and it came up that the school was looking for a comfort dog. He noted there would probably be some insurance implications that would need to be looked at to ensure the town is covered. Mr. Partridge stated he will reach out to the town's insurance company regarding the matter.	Information only; no action needed.
Town Administrators Report #2		
Town Administrators Report #4 (taken out of order)	Town Administrator to discuss Town Hall cleaning update. Mr. Partridge stated during Covid, the cleaners were coming in 4 days a week, and now they are back to 2 days a week, Tuesdays and Thursdays.	Information only; no action needed.
Town Administrators Report #5	Town Administrator to review town purchases memo. Mr. Partridge explained this was a memo to make sure employees use good judgement in purchases, and to hold off on them unless it's something that's highly needed. He noted the Treasurer should be notified if a large purchase is going to be made. The Board voted to file the memo.	Cochrane to motion to file, Larabee 2 nd , voted.
Town Administrators Report #6	Town Administrator to review memo from Office of the Governor regarding Community Compact Cabinet Program (municipal grants). Mr. Partridge stated there are 3 grant programs that they have as part of their Community Cabinet Program. He noted he would like to start working on grants for a more streamlined financial service, as well as mapping software for the Assessor's office.	Information only; no action needed.
Unanticipated by the Chair	Ms. Cochrane had received a quote today regarding training for the new Town Accountant, who starts tomorrow. The Board voted to approve the training session for the Zobrio software for the new Town Accountant for up to 8 hours.	Cochrane to motion to approve, Larabee 2 nd , voted.
Finance Committee Update	Mr. Freitas explained some of the things the Finance Committee has been discussing is digital storage. They did have a line item put in the last budget, and it was approved at town meeting for \$5K. Ms. Cochrane noted there was a change; when 55 boxes from Town Hall were picked up by Access, they were told not to digitize them and to index them instead. She suggested a storage shed here, since they aren't digitized and it costs the town approximately \$30 per month. Mr. Freitas discussed a change from the MBTA and adjacent communities. Most recently, they added a category called the adjacent small town category, which states any community with a population of 7,000 and under would fall into that category. This was spearheaded by a lot of the Board of Selectmen and local officials complaining how smaller communities don't have 50 acres put aside for dwellers. This is a financial win for the Town of Berkley, which falls into this category.	Information only; no action needed.
Adjournment	The Board voted to adjourn, and announced the next meeting will be held on August 25, 2022 at 6:00 p.m.	Cochrane to motion to adjourn, Larabee 2 nd , voted.

George F. Miller, Chairman

Dean R. Larabee, Clerk

Wendy F. Cochrane, Member

Kevin Partridge, Interim Town Administrator