

6/22/22

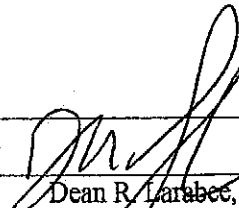
TOPIC		ACTION
	Meeting Convened at 6:02 p.m. in the Moitoza – Pettey Hearing Room	
Personnel #1 & #2 (taken out of order)	Board to issue retirement citation for Assistant Fire Chief Amasa Harmon of the Berkley Fire Department. Mr. Harmon was present to receive the citation. Mr. Miller proceeded to read the retirement citation. The Board congratulated him on his retirement. Board to issue retirement citation for Captain John Franco of the Berkley Fire Department. Mr. Franco was present to receive the citation. Mr. Miller proceeded to read the retirement citation.	Information only; no action needed. Information only; no action needed.
Old Business #1 (taken out of order)	Board to review email from Melissa Ryan, Superintendent of Berkley Public Schools requesting the town to apply for County ARPA funds to cover shortfalls in the school's budget. Ms. Ryan was present to speak on behalf of the email. She stated that she sent an updated email to the Board of Selectmen with a proposal after discussion from the last meeting. She explained one of the projects that they have slated for the summer is to replace their phone system at the middle school. Their current phone system is the original phone system to the building and it is failing. They routinely drop calls, both coming in and going out. The system will be replaced this summer. She noted if ARPA funds were able to be applied to that, it would give the school some relief in other areas of the school's budget. The phones the schools use are no longer being made, and the only way they are able to replace them when they no longer work is through purchasing refurbished phones. The Community School also needs to be done and updated, however they're holding off on that until the feasibility study is conducted. Mr. Freitas asked if this project was on the to-do list for the budget for this year, to which Ms. Ryan replied yes. The Board voted to approve the Berkley Public School's request for ARPA funds for the Berkley Middle School phone upgrade. Mr. Miller asked if they are approving the funds or the application. Mr. Larabee clarified it is for the application. The Board voted on the amendment. Mr. Miller asked Ms. Ryan if there was a date set for the completion of the feasibility study. She replied if they get picked up in the first round of hiring, it will be done through the next school year and be completed around this time next year. Mr. Miller gave Ms. Ryan a copy of the signed Feasibility Study Application that has been previously voted in favor of.	Larabee to motion to approve application, Cochrane 2nd, voted.
Old Business #2 (taken out of order)	Board to discuss possible ARPA spending for LIFEPAK 15 Monitors for the Berkley Fire Department. Deputy Chief Jason Perry, along with Chief Scott Fournier of the Fire Department were present to speak on behalf of the monitors. Mr. Perry stated according to the Department of Treasury, the monitors do qualify for ARPA spending. The Board voted to approve the application for the fire department to pursue ARPA funds for the LIFEPAK 15 monitors for the Berkley Fire Department.	Larabee to motion to approve, Cochrane 2nd, voted.
Personnel #3 (taken out of order)	Board to review and approve rate increases requested by the Fire Chief of the On-Call Fire and EMS positions. Chief Fournier stated the lowest pay grade at the Fire Department is the Probationary Firefighter, with a rate starting at \$15/hr. He noted this rate keeps that person barely above minimum wage. He acknowledged minimum wage doesn't change until January, but wants to get ahead sooner. Ms. Cochrane asked him if he was given that in the budget with the new rates, to which he replied most of it. Mr. Freitas stated discussions need to continue on increasing the pay rate for the Fire Department. The Board voted to approve the rate increases requested by Fire Chief for the On-Call and EMS positions.	Cochrane to motion to approve, Larabee 2nd, voted.
New Business #5 (taken out of order)	Board to view new 9/11 plaque for the Fire Station. Ms. Martin-Sterling presented the new plaque to Fire Chief Fournier and the Board. Board to discuss update on COA Director search. Margaret Moroff was present to discuss the update. Ms. Moroff stated they have 4 applicants for the position on Council on Aging	Information only; no action needed. Information only; no action needed.

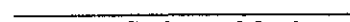
Personnel #4 (taken out of order)	Director, and that she would like the COA board and Board of Selectmen to meet formally and discuss the applications before they call anyone in. She expressed her hesitancy because of everything the COA board has gone through before, and wants to proceed with the applicants cautiously. Mr. Miller suggested to meet in Executive Session for a screening to discuss the applicants before calling them in for an interview. Ms. Moroff agreed to that, and stated she will call references. She asked if they could include in that Executive Session meeting who's coming onto the COA board. Mr. Miller replied yes, but they would have to do that in open session.	
Minutes to be Approved (taken out of order)	1. May 25, 2022 Meeting Minutes. The Board voted to approve the minutes.	Larabee to motion to approve, Cochrane 2 nd , voted.
Meeting Mail (taken out of order)	Board to review letter from Jeffrey M. Welch, Deputy Treasurer for Plymouth County regarding an intergovernmental agreement with Berkley under MGL Ch. 40 §4A. Ms. Cochrane stated she has a Deputy Collector who does all of her processing through the RMV as far as the tax collector is concerned. The Board voted to file the letter. Board to review email from the MBTA Public Engagement Team regarding MBTA Summer 2022 Service Changes. The Board voted to file the email. Board to review letter from Moriconi Flowers LTD regarding Berkley Botanicals, LLC. Ms. Martin-Sterling stated this is a letter notifying the Board that there was a delay in opening, as they are waiting to receive a critical component to their electrical systems. The Board voted to file the letter. Board to review letter from the Berkley Public Schools regarding a Surplus Van. Mr. Miller noted this is in regard to the 2013 Chevrolet Equinox SUV, and that it's now in the hands of the Highway Department. The Board voted to file the letter.	Cochrane to motion to file, Larabee 2 nd , voted. Cochrane to motion to file, Larabee 2 nd , voted. Cochrane to motion to file, Larabee 2 nd , voted.
Personnel #5 (taken out of order)	Board to accept resignation from Heather Martin-Sterling, Town Administrator, effective June 23, 2022. Mr. Miller proceeded to read the resignation letter dated June 12, 2022. The Board voted to accept the resignation. The Board thanked her for her service and wished her the best of luck.	Cochrane to motion to accept, Larabee 2 nd , voted.
Personnel #6	Board to accept resignation from the Assistant Town Accountant, effective June 30, 2022. Mr. Miller proceeded to read the resignation letter dated June 15, 2022 from Rachel Nicholson. The Board wished her the best of luck, and voted to accept the resignation.	Cochrane to motion to accept, Larabee 2 nd , voted.
Personnel #7	Board to accept letter of retirement from the Town Accountant, effective June 30, 2022. Mr. Miller proceeded to read the letter of retirement from Katherine Avilla. Mr. Miller acknowledged and congratulated her on her outstanding performance as a Town Accountant, as well as her many years of service to the Town. The Board voted to accept the letter of retirement, and wished her well.	Larabee to motion to accept, Cochrane 2 nd , voted.
Appointments (taken out of order)	Various Boards & Committees per attached sheet. The Board voted to appoint all attached appointees, with the exception of the Police Department, as they are not members of a board or committee. The Board voted to table appointing the Annual Police Department Appointees. Appointing Authority to appoint the following members to the Finance Committee: Tabitha McCrohan and Michele Hamilton. Chairman of the Finance Committee Joseph Freitas was	Cochrane to motion to appoint, Larabee 2 nd , voted. Larabee to motion to table Police Apts, Cochrane 2 nd , voted.

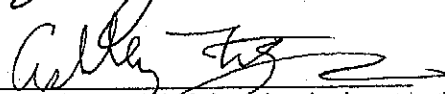
	present to appoint. The chairman of the Finance Committee along with the Chairman of the Selectmen voted to reappoint the aforementioned individuals with a term to expire June 30, 2025. Board to discuss appointment for the GATRA Advisory Board. Ms. Martin-Sterling is currently on the board, and stated she will be attending her last meeting tomorrow. She noted they typically meet once a month, and will let them know at tomorrow's meeting which Selectmen member will be taking over her spot. Mr. Larabee volunteered to take over for the GATRA Advisory Board. The Board voted to appoint Dean Larabee to the GATRA Advisory Board for a term to expire on June 30, 2023.	Freitas to motion to reappoint, Miller 2nd, voted. Cochrane to motion to appoint, Miller 2nd, voted.
Old Business #3 (taken out of order)	Board to discuss key access to other Board Committee members. Mr. Miller explained he was approached by several people, mainly from the Conservation Commission about needing to get into the building to review large sets of plans that cannot easily be viewed from home. He stated the key would only be good for their office, and wants to set a policy in place that if the alarm is set off 2 times, the key is forfeited. The Board voted to approve releasing key access cards for the Town Hall to the Chairmen of certain boards with the understanding that it can be distributed to their members, with a 2-strike policy where the cards will be relinquished back to the Board of Selectmen if the alarm is set off twice.	Larabee to motion to approve w/ 2-strike policy, Cochrane 2nd, voted.
New Business #1 (taken out of order)	Board to review and approve contract for the Highway Department. This contract is in regard to leftover State Chapter 90 money and how the Highway Department plans on spending it, which is to fix roads. The Board voted to approve the contract.	Cochrane to motion to approve, Larabee 2nd, voted.
New Business #2 (taken out of order)	Board to approve request from Town Accountant regarding Year End Transfers with Finance Committee approval. Mr. Freitas stated the Finance Committee met last night and they approved the total amount, which was \$23,404.95. The Board voted to approve the Transfers for the Year End as stated by the Town Accountant and the Finance Committee.	Cochrane to motion to approve, Larabee 2nd, voted.
New Business #3 (taken out of order)	Board to discuss business license process review. Town Clerk Heather Almy and Building Inspector Joseph Biszko were present to speak on the matter. Mr. Miller stated the Building Inspector doesn't have to sign the business licenses anymore, now that the application states it's to be used for administrative purposes only and not to have the business be operated out of one's home. Ms. Almy stated she was under the impression the applications went to the Building Inspector first. Mr. Miller clarified that was the old process. Mr. Biszko stated anyone that applies for a d/b/a in the Town of Berkley should come to the Building Inspector's office first to establish zoning, and whether they are able to do it or not. He explained he came up with a list of the following that would be accepted for a d/b/a certificate in a residential district: 1. Business office only. No vehicles or equipment. 2. To obtain a business license or a renewal. 3. Cashing of checks. 4. For tax requirements. Those are the 4 reasons the building department has to relax things in the residential areas to help people out so they can do their business without actually operating a business at that location. He concluded people are to come to the Building Department for any type of d/b/a first, then he will send them to the Town Clerk's office once reviewed.	Information only; no action needed.
New Business #4 (taken out of order)	Board to vote on increase to the IRS mileage rate. Ms. Martin-Sterling explained the IRS voted last week to increase the new business mileage rate from \$0.58½ to \$0.62½, most likely due to the increased fuel prices. The Board voted to accept the IRS increase for mileage rate to \$0.62½ effective July 1, 2022.	Larabee to motion to accept, Cochrane 2nd, voted.
Town Administrators Report	Ms. Martin-Sterling stated Bridgewater State University has gotten some substantial funding for cyber security certification programs. They are currently teamed up with the Plymouth County Treasurer's office, and they are offering it to Plymouth County municipal employees up to 75 to attend a 40 hour course at a prorated rate of \$500 vs the regular \$1500 rate. Other Bristol County Town Administrators inquired if there were any talks in the future of them teaming up with the Bristol County Treasurer's office, and they replied they would reach out. She noted if it was offered to Berkley, it might be something that the school systems as well	Information only; no action needed.

Personnel #8 (taken out of order)	as the Public Safety building could look into. This program is set to launch possibly in September. Mr. Miller asked if they gave any handouts about it, to which Ms. Martin-Sterling replied she has a sheet with information on it that she will scan and send to the Board.	
Finance Committee Update	Board to discuss & vote on posting for the Town Accountant's office and the Town Administrator's office. Mr. Miller stated he doesn't have any input on that as of right now, as it is early. The Board voted to table the discussion about voting and posting jobs for the Town Accountant's office and the Town Administrator's office. Mr. Freitas stated the Finance Committee met last night, and during their reorganization process, the committee decided that Mr. Freitas would remain as chairman, the Vice Chairman will be Matthew Chabot, and the Secretary will be Michele Hamilton. He stated he let the committee know that this will be his last year as Chairman of the Finance Committee, but doesn't plan on leaving the committee, and that he thinks sometimes a different perspective is good. He noted he hopes to pass on his knowledge to Vice Chairman Chabot. He stated starting for FY24, the committee has asked for more volunteers and would like to have the following subcommittees; one assigned to the school, one to public safety, one for the Highway Department, and one for the Library. He expressed that subcommittees would be beneficial to the town, along with creating their own Berkley Finance Committee website to keep people informed of what their meetings are about. The website would be for informational purposes only.	Larabee to motion to table, Cochrane 2nd, voted. Information only; no action needed.
Executive Session	Board to go into Executive Session under MGL Ch. 30A §21 (a) 2. To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel. The Board voted to go into Executive Session and to not return to open session. Board to go into Executive Session under MGL Ch. 30A §21 (a) 3. To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares. The Board voted to go into Executive Session and to not return to open session. The next Board of Selectmen meeting will be held on Wednesday, June 29, 2022 at 6:00 p.m.	Larabee to motion to enter into both Executive Sessions without returning to open session, Cochrane 2nd, voted.


 George F. Miller, Chairman


 Dean R. Larabee, Clerk


 Wendy F. Cochrane, Member


 Ashley Tigano, Administrative Assistant to the
 Town Administrator & Board of Selectmen