

MINUTES OF TOWN OF BERKLEY SELECTMEN'S MEETING OF 01/03/2024

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

TOPIC		ACTION
	Meeting Convened at 6:30 p.m. in the Moitoza – Pettey Hearing Room	
Appointments (taken out of order)	Board to review and possibly appoint George Faria to the Agricultural Commission. The Board voted to appoint.	McCrohan to motion to appoint, Cochrane 2 nd ; voted.
	Board to review and possibly appoint Lisa Tetreault to the Agricultural Commission. The Board voted to appoint.	McCrohan to motion to appoint, Cochrane 2 nd ; voted.
	Board to review and possibly appoint Angela Young to the Agricultural Commission. The Board voted to appoint.	McCrohan to motion to appoint, Cochrane 2 nd ; voted.
	Board to review and possibly appoint Harry Harmon to the Agricultural Commission. The Board voted to appoint.	McCrohan to motion to appoint, Cochrane 2 nd ; voted.
	Board to review and possibly appoint Thomas Fernandes to the Agricultural Commission. The Board voted to appoint.	McCrohan to motion to appoint, Cochrane 2 nd ; voted.
Personnel Board	Board to interview and possibly hire Bonnie Marshall for the position of Part-Time Assessor Clerk. Assessor Hoitt and Chairman Pettey spoke on the interview process and noted that there were over 30 applicants, which was pared down to a final interview count of 6 applicants. Throughout the application and interview process, Ms. Marshall proved to be the leading candidate with the most relevant qualifications and experience. Chairman Freitas thanked Ms. Marshall for coming out and her interest. Ms. Marshall spoke on her experience, noting that she has and continues to be an office manager/bookkeeper for over 30 years as well as real estate and tax assessment understanding. She feels in her search for a part time position that this is a good match. The Personnel Board voted to recommend to hire and the Board voted to hire.	McCrohan to motion to recommend, Cochrane 2 nd ; voted.
	Board to present Michelle McGowan with Certificate of Appreciation. The Boated voted to table.	McCrohan to motion to hire, Cochrane 2 nd ; voted.
Meeting Minutes	Board to review and approve Meeting Minutes of December 5, 2023.	
	Board to review and approve Meeting Minutes of December 6, 2023.	
	Board to review and approve Executive Session Minutes of December 18, 2023.	
	Board to review and approve meeting Minutes of December 18, 2023.	
	The Board voted to approve all proposed Meeting Minutes.	McCrohan to motion to approve, Cochrane 2 nd ; voted.

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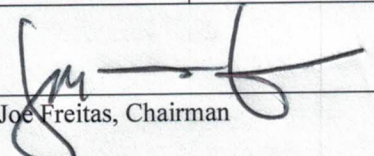
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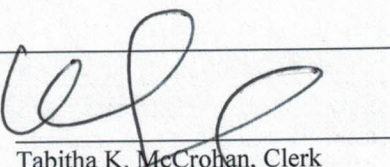
Meeting Mail	<p>Board to review notice from National Grid regarding National Grid's 2024 Yearly Operational Plan. The Clerk noted that copies of same will be available in the Town Administrator's office and the Board voted to file.</p> <p>Board to review notice from MassDOT regarding the Fair Share Amendment. Clerk McCrohan read the notice into record and the Board voted to file.</p>	<p>McCrohan to motion to file, Cochrane 2nd; voted.</p> <p>McCrohan to motion to file, Cochrane 2nd; voted.</p>
New Business	<p>Board to approve 2024 Class III Auto License for Route 24 Auto Recycling, Inc. of 31 Locust Street. The Board voted to approve.</p> <p>Board to review and sign Alcoholic Beverages Control Commission 2024 Renewal Certification and 2024 Seasonal Population Increase Estimation Form. The Board voted to sign.</p> <p>Board to host discussion regarding Town Hall maintenance and cleaning. It was noted that cleaning has been an ongoing issue and that the reason for said issues is a combination of funding and staff reliability. The issue is starting to cause a new building to deteriorate and it's not just a custodial issue but also a building maintenance issue. It was noted by the Chairman that this is a matter that our Capital Improvement Planning Committee should be able to manage same; building funds were established and there are projects in the pipeline to correct larger issues, but there is an ongoing concern of daily cleaning and funding of same. A suggestion was also to begin looking at a potential combination of tasks and creating a position with a revised job description for which building maintenance would be clearer and more established. The Board noted they will have to also speak with the Finance Committee to work on a budget for same; this is an important issue and maintenance of the building is crucial for both the integrity of the building and the healthy working environment its staff deserves. The Town Administrator provided background and YTD actuals; the maintenance/custodial position is currently very flexible and is currently on par with the budget, which equates to 10 work hours a week. The Town Administrator also noted the possibility of combining line items and creating a 16-hour position with a task checklist. Member Cochrane noted issues with the cistern tank, and the Town Administrator and Assistant Town Administrator committed to getting further information and would provide same to the Board as soon as possible. The Chairman continued that once the issue is identified we will address same. It was noted that the sidewalk epoxy project should be extended and paused until the tank issue was discussed.</p> <p>Board to discuss potential creation of the Berkley Commons Committee. It was agreed that a comprehensive plan to utilize the Common to its maximum capability would be crucial. The Chairman encouraged residents to come forward and be a part of improving their Town and their recreation area. The Board voted to establish the Berkley Common Committee, correcting the misnomer in "Commons".</p>	<p>McCrohan to motion to approve, Cochrane 2nd; voted.</p> <p>McCrohan to motion to sign, Cochrane 2nd; voted.</p> <p>Information Only; No Action Needed.</p> <p>McCrohan to motion to create, Cochrane 2nd; voted.</p>
Old Business	<p>Board to review and possibly approve updated Business Certificate Form. The Board voted to approve.</p>	<p>McCrohan to motion to approve, Cochrane 2nd; voted.</p>

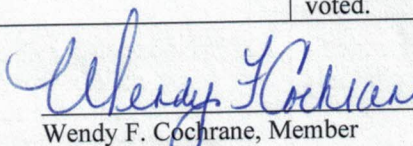
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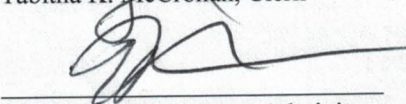
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Town Administrator Report	The Town Administrator provided the reminder for Berkley Botanicals non-municipal donations. He noted that he did reach out to Berkley Botanicals and is waiting for response. He noted he would send the suggested list again to the Board and it would be discussed at the next meeting. The Town Administrator also noted that he came across misinformation and confusion on social media regarding tax bills. He invited anyone with questions to come to the Finance Committee Meeting at 6:00 p.m. on January 8, 2024. He also corrected the misconception that state lottery pays for the schools, noting that same is not the case. Member Cochrane suggested that the Tax Collector and Assessor host an informational meeting and invited anyone with questions to a Board of Selectmen meeting. Questions of assessment and the process therein also arose by Mr. George Miller of Parson's Walk and the Chairman noted that the Board would host the Tax Assessor at the next meeting to explain the process and hopefully clear confusion.	Information Only; No Action Needed.
Assistant Town Administrator Report	The Assistant Town Administrator offered an update with respect to becoming a Purple Heart Community. She has reached out to several resources and has been given the steps in establishing Berkley as a Purple Heart Town. The Assistant Town Administrator noted she is working on a proposed Proclamation, which she would share with the Veteran's Agent and would follow up with the Board regarding same and the next steps.	McCrohan to motion to adjourn, Cochrane 2 nd ; voted.
Finance Committee Update	The Chairman asked the Town Administrator to connect with the Finance Committee and ask the Chair to attend a Board of Selectmen meeting to review and provide commentary and guidance to the Finance Committee regarding priorities to refine the budget.	Information Only; No Action Needed.
Public Input	Donna Leary of the Planning Board supported the building maintenance issue and noted that it has not gone unnoticed how other staff members are working together to pitch in and attempt to keep the building clean. She noted that she feels its important not to let the maintenance of the building get forgotten over the custodial necessities. There are officers with ceiling tiles in need of replacement, etc. and that as a taxpayer, she would like to see the upkeep; fixing something minor before it turns major is key. Kerrie Ann Auclair of the Conservation Commission also spoke on the importance of building upkeep and suggested getting more information out to the public using different avenues, in an effort to educate the residents. The Town Administrator noted he would reach out to Dighton for information on how the distribute news. Member Cochrane questioned the potential upcoming debt exclusion. The Chairman asserted that there have only been very preliminary discussions and suggested reaching out to BP and inviting representatives to a meeting to discuss. The Town Administrator noted he would reach out and invite the representatives to a meeting.	Information Only; No Action Needed.
Adjournment	The Board voted to adjourn with the announcement of the next meeting to be held on Wednesday, January 17, 2024 at 6:00 p.m.	McCrohan to motion to adjourn, Cochrane 2 nd ; voted.


Joe Freitas, Chairman


Tabitha K. McCrohan, Clerk


Wendy F. Cochrane, Member


Matthew Chabot, Town Administrator