

MINUTES OF TOWN OF BERKLEY SELECTMEN'S MEETING OF 8/22/2018

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

TOPIC		ACTION
	Meeting Convened at 6:05 pm at Town Hall Hearing Room, 1 North Main St.	
Minutes	- Minutes for August 8, 2018 – Regular Session - Minutes for July 31, 2018 – Executive Session	Motion to approve minutes for both August 8, 2018 and July 31, 218 made by Cochrane, Sterling sec. – Voted
Meeting Mail	- Notice from Berkley Conservation Commission regarding hearing on 35 Plain Street East - Notice from Berkley Public Library regarding Centennial Gala	Motion to file made by Cochrane, Sterling sec. – Voted Motion to file made by Cochrane, Sterling sec. – Voted
Old Business	- Review and discuss marijuana cultivation agreement	Motion to table to the next meeting made by Cochrane, Sterling sec. - Voted
New Business	Meeting taken out of order - Update on letter and check from Choate Hall & Stewart LLP regarding donation of \$21,000 to purchase a LUCAS CPR Machine and discussion with the Fire Chief. Fire Chief stated that it cost about \$19,000 for the machine plus batteries and other supplies. Miller wanted to pass on a thanks to Deputy Chief Perry. Miller and Chief Fournier discusses that there is a 4 year maintenance agreement that goes with the machine. - Board reviewed the Disclosure of Appearance of Conflict of Interest as required by G.L. c. 268A, 23(b)(3) by Scott Fournier Fire Chief. - Board reviewed the Disclosure by Non-Elected Municipal Employee of Financial Interest and Determination by Appointing Authority as required by G.L. c. 268A, 19 by Scott Fournier Fire Chief - Request from Historical Society to place pictures in the hall of the Town Hall. Miller noted that he has wanted a place like a built-in somewhere in the Town Hall that the Historical Society could place items in that residents could see.	Informational – No action taken Motion to approve made by Cochrane, Sterling sec. - Voted Motion to approve made by Cochrane, Sterling sec. - Voted Motion to approve subject to placement decided by the Town Administrator made by Cochrane, Sterling sec. - Voted

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	- Board reviewed a license to enter and use Town owned property with the Berkley Historical Society, Inc. for property at 1 North Main Street. Miller felt that the arrangement was working out very well so did Cochrane. Meeting taken out of order	Motion to approve the two year extension made by Cochrane, Sterling sec. - Voted
Personnel Board	- Request from the Highway Surveyor to hire Cody Blandin for Laborer position. Miller asked Blandin where he lived. Blandin replied New Bedford. Cochrane noted that he needed to stop by the office to get the hire package. Meeting taken out of order	Motion to hire made by Cochrane, Sterling sec. - Voted
New Business	- Request from Highway Surveyor Rob Rose for reimbursement of Ch. 90 funds for various streets in Berkley, Ma in the amount of \$34,015. Rose stated that it is a new project and it is more of a request.	Motion to approve made by Cochrane, Sterling sec. - Voted
Old Business	- Letter from SRPEDD regarding Regional Transportation Plan as required by the US DOT was discussed with Joe Callahan the Berkley SRPEDD representative. Callahan noted that the aerial photographs that are taken by drone are done by someone who is FCC certified. Miller asked if they are going to let us know in advance. Callahan replied he is sure they would. He stated he would find out if they will let us know when they will do it the following day. Board spoke of a grant for the Regional Transportation Plan. Miller asked that the Town Administrator reach out to the Highway Surveyor to let him know of the potential grant.	Motion to file made by Cochrane, Sterling sec. - Voted
New Business	Meeting taken out of order - Three day liquor license request from Bay State Beagle Club for a function on September 22, 2018, from 6pm to 10pm - Discussion of truck traffic on Jerome Street and Pine Street from the concrete plant. Miller would like to wait until next meeting to discuss so he could get more information.	Motion to approve made by Cochrane, Sterling sec. - Voted Motion to table made by Cochrane, Sterling sec. - Voted
Town Administrators Report	- Mr. Coutinho updated the Board on the status of trying to fix the building. Also discussed the cistern tank that they came to take care of with the Fire Chief. They are thinking they would like to do the concrete over again and then settle it up. He also noted that we are working on the website with Paradise and getting the agendas and minutes online for the residents. There has been a lot of movement on cable and the website. Sterling noted that there will be a meeting tomorrow with Virtual Town Hall and she felt it was better to have the information in advance before we started to see where to go with the	Informational – No action taken

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Personnel Board	Cable Committee. Coutinho wanted to take a look at everything and see what options we had.	
	- Request for posting for Assistant Town Accountant/Bookkeeper position. Coutinho stated he had spoken with the Town Accountant a few times on this and he felt it would be a good way to go to have an Assistant Town Accountant and it needs someone that has a good accounting background. Coutinho then presented the Board with the job description. He also noted that we have no fall back. He feels it is important that we have a back-up for the Town Accountant. Miller agreed that it is important should something happen to the Town Accountant. Miller felt that the hours seemed high and his preference is he would like to see it be 10 hours designated to that position and have some other definitive job duties outside that department he believes that even the Selectmen office could use the help as well. There is just too much on the plate to get everything done. Coutinho stated that the prime example for the Selectman office is that Paradise is floating all over the Town Hall helping everyone in one way or another and being pulled in all different directions including the Senior Center. Miller stated he could not see that 20 hours every week would be too much. Cochrane stated that she use to do that job clerical and do payroll and bill warrant and 20 hours to do what the auditor said should be done and for her to get it all done in time is not enough. Cochrane stated that everyone goes above and beyond to get things done and she feels that 20 hours is not much. Cochrane stated that we need to start to look at the Town employees and taking care of the Town because the Town employees are the ones who always take the hit when it comes to budget cuts and layoffs. Miller would like to see the position with other duties outside of that department so that the individual knows that they are expected to do more than just that job. Miller noted that there are going to be lulls and would be nice if they could help with the Town Report and such. Sterling felt that we need to take a look at the pay rates and outdated grades because our grades say that you won't even hit minimum wage until you hit a grade six. Coutinho thinks the whole Personnel ByLaw needs to be looked at as a whole. He also noted that there a an incredible amount of things that need to be done in the Town people are just getting by but it doesn't cut it but you can see by the budget that clearly we need to fix some things. We do not have the time or the staff to get everything done. Miller opinion is that a 20 hour position will get a better candidate. Miller would like the title to be a split position with primary focus on assisting the Town Accountant and the secondary that relates to our office.	Motion to approve position made by Cochrane, Sterling sec. - Voted
Soil Board	- Board reviewed a notice from the Planning Board regarding site plan review for a project at 7 Cotley Street in Berkley, Ma. Miller asked Mr. Coutinho to reach out to Byron to see if we need to do a permit. Mr. Coutinho noted that the Soil Board should have a representative at all site plan reviews.	Informational – No action taken

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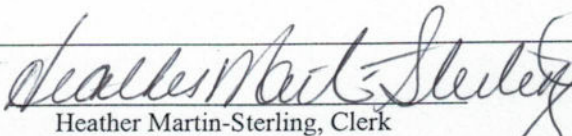
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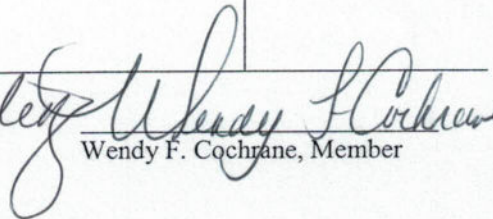
Meeting Adjourn

Motion to go into
Executive Session
and not to return
into Regular Session
made by made by
Cochrane, Sterling
sec. – Voted

Next Regular Meeting September 5, 2018


George F. Miller, Chairman


Heather Martin-Sterling, Clerk


Wendy F. Cochrane, Member

Alan G. Coutinho, Town Administrator