

MINUTES OF TOWN OF BERKLEY SELECTMEN'S MEETING OF 10/16/2019

SELECTMEN IN ATTENDANCE: George F. Miller, Chairman Heather Martin-Sterling, Clerk Wendy F. Cochrane, Member

TOPIC		ACTION
	Meeting Convened at 6:02 pm at Moitoza - Pettey Hearing Room, 1 North Main St.	
Minutes	<ul style="list-style-type: none"> - Minutes for October 2, 2019 – Regular Session 	<p>Motion to approve minutes made by Sterling, Miller sec. Cochrane abstain – Voted</p>
Meeting Mail	<ul style="list-style-type: none"> - Report from Geosyntec Consultants regarding 3rd qtr. monitoring of the Berkley Landfill - Letter from Xfinity regarding TV Channel updates - Notice of filing from Dept. of Public Utilities for Bay State Gas Company d/b/a Columbia Gas 	<p>Motion to file made by Cochrane, Sterling sec. – Voted</p> <p>Motion to file made by Cochrane, Sterling sec. – Voted</p> <p>Motion to file made by Cochrane, Sterling sec. – Voted</p>
Appointments	<ul style="list-style-type: none"> - Meeting with the Zoning Board of Appeals regarding a personnel matter. Marcus Baptiste, ZBA Chairman spoke about a pay raise for their secretary requesting a new pay of \$20 per hour. Miller asked what her responsibilities were. Baptiste stated what heather does such as, minutes, schedules meetings, deals with the public, sends certified mail, customer service, puts away files, and currently makes \$15.12 per hour. The secretary work 20 hours per month on average. He then again stated he would like to raise her up to \$20 per hour. Miller asked when her last pay increase was, ZBA Secretary Heather Almy said it was a year and a half she went from \$12 to \$15.12 an hour. Miller noted that was a \$3.12 an hour increase. Baptiste stated they have \$12,000 in revolving fund in their account. They collect two fees from applicants: one for expenses and they have very minor expenses. And another that essentially covers her pay. Miller and Baptiste discussed that it is a \$5 an hour increase in pay they are asking for. Miller asked what they anticipate happening with the account they intend to pay her from. Baptiste said he compared their fees to other town's fees and Berkley ZBA fees are very high. He felt Berkley ZBA should lower their fees. Miller asked if he felt their fees are causing people not to develop. Baptiste said no, but he also doesn't think the department is supposed to be a profit generator. Miller advised that they also have to think about dry times. Marcus stated they deal mostly with homeowners not developers. The last developer that applied was denied. Miller discussed creating a tiered fee to help the residents. Marcus will get more info for Miller. Cochrane stated they have to go by the Bylaw and be paid by the grid and they can't just give a person a \$5 hour raise off the grid. Cochrane stated that she is not saying she is against it but that they need to work on fixing the grind because come January the grid will be obsolete. Cochrane 	<p>Informational – No action taken</p>

MINUTES OF TOWN OF BERKLEY SELECTMEN'S MEETING OF 10/16/2019

SELECTMEN IN ATTENDANCE: George F. Miller, Chairman Heather Martin-Sterling, Clerk Wendy F. Cochrane, Member

noted that there are Town employees with special licenses that are making less than her at \$13 an hour. Cochrane suggested scheduling a Personnel Board meeting to discuss the grid. Heather Almy stated that when the money went down she worked two hours a week, and questioned who else would do that. Carma of the ZBA questioned if there was litigation against the ZBA where the funds would come from. Baptiste stated the ZBA would doesn't have enough funds to cover litigation. Leary asked Cochrane to talk about the Bylaws she referred to regarding the grid. Cochrane stated it may have been Rules & Regs or Bylaw and that she wasn't exactly sure. Cochrane stated that the Town Accountant said in order to do a classification change they would have to do a hearing. Baptiste asked if they could do anything on the current grid to give Almy a raise. Cochrane noted they just raised her from a Grade 8 to 10 and need to look at this because Almy is a Grade 10 and max pay she can get is \$15.10 per hour unless they add more duties and then they can reclassify her. Baptiste stated there was nothing else more they could possibly add for her. Cochrane suggested they get a copy of Almy's job description and see. Sterling stated she hoped to have the Personnel meeting before the holidays. Baptiste and Miller discussed smaller fees. Mr. Coutinho stated the money their department generates should be in a Town budget and not a revolving account. Coutinho stated that the Town should fund the Boards that way should they need things like council it is covered. Anything that generates fees should go to the Town to fund general funds and not just back to that department. Freitas stated it should go to local receipts and the money of the revolving should be part of the Town assets. Almy stated she remembers years ago when the departments account was down to \$200 and the Finance Committee refused to help them. Freitas explained to her that funding what they were asking was not allowed unless it is an emergency. They are not to fund whatever the department wants it has to be an emergency. Miller stated he would like to move sooner rather than later on the matter. Castellina presented a letter asking the Board to address the secretaries in Town are not being paid the same as other surrounding towns. He also noted that without their clerical the Boards would not function. Castellina felt that they aren't union employees but they work just as hard. Miller mentioned the non-union have a fraction of the hours that the union employees have. The non-union employees are working a couple hours a week max vs. 22 hours a week. Castellina noted that the Appeals Board gets less applications than Conservation Commission and the Board of Health or Planning Board. He feels that all clerical should get a raise. Cochrane stated her goal before the next meeting is to have a plan of attack and to talk to other Boards to open this up. Miller wanted to look at a potential modification of fees, work on the grid, and look into moving from revolving accounts to general funds. Cochrane asked where they got a \$20 dollar an hour pay form. Baptiste stated the minimum wage is at \$12 right now and going up. He just figured she does everything for them.

Informational – No action taken

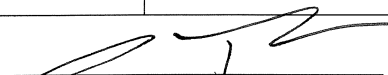
MINUTES OF TOWN OF BERKLEY SELECTMEN'S MEETING OF 10/16/2019


SELECTMEN IN ATTENDANCE: George F. Miller, Chairman Heather Martin-Sterling, Clerk Wendy F. Cochrane, Member

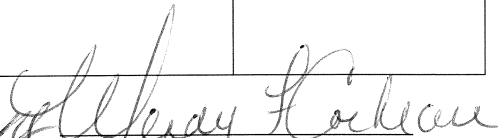
Old Business	<ul style="list-style-type: none"> - Set date to meet with local School Committee regarding resignation from the Bristol Plymouth School Committee. Board set a meeting date of October 30, 2019. To be confirmed with the School Committee. 	<p>Motion to schedule made by Cochrane, Sterling sec. – Voted</p>
New Business	<ul style="list-style-type: none"> - Notice form the Cannabis Control Commission regarding approval of Frozen 4 LLC. Miller noted he was told it would take apx. 18 months before they would be fully operational - Board signed the agreement for the Lakeville Animal Shelter. Animal Control Officer had already reviewed the contract. - Board received a subdivision plan for 175R Bryant Street. 	<p>Motion to approve Cannabis Control Commission notification that there has been no changes to Town zoning Bylaws made by Cochrane, Sterling sec. – Voted</p> <p>Motion to sign made by Cochrane, Sterling sec. – Voted</p> <p>Motion to file made by Cochrane, Sterling sec. – Voted</p>
Town Administrator's Report	<ul style="list-style-type: none"> - Mr. Coutinho read an announcement regarding Somerset Berkley Regional parent teacher conferences. - Coutinho went over the DCAM paperwork with the Board regarding the electrical work done on the Town Hall when it was built. The Wiring Inspector had stated that their work performance was fine. Miller signed off on the paperwork. - Board and Mr. Coutinho discussed the Special Town Meeting and decided it was not necessary at this time. 	<p>Informational</p> <p>Informational</p>
Public Input	<ul style="list-style-type: none"> - Finance Committee Chair Joe Freitas spoke to the Board regarding back charges, cherry sheets, and Ch. 70 monies. This current year they will not back charge the school for school sending charges. 	<p>Informational</p> <p>Motion to adjourn made by Sterling, Miller sec. – Voted Unanimous</p>

Meeting Adjourn

Next Regular Meeting October 30, 2019


George F. Miller, Chairman


Heather Martin-Sterling, Clerk


Wendy F. Cochrane, Member

Alan G. Coutinho, Town Administrator