

MINUTES OF TOWN OF BERKLEY SELECTMEN'S MEETING OF 8/07/2019

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

TOPIC		ACTION
	Meeting Convened at 6:04 pm at Moitoza - Pettey Hearing Room, 1 North Main St.	
Minutes	<ul style="list-style-type: none"> - Minutes for June 24, 2019 – Regular Session. Cochrane and Sterling stated minutes were fine but will be tabling until Miller returns. 	<p>Motion to table made by Cochrane, Sterling sec. – Voted</p>
Meeting Mail	<ul style="list-style-type: none"> - Letter from Gay & Gay P.C. regarding old legal files. Sterling read the letter aloud. Mr. Coutinho, Sterling and Cochrane felt it best to let Gay & Gay shred the old documents. 	<p>Motion to send letter to Gay & Gay with notification to shred old files made by Cochrane, Sterling sec. – Voted</p>
	<ul style="list-style-type: none"> - Letter from Massachusetts State Lottery Commission regarding a Keno License for The Boondocks located at 18 North Main Street. 	<p>Motion to file made by Cochrane, Sterling sec. – Voted</p>
	<ul style="list-style-type: none"> - Notice from Daughters of the American Revolution regarding proclamation for Constitution Week. Cochrane read the Proclamation aloud declaring September 17th through September 23rd Constitution week. 	<p>Motion to sign proclamation made by Cochrane, Sterling sec. – Voted</p>
New Business	<ul style="list-style-type: none"> - Notice from SRPEDD regarding MassDOT self-evaluation and ADA transition plan. Mr. Coutinho noted that since 1993 the law has stated you need to have an ADA coordinator. In the past the Town's ADA Coordinator was Paul Boucher who is no longer in that position and Mr. Coutinho does not know if there was a self-evaluation. The Board is going to need to find someone to attend the classes and represent Berkley there. 	<p>Motion to file made by Cochrane, Sterling sec. – Voted</p>
	<ul style="list-style-type: none"> - Notice from Mass DOR regarding cherry sheets. Freitas noted that something had to be done to balance the budget before the tax bills go out. Sterling and Freitas discussed the school budget and how it affected the debt. Also, that School Choice money does not go into their budget when figuring it out. The school usually uses that for technology and what not. Freitas is waiting to talk to Lynch but he is not available right now. The Board and Freitas are hoping that with the way the budget went that Lynch will pick up the extra cost to the Town instead of making the Town come up with the funds. 	<p>Informational – No action taken</p>
Town Administrator's Report	<ul style="list-style-type: none"> - Mr. Coutinho stated that he had a meeting on August 1st with the department heads and discussed the new OSHA rules & regs pertaining to municipalities. Things are now much more strict. Noting that every employee needs to be properly trained on each piece of equipment, there are classes to be take, etc. It is very detailed. There really needs to be someone that oversees this. Coutinho stated he had heard of a company in Wareham from other Town Administrators/Manager that will handle all of the new laws. Berkley needs to be OSHA certified and none of the 	<p>Informational – No action taken</p>

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employees are even OSHA 10 which is basic training for simple things like ladders and such. Employees will have to go during the day and it is 10 hours of class time. The Chief of Police would like his officers to be OSHA 10 as well for when they are on details. Coutinho noted this probably should have been in place back in February so the Town is a bit behind. The Board will have to appoint someone to take charge of this because if it's not all in place the fines could become pretty heavy. Cochrane asked if she gets a new Human Resources employee could that person take on that responsibility. Coutinho stated it was possible but he already had an idea of who the person that should oversee this is.

Informational – No action taken

Personnel Board

- Letter of resignation from Jane Pittsley Treasurer's Clerk. Sterling thanked her for her time and hopes she does well on her endeavors. Pittsley's last day scheduled for August 11th. Coutinho suggested that the Board could do a meeting one morning so that they didn't have to wait two weeks to address the position. Coutinho asked if the Treasurer was planning to place the ad online. Cochrane stated she planned to.

Motion to file made by Cochrane, Sterling sec. – Voted

Public Input

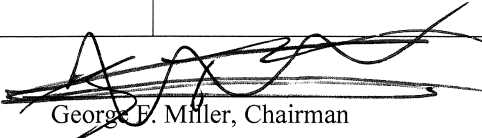
- Joe Callahan SRPEDD representative for Berkley wanted to address the ADA issue and asked if the Town ever took advantage of the Mass Vulnerability training where there is grant money to be had. Callahan also mentioned the casino that may or may not go through. He noted that there is going to be monies set aside for mitigation and being that Berkley will be affected by it the Town should consider it. Coutinho felt that it would be great to put something in place ahead of time should the casino go through. That way when the time comes they are a step ahead of the game.


Informational – No action taken

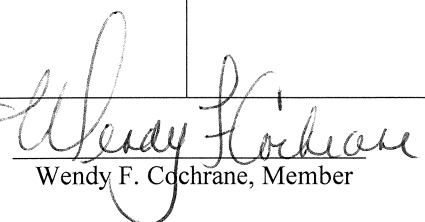
Meeting Adjourn

Next Regular Meeting August 7, 2019

Motion to adjourn made by Cochrane, Sterling sec. - Voted


George F. Miller, Chairman


Heather Martin-Sterling, Clerk


Wendy F. Cochrane, Member

Alan G. Coutinho, Town Administrator