

MINUTES OF TOWN OF BERKLEY SELECTMEN'S MEETING OF 9/04/2019

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

TOPIC		ACTION
	Meeting Convened at 6:03 pm at Moitoza - Pettey Hearing Room, 1 North Main St.	
Minutes	<ul style="list-style-type: none"> - Minutes approved for August 21, 2019 – Regular Session. 	<p>Motion to accept made by Cochrane, Sterling sec. – Voted</p>
Personnel Board	<p>Meeting Taken Out of Order</p> <ul style="list-style-type: none"> - Personnel Board #2: <ul style="list-style-type: none"> a. Board interviewed Cynthia Pavao for Assistant Treasurer. Miller reviewed her resume. Pavao worked for Rehoboth for three years and is now looking for a part-time job. Pavao also worked for the Town of Dighton. Miller asked if she saw this as a long term position. Pavao replied yes. Miller asked if she had any questions. Pavao asked what the timeline was for the position. Cochrane stated that the first week of October would probably be best as she will be away the week before. b. Board interviewed Erin Bettes who worked for Lakeville and stated she was looking for a part-time job to supplement her income. Miller asked if all of her questions were answered in the initial interview process. Bettes replied yes they were. c. Board was to interview Jessica Espinosa. However, the candidate did not show up. - Personnel Board #1 – Board was to interview a second candidate for the maintenance position. However, the candidate did not come in. Board appointed the candidate previously interviewed at the meeting on August 21, 2019, Raymond St. Pierre with a six month probationary period. 	<p>Informational – No action taken</p> <p>Motion to appoint Raymond St. Pierre for the Maintenance Position with a six month probationary period made by Cochrane, Sterling sec. – Voted</p>
Meeting Mail	<ul style="list-style-type: none"> - Invitation from Bristol County Agricultural High School for the ground breaking. Cochrane stated she may attend if she can. - Letter from Lt. Governor Polito regarding 2020 Community Compact Grant Program. Mr. Coutinho noted that every other year the Town can apply for grants and there are still funds for 2020 should the Board want to apply for additional funding. Mr. Coutinho suggested possibly applying so that they can do a Town wide salary structure in hopes it will help with the long term plans for the Town. Miller thought Public Safety could use the opportunity as well if they have any needs not being met. Sterling suggested using the IT Grant opening to help unify the Town's computer structure. 	<p>Motion to file made by Cochrane, Sterling sec. – Voted</p> <p>Motion to file made by Cochrane, Sterling sec. – Voted</p>

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	<ul style="list-style-type: none"> - Email from Mass Office on Disability regarding ADA Coordinator information. Mr. Coutinho stated that they are still looking for Berkley's ADA Coordinator to be named. Mr. Coutinho stated he would be the acting coordinator. 	<p>Motion to appoint Alan Coutinho as ADA Coordinator made by Cochrane, Sterling sec. – Voted</p> <p>Motion to file ADA email made by Cochrane, Sterling sec. – Voted</p>
<p>New Business</p>	<ul style="list-style-type: none"> - Application for Special License Wine & Malt Beverages from the Bay State Beagle Club. Bay State Beagle Club applied for a 1 Day License for their upcoming clam boil on September 28, 2019 from 6pm to 10pm. 	<p>Motion to grant 1 Day License from September 27, 2019 to September 29, 2019 made by Cochrane, Sterling sec. - Voted</p>
	<ul style="list-style-type: none"> - Letter from Mallory Prior regarding serving on the Berkley Conservation Commission. Mallory Prior was not present at the meeting. Board decided to hold for later in the meeting. 	<p>No action taken</p>
<p>Town Administrator's Report</p>	<ul style="list-style-type: none"> - Mr. Coutinho spoke on how the computer programs between the Town Accountant, Assessors, and Treasurer/Collector do not communicate efficiently. He was looking to go in a different direction to help streamline everything but they are stuck in a contract at the moment with the Treasurer's software for the next 24 months. Miller suggested possibly using the grant money spoken about earlier in Meeting Mail to get better software and out of the current contract. Miller asked about an update on the Annual Report. Mr. Coutinho replied that notices were sent out. He and Ms. Paradise are on top of it. However, some departments run on fiscal year and some run on calendar year. 	<p>Informational – No action taken</p>
<p>Soil Board</p>	<ul style="list-style-type: none"> - Letter from Gilbert Pontes regarding revocation of his Soil Permit. Board also reviewed a letter from Council regarding the matter. 	<p>Motion to file letter from Pontes and letter from Council made by Cochrane, Sterling sec. – Voted</p>
<p>Personnel Board Cont.</p>	<ul style="list-style-type: none"> - Board discussed appointing for the Assistant Treasurer position and to wait on hiring for the Clerk position until the second candidate could make it to the interview. Hiring of Cynthia Pavao to begin Monday, October 7, 2019, with a six month probationary period as a contract employee contingent on contract negotiations. 	<p>Motion to hire made by Sterling, Miller sec., Cochrane abstain – Voted</p>

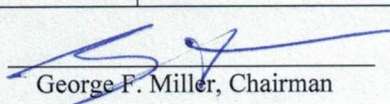
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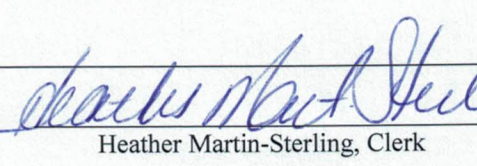
SELECTMEN IN ATTENDANCE: George F. Miller, Chairman Heather Martin-Sterling, Clerk Wendy F. Cochrane, Member

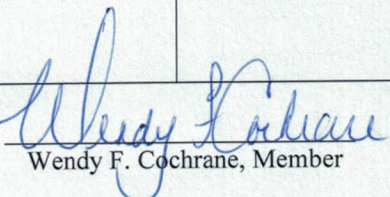
Meeting Adjourn

Next Regular Meeting September 4, 2019

Motion to go into executive session under Ch.30A §21(a) 3 & Chapter 30A §21(a) 8 and not to reconvene into open session made by Cochrane, Sterling sec., Miller third – Voted unanimous


George F. Miller, Chairman

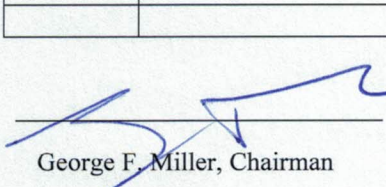

Heather Martin-Sterling, Clerk


Wendy F. Cochrane, Member

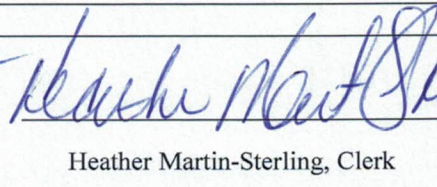
Alan G. Coutinho, Town Administrator

MINUTES OF TOWN OF BERKLEY SELECTMEN'S MEETING OF 9/4/19 *Executive Session*
 SELECTMEN IN ATTENDANCE: George F. Miller, Chairman Heather Martin-Sterling, Clerk Wendy F. Cochrane, Member

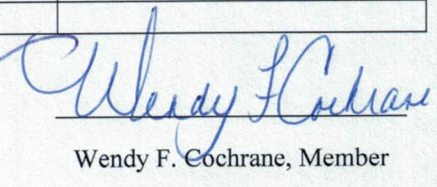
TOPIC	DISCUSSION	ACTION
Executive Session	<p>Meeting Convened at 6:40 pm at Moitoza-Petty Hearing Room, 1 North Main St.</p> <ul style="list-style-type: none"> - Town Administrator and the Board discussed litigation for the Town Hall building. Mr. Coutinho will try and have Council reach an agreement with the parties. - Board reviewed Council on Aging Director resumes and decided to forward six of the resumes. <p align="center">Next meeting September 18, 2019</p>	<p>Motion to adjourn Executive Session made by Cochrane, Sterling sec.- Voted Unanimous</p>



 George F. Miller, Chairman



 Heather Martin-Sterling, Clerk



 Wendy F. Cochrane, Member

 Alan G Coutinho, Town Administrator