MINUTES OF TOWN OF BERKLEY SELECTMEN'S MEETING OF 09/30/2026

SELECTMEN IN ATTENDANCE: Tabitha McCrohan-Chair, Jennifer Vincent-Clerk

TOPIC		ACTION
Call To Order	Board of Selectmen - Called to Order at 6:00PM in the Moitoza-Pettey Hearing Room	
Public Hearing	**A Roll Call Vote was taken to open Public Hearing** Jennifer Vincent – Aye Tabitha McCrohan – Aye **Pursuant to Massachusetts General Law, Chapter 166, Section 22, the Board of Selectmen will hold a public hearing on Wednesday, September 30th, 2026 at 6:00 p.m. in the Moitoza – Pettey Hearing Room at the Town Office Building, 1 North Main Street, Berkley, Massachusetts, on the sole petition of Taunton Municipal Lighting Plant proposing the relocation of one joint pole location, EL-21 to be relocated twenty two (22) feet north on Seymour Street, and install one (1) new pole EL-20.5 on Seymour St. in the Town of Berkley. Interested parties are welcome to attend and comment; persons wishing to be heard should appear on the date and at the time and place designated above. Comments can also be sent to the Board of Selectmen either by mail, c/o Matthew Chabot, Town Administrator, One North Main Street, Berkley, Massachusetts 02779, or via e-mail, mchabot@berkleyma.gov, prior to the date and time of the public hearing. Plans on file in Town Clerk's Office for public viewing.** The Board held a public hearing on TMLP's proposal to relocate joint pole EL-21 twenty two (22) feet north on Seymour Street and install new pole EL 20.5. A resident asked that their privately funded light move with the pole; Matthew Chabot said he would contact TMLP and document the arrangement. The Board then voted to accept the order for the pole relocation.	**Motion to Approve:** TMcCrohan moved; JVincent seconded; **approved**
	Taken out of Order: **Board to discuss the concept design for recreational improvements at 48 Myricks Street and review and consider approval of the draft Invitation for Bids to effectuate the proposed improvements; review of matter; votes may be taken** The Board reviewed a concept for renovating the Myrick Street field into a recreational area with a softball field, playground, picnic space, multipurpose field, parking, and an accessible walking trail. Because the property includes endangered eastern box turtle habitat, development is limited to five acres. The project is funded through grants, and the town is seeking an organization to take on ongoing maintenance. The Board approved moving ahead with a 30-day bid process, with bids expected to open publicly after the November 1 deadline.	**Motion to approve bid process:** JVincent moved; TMcCrohan seconded; **approved**
	A Roll Call Vote was taken to open Public Hearing Jennifer Vincent – Aye Tabitha McCrohan – Aye **Pursuant to Massachusetts General Law Chapter 138, Sections 12 and 15A the Board of Selectmen will hold a public hearing on Wednesday, September 30th, 2026 at 6:20 p.m. in the Moitoza – Pettey Hearing Room at the Town Office Building, 1 North Main Street, Berkley, Massachusetts on the application of Jennifer Vincent d/b/a The Village Vine LLC for a new on-premises All Alcoholic Beverages license to be exercised at 130 Myricks Street, Berkley, Massachusetts. The premises consist of approximately 2,306 square feet on a single floor. The proposed licensed area includes a main dining room, seated bar area, restrooms, and back-of-house kitchen and storage space. No outdoor service is proposed; the licensed premises are limited to the designated interior space. Interested parties are welcome to attend and comment; persons wishing to be heard should appear on the date and at the time and place designated above. Comments can also be sent to the Board of Selectmen either by mail, c/o Matthew Chabot, Town Administrator, One North Main Street, Berkley,**	**Motion to Approve:** **Roll Call Vote** JVincent – Aye TMcCrohan - Aye **motion approved**

	Massachusetts 02779, or via e-mail, mchabot@berkleyma.gov, prior to the date and time of the public hearing. The Board held a public hearing on Jennifer Vincent's application for a new all-alcohol, on-premises license for Village Vine LLC at 130 Myricks Street; the proposed service area is indoors, with no outdoor service. Jennifer Vincent disclosed that she owns the proposed business and therefore had a financial interest in the matter that would otherwise disqualify her from participating. The Board lacked a sufficient number of members to take valid action as a result of the disqualification. The application was filed with the Town on September 8, 2026, and the Board was required under G.L. c. 138, §16B to act upon the application within 30 days. As a last resort, the Rule of Necessity was invoked by Chair McCrohan to permit the Board to act, and Ms. Vincent participated in the matter and voted. The Board approved the application, conditional upon the applicant obtaining and submitting a valid certificate of inspection signed by the Building Inspector and Fire Chief before the license is issued or takes effect. **A Roll Call Vote was taken to close Public Hearing** Jennifer Vincent – Aye Tabitha McCrohan – Aye	**Motion to Appoint:** JVincent motioned TMcCrohan seconded **approved**
Appointments:	**Board to appoint Elizabeth Moreira to the position of part-time Health Agent; review of matter; votes may be taken** The Board appointed Elizabeth Moreira as a part-time health agent, with the position funded through the Public Health Excellence grant. She described starting in Dighton's sewer department in 2022, later moving into the health department, and taking on health-agent responsibilities after staffing challenges. She said she had been building her experience and earning relevant certificates, and that she enjoys serving the community.	
New Business:	**Board to open the Special Town Meeting Warrant for the Special Town Meeting to be held on Monday, December 14th, 2026; discuss time and location of said meeting, review early potential warrant articles, and establish a closing date and time for submission of articles; or take any other action related thereto; review of matter; votes may be taken** The Board opened the warrant for a Special Town Meeting on December 14, 2026, at 7 p.m. at Berkeley Middle School, with submissions due by noon on October 28. Potential articles discussed included increasing treasurer/collector demand fees, transferring PEG access and cannabis excise funds, adopting a budget bylaw, and changing the Cemetery Commission from elected to appointed. Residents were encouraged to bring forward ideas early; the Board offered to help develop feasible proposals, while noting that citizens' petitions require the appropriate signatures.	**Motion to open Warrant:** JVincent motioned TMcCrohan **seconded** **approved**
	Board to discuss the ADA Self-Evaluation and Transition Plan Memorandum of Understanding and associated scope of work with the Southeastern Regional Planning and Economic Development District (SRPEDD); potentially authorize and execute said Memorandum of Understanding; review of matter; votes may be taken The Board discussed a no-cost technical-assistance agreement with SRPEDD for an ADA self-evaluation and transition plan. SRPEDD will assess municipal buildings and, as described in the meeting, a quarter-mile walkshed around them, then provide recommendations that could help Berkley qualify for future accessibility grants.	**Motion to authorize:** **Roll Call Vote** JVincent – Aye TMcCrohan - Aye **motion approved**

	Members asked whether the review could include the leased historical society building and the library; the library was expected to be included, with the assessment helping identify potential needs. After reviewing a liability-language amendment, the Board authorized.	
	Board to discuss and review the draft Visitor Code of Conduct and consider potential adoption; review of matter; votes may be taken **(Taken out of Order)** The Board discussed and adopted the visitor code of conduct as amended. The policy sets expectations for respectful behavior, clarifies that visitors should remain in designated public areas, and says they should leave, if asked, once their business is concluded. Board members said the policy would help staff feel supported while preserving the public's ability to conduct business at Town Hall.	**Motion to Accept:** JVincent moved; TMcCrohan seconded **Motion approved.**
	Board to review and sign the Warrant for the 2026 State Election to be held on Tuesday, November 3, 2026, at Berkley Middle School; review of matter; votes may be taken. The Board reviewed and signed the warrant for the 2026 state election, scheduled for Tuesday, November 3, 2026, at Berkley Middle School. Polls will be open from 7 a.m. to 8 p.m.	**Motion to Approve:** JVincent moved; TMcCrohan seconded **Motion approved.**
	Board to discuss building permit revenue and related budgetary considerations; review of matter; votes may be taken The Board reviewed the early results of moving to a full-time building inspector, noting that year-over-year permit revenue had risen from about $15,000 to $42,199 by September 11, with roughly $35,000 from building permits alone. Matthew Chabot said the department appeared likely to be self-sustaining, as added revenue was covering increased expenses, though e-permitting had not yet launched and the figures would continue to be monitored quarterly. The Board also discussed increasing the plumbing and electrical inspection revolving-fund expenditure limits at the November town meeting, in part to accommodate additional inspection work for the Berkeley Community School project.	**Information only; no votes taken**
	Board to discuss and potentially approve Common Use Form for Myricks Methodist Church for Friday, October 30th, 2026 for 4-9PM; review of matter; votes may be taken The Board approved the common-use form for Myricks Methodist Church for Friday, October 30, 2026, from 4 to 9 p.m., as part of the town's Halloween event.	**Motion to approve:** JVincent moved; TMcCrohan seconded; **approved**
	Board to discuss and potentially authorize the Chair of the Board to execute Project Funding Agreement Bid Amendment for the Berkley Community School project; review of matter; votes may be taken The Board authorized its chair to execute the project funding agreement bid amendment for the Berkley Community School project. Mr.Chabot explained that amendments and changes related to the MSBA project require the Board's authorization and signature.	**Motion to authorize:** JVincent moved; TMcCrohan seconded; **approved**
Meeting Mail:	**Massachusetts Department of Agricultural Resources – Spotted Lanternfly Infestation**	**Information only; no votes taken**

	The Board noted that the Massachusetts Department of Agricultural Resources had identified a spotted lanternfly infestation in town and may send surveyors, likely closer to spring; the timing had not yet been confirmed. Mr. Chabot said the insects can damage crops and vines and that guidance is to kill them when spotted. The town planned to share the notice with residents.	
	Lakeville Animal Control Services – Rate Increase The Board discussed Lakeville Animal Control Services' future rate increases and plans to decline the new contracting rates. Berkeley has finalized an intermunicipal agreement with Dayton to provide animal-control services instead, with Berkley billed for the services it uses. The change is part of the town's effort to regionalize services and manage costs.	**Information only; no votes taken**
	Cannabis Control Commission – Notice of Outstanding Host Community Municipal Equity Submission The Board discussed a Cannabis Control Commission notice about submitting a municipal social-equity policy. Matthew Chabot said legal counsel was expected to provide a draft for the Board to review in about two weeks; the Board would then decide whether to submit it. He noted that Berkeley does not collect community impact fees, so the potential consequence of not adopting a policy appeared limited, but the Board would consider the draft before deciding.	**Information only; no votes taken**
Meeting Minutes:	**Board to review and approve meeting minutes of September 16th, 2026; review of matter; votes may be taken.** **Board to review and approve executive meeting minutes of September 16th, 2026; review of matter; votes may be taken.**	**Motion to approve:** JVincent moved; TMcCrohan seconded; **approved**
Town Administrator Report:	**CPF Grant agreement; future sidewalk discussions** Matthew Chabot said the Community Preservation Fund (CPF) grant agreement was being prepared for submission in the coming weeks, pending completion of the final grant narrative and a final cost estimate for the sidewalk project. The proposed route through the cemetery had not changed. Once the design and grant materials are finalized, he recommended that the Board consider holding a public forum to present them before submission. **Secondary Well Procurement/Drilling/Testing** The town is soliciting quotes for a secondary production well at Berkeley Middle School, with responses due October 9. The project still requires permitting, including a well construction permit from the Board of Health, and will involve a 24-hour pump test that temporarily interrupts the water supply. Matthew Chabot said he would coordinate with department heads to schedule the test—ideally on a weekend and with minimal disruption to residents and schools—and notify the public in advance.	
Adjournment:	Meeting adjourned at 7:15 PM *Next Scheduled Meeting is Wednesday, October 14th, 2026 at 10:30AM.*	**Motion to adjourn:** TMcCrohan moved; JVincent seconded Roll Call Vote JVincent – Aye TMcCrohan – Aye **motion approved**

Tabitha McCrohan, Chairwoman

Jennifer Vincent, Clerk

Matthew Chabot, Town Administrator