

MINUTES OF TOWN OF BERKLEY SELECTMEN'S MEETING OF 9/14/2022

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

TOPIC		ACTION
	Meeting Convened at 6:03 p.m. in the Moitoza – Pettey Hearing Room	
Minutes to be Approved	<p>1. July 20, 2022 Meeting Minutes The Board voted to table approving the Meeting Minutes for July 20, 2022.</p>	Larabee to motion to table, Cochrane 2 nd , voted.
Meeting Mail	Board to review letter from Fire Chief Scott Fournier regarding the Public Safety Building budgets. Mr. Miller proceeded to read the letter. Mr. Miller suggested to table discussions about upcoming projects within the Public Safety Building until a new Police Chief is hired. The Board voted to table the discussion with the Fire Chief regarding the Public Safety Building until the meeting on September 28, 2022.	Cochrane to motion to table, Larabee 2 nd , voted.
New Business	<p>Board to discuss fee increases as it relates to weights and measures. Mr. Miller proceeded to read through the fees from surrounding towns from the information provided. Ms. Cochrane requested a spreadsheet be made to compare all surrounding towns' fees. The Board voted to table the discussion on weights and measures fees until more information is provided from other towns, and to have a comparison spreadsheet.</p> <p>Board to vote and sign debt exclusion for the capital equipment note. Mr. Larabee noted he will make the motion out of necessity, but will recuse himself from the vote due to his involvement in the process. The Board voted to sign the debt exclusion for the capital equipment note. Ms. Cochrane noted out of the act of necessity, she is allowed to vote, and does have a written opinion on file.</p> <p>Board to review warrant articles for Special Town Meeting and review draft warrant. Mr. Partridge noted he plans on putting a final vote for the Board on the agenda for the meeting of September 28, 2022. Ms. Cochrane asked how close they are to finalizing contracts from unions as well as contract town employees, to which Mr. Partridge replied they could be finalized and ready for the next Board of Selectmen Meeting. The Board voted to table the review of the warrant articles until the Board has had more time to look at them.</p>	<p>Cochrane to motion to table, Larabee 2nd, voted.</p> <p>Larabee to motion to vote to sign, Cochrane 2nd, voted.</p> <p>Cochrane to motion to table, Larabee 2nd, voted.</p>
Personnel	<p>Board to review request from the Planning Board regarding the annual salary C.O.L.A. increase be applied to the Planning Board Secretary position for FY23, and to discuss C.O.L.A. increases for clerical positions of the Zoning Board of Appeals and the Conservation Commission. Mr. Partridge explained the money to pay for these employees comes from the revolving accounts, or money that is generated from each of these Boards/Commissions. Ms. Cochrane argued the town is losing employees because there are benefit level employees making lower hourly wages than non-benefit employees. Mr. Miller stated the non-benefit Board clerks work extremely limited hours compared to the benefit employees. Mr. Partridge explained that he took the previous grid and added 2% to FY2022 and that's how he came up with those figures. The Board voted to accept the grid that was proposed to them as written.</p> <p>Board to review request from the Cable TV Advisory Committee to create a Studio Manager position. Arlene Medeiros was present for the meeting. Mr. Larabee determined with his projections that funds for this position would run out in 2030. Ms. Medeiros noted one of the biggest expenses is the health insurance. Mr. Freitas stated he believes there should be a year to year contract with this position rather than a 7 year contract due to the uncertainties of the cable TV franchise. Mr. Larabee requested that the position be updated on a yearly basis. Mr. Miller asked if this position was a promotion, to which Ms. Medeiros replied it was a promotion from within. She asked if it needed to be posted, to which Ms. Cochrane replied not if it is a promotion from within. Mr. Miller requested before they vote on this to draw up a draft contract, and have Town Counsel review it. Ms. Medeiros asked if that person that they want to promote/hire has to come back to the next meeting to be interviewed, to which Mr. Miller replied yes.</p>	<p>Cochrane to motion to accept, Larabee 2nd, voted.</p> <p>Information only; no action needed.</p>

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	<p>Board to discuss proposal from Fire Chief Scott Fournier to hire a Confidential Executive Assistant to the Fire Chief to be placed on the November Special Town Meeting Warrant. Fire Chief Scott Fournier was present. Mr. Miller asked if this would be a contract employee year to year, to which Chief Fournier answered it would be. Chief Fournier noted this position is more than a clerical position in that it deals with HIPAA laws and OSHA, as well as to act as a Human Resources Representative. The Board members along with Mr. Freitas and Chief Fournier discussed details and amounts between the salary, health insurance and retirement. The Board voted to approve the addition of a TBD title for the Assistant to the Fire Chief under the conditions that the position be renewed annually by the Board of Selectmen, and that the total cost of employment is absorbed by the Ambulance User Fee through CPE revenue and the Ambulance User Fee itself. The Personnel Board voted to approve with the aforementioned contingencies.</p>	<p>Larabee to motion to approve, Cochrane 2nd, voted. Larabee to motion to approve, Cochrane 2nd, BOS, Partridge, and Fournier voted.</p>
Town Administrator Report	<p>Board to hire Maintenance Attendant for the Highway Department. Highway Surveyor Rob Rose was present, along with Robin Marshall, the interviewee for the position. Ms. Marshall stated she is eager to work for the Town of Berkley. Mr. Rose stated the current employee is willing to stay on to train Ms. Marshall. He stated the Highway Department has been down 2 full time positions since the beginning of the year, and there's funding to cover the overlap for training. Mr. Miller asked how long the overlap will be, to which Mr. Rose replied approximately 3 or 4 weeks. The Board voted to hire Robin Marshall to serve as the new Highway Maintenance Attendant for the Highway Department. The Personnel Board voted to do the same.</p>	<p>Cochrane to motion to hire, Larabee 2nd, voted. Cochrane to motion to hire, Larabee 2nd, BOS, Partridge, and Rose voted.</p>
	<p>Interim Town Administrator to discuss DEP/MS4 Joint Application with Dighton. Mr. Partridge stated the Joint Application with Dighton was a requirement for the DEP/MS4 grants. He met with the Dighton Town Administrator and they put together the application. They received several letters of support from SRPEDD and the Town's legislative delegate. The grant is for a total of \$90,400, and Mr. Partridge explained they're going to perform screening and sampling of all the outfalls that are required in the MS4 plan, as well as trainings.</p>	<p>Information only; no action needed.</p>
Executive Session	<p>Interim Town Administrator to discuss ARPA funds update. Mr. Partridge explained there are 3 requests in the Bristol County ARPA portal that were approved. There is one that the Financial Advisory Committee approved for a truck for the Highway Department. They also received their second allocation from the state for the Town funds. The County money doesn't expire until December 2024, however a lot of planning is involved to allocate those funds. Mr. Larabee asked if there were any projects coming up that these funds could be applied to. Mr. Partridge replied there's nothing he's aware of, however he plans on sending a poll out to the Department heads on any recommendations they may have for the ARPA funding. Mr. Larabee also suggested to convene with the Financial Advisory Committee regarding these funds and how they can be spent.</p> <p>Board to go into Executive Session under MGL Ch. 30A §21 (a) 2. To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel. The Board voted to enter into Executive Session and to not return to open session. The next regularly scheduled meeting is the Public Hearing that will be held Wednesday, September 21, 2022 at 6:00 p.m.</p>	<p>Information only; no action needed.</p> <p>Larabee to motion to enter into E.S., Cochrane 2nd, voted.</p>

George F. Miller, Chairman

Dean R. Larabee, Clerk

Wendy F. Cochrane, Member

Kevin Partridge, Interim Town Administrator