



**TOWN OF BERKLEY
MASSACHUSETTS**

OFFICE OF THE ASSESSORS
1 NORTH MAIN STREET
BERKLEY, MA 02779

508.822.7955

Board Meeting Minutes October 1, 2025
5:00 pm Assessors Office, Room 9

Board Members:

Present: Lisa Tetreault, Chair; Mark Pettey Jr, Member; Jeanne Russo, Clerk; Sandra Cameron, Town Assessor

Proceedings:

Meeting called to order at 5:03 pm by Lisa Tetreault.

Motion to accept minutes of prior meeting, September 17, 2025:

Minutes read by Jeanne Russo. A motion by Mark Pettey Jr. seconded by Jeanne Russo to accept September 17, 2025 Minutes. 3-0 vote unanimous to accept

Pay Various Bills

Gary Hoitt (consultant) invoice for \$635.00 and WB Mason (office supplies) invoice for \$36.77
Board approved and signed for payment processing

Administrative Matters

First matter: Informing the Board there is a Department Head Meeting scheduled on Oct. 2, 2025 @ 10:00 am

Second matter: RRC (Real Estate Research Consultants) submitted a proposal for the provision of its Class 504 public utility appraisal services for Fiscal Year 2027 in the amount of \$4000

Third matter: Jeanne Russo recommends that Mark Pettey Jr. and Sandra Cameron work on a schedule to go out on the field. Need to notify residents prior that we will be out, which may include sending letters.

Fourth matter: The town hall will be participating in "Halloween on the Common" Trick or Treat on Friday, October 24th 5:00pm – 8:00pm

Fifth matter: Briefly Informed the Board there had been a Finance meeting and one part discussed was status of required documents needed to set tax rate.

Matters not reasonably foreseen

None

A motion by Mark Pettey Jr., seconded by Jeanne Russo approved by 3-0 vote to enter into Executive Session and not return to Open Session at 5:17 pm

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

Motion to adjourn by Mark Pettey Jr., seconded by Jeann Russo 3-0 approved
Meeting adjourned at 6:28 pm

Minutes by: Sandra P. Cameron