

# MINUTES OF TOWN OF BERKLEY SELECTMEN'S MEETING OF 01/04/2023

SELECTMEN IN ATTENDANCE: George F. Miller, Chairman, Dean R. Larabee, Clerk, Wendy F. Cochrane, Member

TOPIC		ACTION
	Meeting Convened at 6:04 p.m. in the Moitoza – Pettey Hearing Room	
Minutes to be approved by the Board of Selectmen	Board to review and approve September 16, 2022 Meeting Minutes. The Board voted to approve.	Cochrane to motion to approve, Larabee 2 <sup>nd</sup> ; voted.
Personnel (taken out of order)	Board to hire & sign contract for Executive Administrative Assistant for Fire Department. Patrician Carson was one of forty-six candidates and a Berkley resident. The Board voted to approve the agreement with the Town of Berkley and Patricia Carson to serve as the Fire Administrative Assistant.	Larabee to motion to hire & sign contract, Cochrane 2 <sup>nd</sup> ; voted.
Meeting Mail	Board to review Bristol County Retirement Board FY24 Assessment Amount. The Board voted to file.	Cochrane to motion to file, Larabee 2 <sup>nd</sup> ; voted.
Personnel	Board to review and sign contract for new Town Administrator Mark Stankiewicz. The Board voted to sign the contract as written with an effective start date of February 13, 2023.	Cochrane to motion to sign contract, Larabee 2 <sup>nd</sup> ; voted.
	Board to discuss and approve contract extension for Interim Town Administrator Kevin Partridge. This contract is through the end of February. The Board voted to extend the contract for Kevin Partridge as the Interim Town Administrator through February 28, 2023.	Cochrane to motion to extend contract, Larabee 2 <sup>nd</sup> ; voted.
Old Business	Board to review and discuss the Town of Berkley's Back-Up Policy. All relevant departments are aware. The Board voted to accept the Berkley Back-Up Policy.	Cochrane to motion to accept policy, Larabee 2 <sup>nd</sup> ; voted.
Town Administrator Report	<p>The Town Administrator discussed in-house job posting for COA Administrative Assistant position as there is one applicant.</p> <p>The Town Administrator discussed request to Town Counsel to draft letter for Ridge Road Neighborhood Association regarding snow plowing as the association was never formed.</p> <p>The Town Administrator discussed the submission of the application to Bristol County ARPA for ambulance. If approved, the funds from the Ambulance User Fees will be replaced.</p> <p>The Town Administrator discussed MIIA Trainings. Each department is encouraged to take trainings in order get credits as well as attend classes once a month.</p> <p>The Town Administrator discussed Holloway Street update. Water lines and paving are complete. Fire hydrants are being moved. Culvert is in and is awaiting the guardrail.</p> <p>The Town Administrator reviewed marijuana agreements with the Board. The location on County Street is completed and Board discussed host agreement payments.</p> <p>The Town Administrator reviewed outstanding Town Hall building issues. The ceiling tiles are being replaced after a leak that has been fixed. He also discussed damage to sidewalk and tentative repair. The cistern tank also needs a valve to be removed.</p> <p>The Town Administrator discussed Police and Fire Chief request for building addition for an additional bunk room and office area. There are funds available and the chiefs are working on proposing plans with cost estimates.</p>	Information only; no action needed

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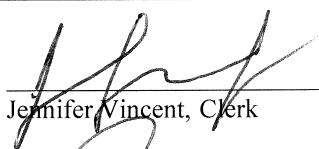
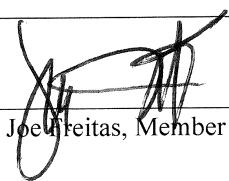
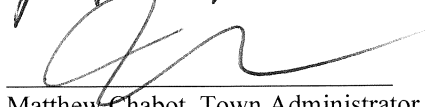
Finance  
Committee  
Update

The Finance Committee updated the Board they have started their annual kick-off and are looking forward to working with the new Town Administrator and departments for future budgets. They are aware of the prospective challenges and constraints of the budgeting process given the town's circumstances such as the debt exclusion and looking for additional revenue.

Adjournment

The Board voted to adjourn with the announcement of the next meeting to be held on Wednesday, January 18, 2023 at 6:00 p.m.

Cochrane to motion  
to adjourn, Larabee  
2<sup>nd</sup>; voted.

  
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Tabitha K. McCrohan, Chairwoman  
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Jennifer Vincent, Clerk  
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Joe Freitas, Member  
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Matthew Chabot, Town Administrator