

MINUTES OF TOWN OF BERKLEY SELECTMEN'S MEETING OF 08/27/2025

SELECTMEN IN ATTENDANCE: Tabitha K. McCrohan, Clerk, Jennifer Vincent, Chair

TOPIC		ACTION
	Meeting Called to Order at 6:00PM in the Moitoza-Petty Hearing Room and via ZOOM	
Appointments:	<ol style="list-style-type: none"> Board to appoint Sergeant Kevin Realini to the rank of Lieutenant; review of matter; votes may be taken Board to appoint Detective Matthew Engstrom to the rank of Detective Sergeant; review of matter; votes may be taken <p>The Board of Selectmen meeting began with a ceremonial promotion of two police department officers. The chief presented the results of recent promotional exams, announcing that Kevin Realini scored highest on the lieutenant's exam and would be promoted to Lieutenant, while Matt Engstrom scored highest on the sergeant's exam and would be promoted to Detective Sergeant. Jennifer Vincent made a motion to appoint Kevin Realini to the rank of Lieutenant, which was seconded and unanimously approved. She then called for the appointment of Matthew Engstrom to Detective Sergeant, which was also approved. Local Representative Norm Orrall and Senator Kelly Dooner were present to offer congratulations. Representative Orrall read citations from the Massachusetts House of Representatives, highlighting the officers' dedication and commitment to the Berkley Police Department. Senator Kelly Dooner similarly presented citations from the State Senate, praising the officers' leadership and service to the community. The ceremony emphasized the importance of community support and recognition for local law enforcement professionals. Both officers were celebrated for their achievements and commitment to serving the town of Berkley.</p>	<p>Motion to appoint: JV moved: TM second. Motion approved</p>
New Business:	<ol style="list-style-type: none"> Board to review and potentially sign Regulatory Agreement regarding 40B development known as Berkley Meadows; review of matter; votes may be taken <p>The Board of Selectmen reviewed a regulatory agreement for the 40B development known as Berkley Meadows, located off Holloway Street. A representative from the development explained that the project will consist of 11 duplexes and one single-family home. Seven of the units will be designated as affordable housing, with a lottery system to select buyers at approximately 80% of the median income for the area. The remaining units will be sold at market rate. The development is projected to be completed within a month, with the affordable housing units to be managed through a Community Benefits Agreement (CBA). After discussion, the Board made a motion to allow the chair to sign the certified mailing for the regulatory agreement, which was seconded and approved. Matthew Chabot noted some administrative details about signature pages that needed to be addressed, and the Board took a short recess to finalize the document's notarization.</p> <p>Board moved to recess at 6:22PM</p> <p>Board returned from recess at 6:37PM</p> <ol style="list-style-type: none"> Board to formally vote on the date and time of upcoming Special Town Meeting; review of matter; votes may be taken <p>Jennifer Vincent proposed setting the date and time for the upcoming Special Town Meeting, acknowledging the challenges of scheduling. After careful consideration, she recommended Saturday, November 15th at 2 PM, noting it would follow the end of the BAA sporting events and would aim to be a concise warrant. She emphasized the importance of keeping the meeting short and addressing articles efficiently. The board discussed the proposed timing, with general agreement that the afternoon start time would be suitable. A motion was made to set the special town meeting for November 15th at 2 PM, which was seconded and unanimously approved. Matthew Chabot was tasked with</p>	<p>*Item taken out of order*</p> <p>Motion to authorize: JV moved: TM second. Motion approved</p> <p>Motion to recess: JV moved: TM second. Motion approved</p> <p>Motion to set date of Town Meeting: TM moved: JV second. Motion approved</p>

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sending out formal notifications to department heads and relevant officials, updating the existing calendar invite to reflect the new time.

3. Board to review and discuss the recent Financial Management Review conducted by the Division of Local Services, including key findings, recommendations, and potential next steps; review of matter; votes may be taken

Jennifer Vincent began the discussion by highlighting the need for Berkley to establish its first town charter. Matthew Chabot explained that creating a charter is a complex, multi-year process involving a special commission and requiring approval from the General Court. He noted it could take 5-10 years to complete, emphasizing the long-term nature of this recommendation.

The board discussed the importance of clearly defining the town administrator's responsibilities. Vincent noted that while the position was created in 2017, its precise role and leadership within the finance team still needed clarification. The recommendation suggested the town administrator should lead the finance team and be responsible for managing employees, which would impact personnel policies and organizational structure.

A key recommendation was to convert certain elected positions to appointed roles. This included the town clerk and highway supervisor positions. Vincent argued this would ensure professional qualifications and reduce the risk of potential legal issues arising from election-based appointments. Tabitha McCrohan cautioned that while this was important, it might face resistance from the community who view elected positions as a form of direct democratic participation.

Vincent passionately advocated for expanding the Board of Selectmen from three to five members. She presented a detailed argument highlighting the benefits, including broader representation, reduced risk of conflicts of interest, and improved continuity of governance. The board discussed the potential challenges of finding qualified candidates and the public perception of such a change.

The discussion then turned to exploring regionalization opportunities across various town departments. Vincent emphasized the importance of collaborating with neighboring small communities to share resources and maintain the town's rural character. The board agreed that while immediate cost savings might not be apparent, long-term strategic planning was crucial.

The board reviewed recommendations for reconciling outstanding receivables and resolving material weaknesses identified in previous financial reviews. Matthew Chabot expressed confidence that the newly appointed finance team would address these issues through monthly reconciliations and improved financial practices. The overall tone of the discussion was forward-looking, with a focus on professionalizing town governance, improving financial management, and planning for Berkeley's long-term sustainability.

4. Board to review Town of Berkley Organizational Chart for potential website posting; review of matter; votes may be taken

Jennifer Vincent introduced the topic of creating an organizational chart for the town, noting the importance of having a clear structure for municipal operations. The discussion centered on developing a comprehensive view of town roles, responsibilities, and reporting structures. Matthew Chabot suggested creating a graphical representation that would help clarify the relationships between different departments and positions. The board recognized the need to define the town administrator's role more precisely and map out the various

**Information only;
no votes taken**

**Information only;
no votes taken**

boards, committees, and appointed positions. They discussed the challenges of representing the complex network of municipal roles, including elected and appointed positions. The conversation touched on the importance of transparency, helping residents understand the town's organizational structure, and potentially using the chart to showcase how different departments and committees contribute to the town's functioning. Chabot indicated he could help create a draft organizational chart relatively quickly, with the goal of providing a clear, accessible view of the town's administrative framework. The board saw this as an opportunity to better communicate the town's governance structure and help residents understand the roles and interconnections within local government.

5. Board to review potential webpage content for Berkley's Regional Boards and Commissions; explore potential revisions and discuss posting; review of matter; votes may be taken

**Information only;
no votes taken**

Jennifer Vincent raised the importance of highlighting Berkley's participation in various regional boards and organizations. The discussion focused on creating a webpage or section that would provide transparency about the Town's involvement in regional entities such as the Southeastern Massachusetts Metropolitan Planning Organization, Bristol County Advisory Board, and Bristol-Plymouth Regional Technical School. The Board recognized that many residents are unaware of these critical regional connections and the work being done on behalf of the town. They discussed the need to showcase how these board memberships contribute to Berkley's broader community interests and provide value to residents. The goal was to create a resource that would explain the responsibilities of these regional boards, the town's representation, and the potential benefits of such partnerships. Matthew Chabot suggested finding a place on the town's website to feature this information, emphasizing the importance of making these regional connections more visible and understandable to the public. The board saw this as an opportunity to demonstrate the town's active engagement in regional collaboration and to help residents appreciate the work being done beyond the immediate local government.

6. Board to discuss potential for public forum ahead of Special Town Meeting to discuss warrant articles; discuss potential dates and venue; review of matter; votes may be taken

**Information only;
no votes taken**

The Board discussed organizing a public forum to preview and discuss potential warrant articles for the upcoming Special Town Meeting. They considered various logistical details, including the timing, location, and format of the forum. Jennifer Vincent emphasized the importance of providing an opportunity for residents to understand and engage with proposed articles before the actual town meeting. The Board explored potential dates and venues, with a preference for holding the forum after department head presentations to ensure comprehensive information is available. They discussed the need for transparency and wanted to create an environment that would encourage community participation and understanding. The goal was to design a forum that would be informative, accessible, and help residents feel more connected to the town's decision-making process. The Board agreed to continue refining the details of the public forum, with a focus on making it a productive and inclusive event that would help prepare the community for the Special Town Meeting.

7. Board to discuss creation of Berkley Business Directory including timeline for implementation, forms for sign-up and ongoing maintenance responsibilities; review of matter; votes may be taken

**Information only;
no votes taken**

The board discussed creating a business directory for the town, exploring ways to support and showcase local businesses. They considered various approaches to developing this resource, including potential partnerships and digital platforms. The conversation touched on the importance of creating a platform that would not only list businesses but also provide meaningful information and support to local entrepreneurs. They explored different methods of verifying business information and ensuring the directory's legitimacy and usefulness. The Board saw this as an opportunity to highlight local economic activity and provide a valuable resource for both residents and businesses. There was discussion about the

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	<p>potential for an online platform that could be easily updated and maintained, with considerations for how to make the directory accessible and user-friendly. While no definitive decision was made, the board expressed interest in continuing to explore options for creating a comprehensive and helpful business directory that would support the local economic ecosystem.</p> <p>Old Business:</p> <ol style="list-style-type: none"> 1. Board to review and finalize proposed Board of Selectmen's meeting calendar; review of matter; votes may be taken <p>The board discussed and finalized their meeting schedule for the upcoming months. They agreed on a series of meeting dates, including Wednesday, October 8th, Wednesday, October 29th, Saturday, November 15th (which was previously set for the Special Town Meeting), and two dates in February - the 11th and 25th. Jennifer Vincent and Matthew Chabot collaborated to ensure the dates were strategically chosen, taking into account potential holidays and the need for consistent governance. They emphasized the importance of maintaining a regular meeting schedule to provide transparency and predictability for town residents. The board viewed these scheduled meetings as an opportunity to continue their work, discuss ongoing town business, and maintain open communication with the community. The discussion reflected the board's commitment to regular, accessible local government and their desire to keep the community informed about their ongoing work.</p> <ol style="list-style-type: none"> 2. Board to continue discussion of possible warrant items and priorities ahead of the Special Town Meeting warrant opening date; items may include but not be limited to: Special Act to expand to a five member Board of Selectmen, MBTA Communities Law Compliance, potential land acquisition authorizations; review of matter; votes may be taken <p>The board briefly discussed potential warrant articles for the upcoming Special Town Meeting, though the specific details were not extensively elaborated. Jennifer Vincent indicated her intention to discuss potential articles, with the board seeming to focus on preparing for the meeting strategically. The Board made a motion that they intend to open the Special Town Meeting Warrant at their next scheduled meeting of Tuesday, September, 9th, 2025 at 6:00PM.</p>	<p>Information only; no votes taken</p>
<p>Meeting Minutes:</p>	<ol style="list-style-type: none"> 1. Board to approve Meeting Minutes of August 11th, 2025; review of matter; votes may be taken 2. Board to approve Meeting Minutes of August 18th, 2025; review of matter; votes may be taken 3. Board to approve Executive Session Minutes of August 18th, 2025; review of matter; votes may be taken 	<p>Motion to set; TM moved; JV second; motion approved</p> <p>Motion to approve; TM moved; JV second; motion approved</p>
<p>Town Administrator Report:</p>	<p>The Town Administrator reported that an email was received regarding reinstating a Town-wide roadside clean-up event, which coincided with completion of the Illicit Discharge Detection and Elimination (IDDE) Plan. While the MS4 Stormwater Management Plan identifies such an annual event as a Best Management Practice and it reportedly occurred in the past with Town support, it is not a current priority but may be considered for future outreach and compliance efforts. The Administrator also updated the Board on the Library Planning & Design RFP, noting that the proposal from the initial candidate did not meet Board criteria and that a proposal from CBT Architects, the second finalist, is expected by week's end. This proposal will be circulated upon receipt, and if conditions cannot be met, the process will continue with the next qualified bidder.</p>	

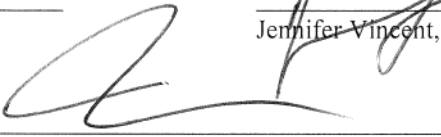
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Adjournment	Adjournment at 7:59PM	Motion to adjourn; TM moved; JV second; motion approved



Tabitha K. McCrohan, Clerk

Jennifer Vincent, Chairwoman

Matthew Chabot, Town Administrator