

MINUTES OF TOWN OF BERKLEY SELECTMEN'S MEETING OF 01/31/2024

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

TOPIC		ACTION
	Meeting Convened at 6:04 p.m. in the Moitoza – Pettey Hearing Room	
New Business	Board to host discussion with Police Chief Christopher Baker regarding Part Time Police pay increase. Chief Baker spoke on the matter and his desire to raise the current pay rate of the Part Time Officers to be commensurate with their level of training and education; the Chief noted on how fortunate the Town is to have qualified Part Time Officers and the Officers should be commended for their commitment. The Chief feels that in addition to the effort to retain the officers, the Officers deserve the same commitment they've given to the Town reciprocated. The Chief confirmed that this is within his budget and would not affect any outside numbers. The Chairman questioned the benefit to the Town and the Chief explained it would save on overtime expenses. The Board agreed they saw no issues with the proposal. The Town Administrator noted he would monitor the numbers to ensure things continue on track. The Board voted to approve.	McCrohan to motion to approve, Cochrane 2 nd ; voted.
Personnel (taken out of order)	Board to review and possibly recommend Brady Fontaine to the position of Cable TV Camera Operator. Clerk McCrohan asked Mr. Fontaine what sparked his interest and he noted that a friend of his works as an operator. Mr. Fontaine has experience in the field and is currently taking a CTV course at school. Arlene Medeiros, Chairman of the Cable TV Advisory Committee, noted that Mr. Fontaine came before the Committee and it was a unanimous vote to recommend Mr. Fontaine for the position. The Personnel Board voted to recommend to hire. The Board voted to hire.	McCrohan to motion to recommend, Cochrane 2 nd ; voted. McCrohan to motion to hire, Cochrane 2 nd ; voted.
	Board to review and potentially approve Part-Time Highway Laborer position. Mr. Rose, Highway Surveyor, spoke on the matter and noted that this is a current position for which the current employee will be leaving. The position is for 2 days a week at the Transfer Station (Wednesdays and Saturdays). The Personnel Board voted to recommend to hire. The Board voted to hire.	McCrohan to motion to recommend, Cochrane 2 nd ; voted. McCrohan to motion to hire, Cochrane 2 nd ; voted.
New Business	Board to host discussion with Robert Rose, Highway Surveyor regarding Transfer Station Fee Increases. Mr. Rose spoke on the matter and informed the Board that the fees have remained the same for 16 years, which he has worked hard to maintain same but unfortunately as the costs continue to rise, the fees need to reflect same. Mr. Rose offered background information, noting that most items that used to be a source of revenue are no longer and only metal remains as revenue. Mr. Rose worked diligently to contrast and compare Berkley fees to other surrounding Towns and create an average for the updated fees. The updated fees will take effect March 2, 2024 and Mr. Rose will work to inform the Town as much as possible in the interim. The Board voted to approve.	McCrohan to motion to approve, Cochrane 2 nd ; voted.
	Board to review and possibly approve the Highway Department notice to remove snow in accordance with M.G.L. c. 44 §31D. Mr. Rose noted that the Snow and Ice fund continues to be underfunded and the prices of salt and sand are continually increasing. The Board voted to approve.	McCrohan to motion to accept, Cochrane 2 nd ; voted.
	Board to host discussion with Superintendent Melissa Ryan regarding School Credit Card. Ms. Ryan discussed the School's desire to apply for a credit card specific for schools as a best practice; the current practice is reimbursement to personal credit cards, which is not ideal. The credit card is specifically designed for schools. The Board approved.	McCrohan to motion to approve, Cochrane 2 nd ; voted.

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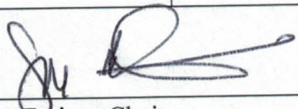
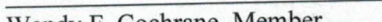
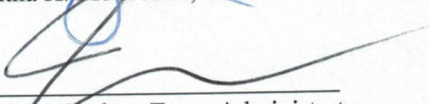
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	<p>Board to review letter from the Office of the Town Clerk regarding the Revised Annual Town Elections Calendar. The Town Clerk came in to discuss the revised Elections Calendar; the Town Election has changed from May 4 to May 11 due to the Town Bylaw. She continued that the Nomination Papers will be ready Monday, that she's already contacted all parties and that she intends to have a cable scroll noting the date change. The Board voted to approve.</p>	<p>McCrohan to motion to approve, Cochrane 2nd; voted.</p>
	<p>Board to host discussion regarding Town Hall Credit Card Terminals (UniBank). The Town Administrator informed the Board that he's scheduled a meeting for February 29 to discuss the terminals. Member Cochrane noted how helpful she feels the meeting will be and requested the initial meeting include the Town Administrator, Assistant Town Administrator and Treasurer/Collector, only. The Board voted to file.</p>	<p>McCrohan to motion to file, Cochrane 2nd; voted.</p>
	<p>Board to review and possibly approve Attorney Thomas P. Gay, Jr. as Special Labor Counsel. The Board voted to approve.</p>	<p>McCrohan to motion to approve, Cochrane 2nd; voted.</p>
	<p>Board to name designee(s) of non-municipal donation. The Chairman reviewed the pared down suggestion list and noted that the list aims to serve everyone in the community as much as possible within the Town. He would like to continually rotate annually in an effort to consistently help all areas within the Town and community. Member Cochrane voiced a desire to include the Friends of Berkley COA. The Chairman assured the Board and the audience that it was not something that was being ignored and they can be added to this year's suggestion list. The Board voted to include the Friends of Berkley COA and asked the Assistant Town Administrator to ensure the suggested recipients are willing to receive the funds and has no issues and to include this matter on the next Agenda for monetary designations.</p>	<p>McCrohan to motion to add recipient, Cochrane 2nd; voted.</p>
Personnel	<p>Board to review and accept Retirement Notice of George Moitoza. Member Cochrane read the notice into the record and noted that Mr. Moitoza is one of the best historians of the Town. Clerk McCrohan also spoke on his 60-year tenure in the Town and how instrumental he continues to be to the Town. The Board agreed that a retirement celebration is warranted and that they will begin to coordinate same. The Board voted to accept.</p>	<p>McCrohan to motion to accept, Cochrane 2nd; voted.</p>
Meeting Minutes	<p>Board to review and approve Meeting Minutes of January 17, 2024. The Board voted to table.</p>	<p>McCrohan to motion to table, Cochrane 2nd; voted.</p>
Meeting Mail	<p>Board to review letter of support regarding COA Director. Clerk McCrohan read the letter into the record and the Board voted to file.</p>	<p>McCrohan to motion to file, Cochrane 2nd; voted.</p>
	<p>Board to review Notice of Intent to Negotiate. Clerk McCrohan read the Notice into the record and the Board voted to file.</p>	<p>McCrohan to motion to file, Cochrane 2nd; voted.</p>
	<p>Board to review letter from MassDOT Highway Division. Clerk McCrohan read the letter into the record and the Board voted to file.</p>	<p>McCrohan to motion to file, Cochrane 2nd; voted.</p>

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	Board to review 2023 Year-End Report from the Commissions of the Southeastern Regional Planning & Economic Development District (SRPEDD). The Board voted to file and post.	McCrohan to motion to file and post, Cochrane 2 nd ; voted.
Town Administrator Report	The Town Administrator offered a follow up from the Department Head Meeting, including the potential of credit card terminals and the start of budget cycle. He also discussed the Salary Wage Classification and noted that while the Town is making progress, there is still continued progress needed. He reminded the Board of County ARPA deadlines. He spoke on the Software-as-a-Service Agreement (SAAS) for the Board of Health and noted the subscription will be paid through the Public Health Excellence Grant. Lastly, the Town Administrator spoke on a Chapter 70 letter he intends to draft expressing the displeasure with the formula being used currently and suggested revisions.	Information Only; No Action Needed.
Assistant Town Administrator Report	The Assistant Town Administrator shared the news of an approved Wellness Grant for the Town employees, which will include standing desks and under desk bikes.	Information Only; No Action Needed.
Public Input	The Chairman voiced his support of the non-passage of the "SAFER Act" or S.2572. He hopes citizens will review the proposed Act and voice their opinions to the Senator.	Information Only; No Action Needed.
Adjournment	The Board voted to adjourn with the announcement of the next meeting, which will be held on February 14, 2024.	McCrohan to motion to adjourn, Cochrane 2 nd ; voted.


Joe Freitas, Chairman
Tabitha K. McCrohan, Clerk
Wendy F. Cochrane, Member
Matthew Chabot, Town Administrator