



# TOWN OF BERKLEY MASSACHUSETTS

## OFFICE OF THE ASSESSORS

1 NORTH MAIN STREET  
BERKLEY, MA 02779

508.822.7955

Board Meeting Minutes September 3, 2025

5:00pm Assessors Office, Room 9

### Board Members:

Present: Mark Pettey Jr, Member/Acting Chair; Jeanne Russo, Clerk; Bonnie Marshall, Assessor Clerk; Sandra Cameron, Town Assessor

Absent: Lisa Tetreault

### Proceedings:

Meeting called to order at 5:03 pm by Mark Pettey, Jr.

A Motion made by Jeann Russo, seconded by Mark Pettey, Jr. to Act as Chair.

### Motion to accept minutes of prior meeting, August 20, 2025:

Minutes read by Jeanne Russo. A motion by Mark Pettey Jr. to accept minutes of August 20, 2025; seconded by Jeanne Russo – vote unanimous to accept

### Act on Warrant/Commitments/MV Abatements (if applicable)

None

### Pay Various Bills

MAAO Annual Dues for Bonnie Marshall, Assessor Clerk for \$93.00, Quality Data Service (QDS) annual software support Inv # 2019-30700 for \$3,750.00 & Two (2) WB Mason invoices – (1) for \$14.58 and (1) for \$165.34.

Board approved and signed for payment processing.

### Administrative Matters

1. A motion by Jeanne Russo, seconded by Mark Pettey Jr. grants permission for Sandra Cameron to sign documents on Gateway on behalf of the Board.
2. Open Lane discussion continued from meeting on 8/06/25. Mark Pettey Jr. found a Deed from 1994 granting permission, or subject to a right of way. The information was passed onto the Planning Board.

### Matters not reasonably foreseen

Jeanne Russo spoke to the Board in regards to a previous discussion on house numbers. Jeanne believes that Sandra Cameron & the Fire Chief should coordinate the house numbers for newly developed homes. Her concerns are for fire & safety reasons. If there is an unforeseen safety matter and the house number requires changing, by including the Fire Chief it would possibly carry more weight. Mark Pettey Jr. has some concerns and recommends to continue to have this discussion when Lisa Tetreault is in attendance.

Jeanne Russo informed the Board that she and Sandra attended the presentation done by Jennifer Vincent providing some information regarding implementing the Senior Work-Off program. She briefly mentioned that at least one of the things the assessor's office would be part of is verifying ownership to the applicants. We would need to have a further discussion later on, in regards to a Liasson from the office and other new developments on the program.

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The Board welcomed Sandra Cameron as the new town Assessor.

A motion by Jeanne Russo, seconded by Mark Pettey Jr. approved by 2-0 vote to enter into Executive Session and not return to Public Session at 5:24 pm

A roll call was taken Jeanne Russo - Aye Mark Pettey Jr .- Aye Lisa Tetreault - Absent

**Meeting adjourns at 5:24pm**

Minutes by: Sandra P. Cameron