MINUTES OF TOWN OF BERKLEY SELECTMEN'S MEETING OF 10/14/2026

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

TOPIC		ACTION
Call To Order	Board of Selectmen - Called to Order at 10:30AM in the Moitoza-Pettey Hearing Room	
Appointments:	**Board to discuss maintenance custodian position, staffing arrangement, candidate selection, and potential appointment; vote may be taken.** The board discussed the custodian position after the town's custodial staff retired. A school custodian is covering the work temporarily, and that arrangement has been going well. Ms. McCrohan proposed continuing to explore a shared position with the schools before making a final decision; Ms. Vincent supported it, citing potential financial benefits. The motion authorizing Mr. Chabot to continue exploring the shared position passed. No final staffing or candidate-selection decision was made.	**Motion to Authorize:** TMcCrohan moved; JVincent seconded; **approved**
New Business:	**Board to discuss Division of Standards contract for weights and measures services for the current fiscal year and/or potential long-term partnership; also to discuss updates and posting to weights and measures fee schedules; review of matter; votes may be taken** The board discussed moving weights-and-measures services to a contract with the Commonwealth's Division of Standards. Mr. Chabot said Berkley has three gas stations and several scales to inspect, and the town's current fees do not fully cover the cost of providing the service. The proposed contract is not to exceed just under $4,000 and bills by the hour, so the final cost may be lower. The board approved the contract for the current year and calendar year 2027, with Mr. Chabot to instruct the Division of Standards not to make the 2027 visit before July 1. Mr. Chabot also agreed to draft an updated fee schedule for board review in about two weeks and post it publicly. He said current fees are $35 per gas meter and scale fees are already comparable to or higher than those in many other towns, so he did not recommend changing them at this time	**Motion to approve:** TMcCrohan moved; JVincent seconded; **approved**
	Board to review and consider approval of MIIA Health Plan retiree health insurance renewal rates; vote may be taken. Mr. Chabot reported that the MIIA retiree health plan renewal rates came in below the town's budget assumptions, the town had budgeted for a 7% increase generally and roughly 15–16% for MedRF. The lower rates represent about $5,000 in budget savings. Mr. Chabot noted that the savings are modest in dollar terms because retiree plans are less expensive than active employee plans and costs are split 50/50. The board approved the MIIA Health Benefits Trust renewal proposal	**Motion to approve:** TMcCrohan moved; JVincent seconded; **approved**
	Board to review and consider approval of a One-Day Liquor License for the Bay State Beagle Club for Saturday, November 7, 2026, from 1:00 PM to 5:00 PM at 44 Point Street, Berkley, MA 02779, including an extended license period for delivery, storage, and disposal of alcoholic beverages one day prior and one day after to the event; vote may be taken. The board approved a one-day liquor license for the Bay State Beagle Club for Saturday, November 7, from 1:00 to 5:00 p.m. at 44 Point Street. The approval also included an extended period for delivery, storage, and disposal of alcoholic beverages, from the day before the event through the following Monday	**Motion to approve:** TMcCrohan moved; JVincent seconded; **approved**

Board to review and consider adoption of an internal Cash Handling and Turnover Policy, including incorporation into the employee onboarding process and acknowledgment/sign-off for HR compliance purposes; vote may be taken. The board reviewed and approved an internal cash-handling and treasurer turnover policy, to be included in the employee onboarding packet with an acknowledgment sign-off. Ms. Vincent said the policy would help clarify procedures for handling cash payments, including tax payments made in cash. Mr. Chabot noted that timely turnover is important for internal controls and audit compliance; the treasurer-collector had prepared and revised the policy	**Motion to Approve:** TMcCrohan moved; JVincent seconded; **Motion approved.**
Board to review and consider approval and execution of the Town's Cannabis Social Equity Policy in response to notice received from the Cannabis Control Commission; vote may be taken. The board reviewed and approved the town's cannabis social equity policy, which was adopted to meet Cannabis Control Commission requirements. Ms. Vincent asked whether it was intended to ensure fair treatment of everyone interested in participating; Mr. Chabot confirmed that was the purpose	**Motion to Approve:** TMcCrohan moved; JVincent seconded; **Motion approved.**
Board to Review and Discuss Draft Special Town Meeting Warrant and prospective Warrant Articles; review of matter; votes may be taken The board reviewed the draft Special Town Meeting warrant, including proposed increases to revolving fund spending limits so they can better cover increased permit revenue and inspection costs. They also discussed raising the demand fee to $25, transferring PEG access and marijuana related funds through town meeting, and the restrictions on opioid funds. The budget bylaw remains under legal review; Mr. Chabot agreed to share it with the Finance Committee for feedback once ready. Other potential items included reviewing Town Clerk fees, cleaning up Article 11 to reflect home-rule petitions concerning an elected treasurer-collector, and considering a change to the cemetery commission's structure. The board also discussed perpetual-care funding and narrowing the scope of a general transfer article. The warrant was still in draft form, with further review planned before it closes on October 28 at noon	**Motion to Approve:** TMcCrohan moved; JVincent seconded; **Motion approved.**
Board to Authorize Town Administrator to Serve as Contract Authorized Signatory for FY27 Cultural Council Grant (FY27-LC-LCC-2713) and Designate a Board Member as Contract Authorized Officer for Attestation The board authorized the Town Administrator to sign the FY27 Cultural Council grant agreement for the town's $7,200 grant, which funds the council's programming. Jennifer Vincent was designated as the board officer to attest to the agreement, which will be handled through DocuSign. The motion passed	**Motion to authorize:** JVincent moved; TMcCrohan seconded; **approved** **Roll Call Vote:** **JVincent – Aye** **TMcCrohan-Aye**
Board to discuss and potentially award contract for backup production well installation as part of the water supply redundancy project.at Berkley Middle School; review of matter; votes may be taken The board approved awarding the contract for the backup production well installation, part of the town's water-supply redundancy project, to Ogden Well and Pump Company. The project had been under discussion for several months	**Motion to approve:** JVincent moved; TMcCrohan seconded; **approved** **Roll Call Vote:** **JVincent – Aye** **TMcCrohan-Aye**

	Board to discuss additional opioid response and recovery support services through the Comprehensive Addiction and Recovery Act (CARA) grant and U.S. Department of Justice grant funding; review of matter; votes may be taken Ms. McCrohan described expanded opioid recovery and support services funded through the CARA grant and U.S. Department of Justice funding. Berkley has partnered with New Bedford and Fall River to continue local efforts, including programs through Luke's Light and the police department's POP program. The services support Berkley residents and people in surrounding communities. Ms. McCrohan praised the Berkley Police Department's involvement and the Town Accountant, Ashleigh Haslam's work coordinating the funding and ensuring expenditures are appropriate	**Information only; no votes taken**
Meeting Minutes:	**Board to review and approve meeting minutes of September 30th, 2026; review of matter; votes may be taken.**	**Motion to approve:** TMcCrohan moved; JVincent seconded; **Roll Call Vote JVincent – Aye TMcCrohan - Aye motion approved**
Meeting Mail:	**Bristol-Plymouth Open House and Reception** The board mentioned that Bristol-Plymouth's annual open house and reception was happening that weekend. Ms. Vincent said she planned to attend, and others discussed also visiting the Bristol Aggie Fall Show, which was taking place the same weekend. They noted the open house might draw more interest this year because of the new school	**Information only; no votes taken**
Town Administrator Report:	**Sidewalk Forum – Wednesday, October 28th, 2026** The town scheduled a public forum for October 28, 2026, at 6 p.m. at Berkley Town Hall to review updated concept designs for sidewalk improvements connecting Berkley Middle School to the town common. A representative from TEC will explain the changes and answer residents' questions. The design is still at the concept stage, so public feedback could shape it. Ms. Vincent asked for a MyGov text reminder and raised the need to track upfront costs against available grant funding. Mr. Chabot said a line item estimate is available and current funding is expected to cover phase one; later phases would require additional funding. The forum can also help the town weigh options, such as fencing and pathway or sidewalk features. After gathering feedback, the town plans to finalize the HUD grant narrative and agreement, complete the required environmental review, and pursue design services **Halloween Donations update** Candy donations for Halloween on the Common were about 30% of the way toward the goal. The town is aiming for 6,000 individually wrapped pieces, enough for roughly 400 trick-or-treaters; last year's turnout was estimated at 320–330. Donations were still needed, and town staff planned to share updates as they worked out event logistics, including traffic and parking	

	Berkley Buzz release date The Berkeley Buzz is tentatively scheduled for release on Thursday, October 22, 2026. This edition was expected to include positive community stories and updates on opioid recovery programs, construction, Halloween on the Common, and the sidewalk project. This will give Berkley residents a holistic view on what has been going on in the last few months and what is coming up in the future.	
Executive Session:	**Board to enter into Executive Session pursuant to M.G.L. c. 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; review of matter; votes may be taken** Highway Union	**Motion to enter into Executive Session:** **Roll Call Vote** JVincent – Aye TMcCrohan - Aye **motion approved**
Adjournment:	Meeting adjourned at 11:06 AM *Next Scheduled Meeting is Wednesday, October 28th, 2026 at 6:00PM.*	

Tabitha McCrohan, Chairwoman

Jennifer Vincent, Clerk

Matthew Chabot, Town Administrator