

**MINUTES OF TOWN OF BERKLEY SELECTMEN’S MEETING OF 03/25/2026**

SELECTMEN IN ATTENDANCE: Jennifer Vincent-Chair, Tabitha K. McCrohan-Member, Mark Horsfall-Member

TOPIC		ACTION
<b>Call To Order</b>	Board of Selectmen - Called to Order at 6:00PM in the Moitoza-Petty Hearing Room	
<p data-bbox="89 279 292 405"><b>Finance Committee Appointing Authority</b></p> <p data-bbox="89 520 292 552"><b>Personnel:</b></p> <p data-bbox="89 1444 292 1476"><b>New Business:</b></p>	<p data-bbox="292 279 1263 405">Taken out of order: Appointing authority to consider Michele Hamilton for appointment to the Finance Committee; review of matter. Members noted her many years of prior service, previous role as chair, and her positive attitude, expressing strong support and no concerns.</p> <p data-bbox="292 520 1263 804">Board to review and possibly appoint John Paul Benoit to the Board of Registrars of Voters. Review of matter. The Board reviewed the annual reappointment of John Paul Benoit to the Board of Registrars of Voters. Heather Almy explained that the Board of Registrars is responsible for certifying elections, including nomination papers, voter lists, and resolving questions about voter eligibility, and noted that while there are supposed to be three members (with representation from each party), the town is currently operating with one active registrar and her acting as the third signer until additional members are appointed. She confirmed this was a reappointment of JP Benoit and spoke supportively of his continued service.</p> <p data-bbox="292 856 1263 951">Board to review and consider the appointment of Craig Faria as Inspector of Wires. Craig Faria is currently serving as the acting Assistant Inspector of Wires and has been actively performing electrical inspections. Board recommends this appointment.</p> <p data-bbox="292 1045 1263 1318">Board to review and consider posting for Assistant Wiring Inspector; review of matter. Following the appointment of Craig Faria as Inspector of Wires, the Board discussed posting for an Assistant Wiring Inspector to fill the resulting vacancy. It was explained that there had been public questions about hiring in the context of the town’s financial situation, and clarified that wiring (and related) inspector positions are paid per inspection from revolving fund fees, not from the general fund, and that code enforcement is essential to ensure electrical and plumbing work is done to code. With that clarification, a motion was made and seconded to post the position of Assistant Wiring Inspector, and the Board voted all in favor.</p> <p data-bbox="292 1444 1263 1560">Taken out of Order: Board to review and consider the Common Use. Request submitted by the Berkley Athletic Association for use of the Common ballfield from March 23, 2026 through June 12, 2026. Monday through Thursday 5:30pm – 7:00PM.</p> <p data-bbox="292 1686 1263 1959">Board to meet with the Treasurer/Collector regarding office operations, departmental goals, support needs, personnel, and technology; review of matter. Treasurer/Collector Chloe Madden updated the Board on office operations, goals, and support needs. She explained that combining the previously separate treasurer and collector offices revealed redundant paper processes, and her goal is to modernize workflows, reduce redundancy, and operate as one cohesive office. She reported good progress, including work to bring all bank account reconciliations current, and outlined work on handling abandoned property (“tailings”)—un-cashed town checks—by notifying payees, allowing time to cash them, and eventually returning unclaimed funds to the town. She also described</p>	<p data-bbox="1263 279 1534 405"><b>Motion to appoint:</b> J.Vincent motioned: Eric Wu second; Motion approved</p> <p data-bbox="1263 520 1534 646"><b>Motion to appoint:</b> J.Vincent motioned: M.Horsfall second. Motion approved</p> <p data-bbox="1263 825 1534 951"><b>Motion to appoint:</b> M.Horsfall motioned J.Vincent second. Motion approved</p> <p data-bbox="1263 1045 1534 1171"><b>Motion to post:</b> M.Horsfall motioned T.McCrohan second. Motion approved</p> <p data-bbox="1263 1381 1534 1507"><b>Motion to approve</b> M.Horsfall motioned J.Vincent second. Motion approved</p> <p data-bbox="1263 1686 1534 1749"><b>Discussion Only, no votes taken</b></p>

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	<p>interest in a more formal tax title payment plan that would structure repayment schedules, potentially forgive a portion of accrued interest for compliant taxpayers, and provide clearer incentives for residents to get and stay current on their taxes.</p> <p>Board to review potential Annual Town Meeting warrant articles, including possible acceptance of statutory authority for tax title tailings, discussion of potential surplus property, and discussion of land sales and takings. The tax tailings / abandoned property warrant item is a proposed acceptance of a state statute that would formally authorize the Treasurer/Collector to process uncashed town checks (“tailings”). Under this authority, the town would follow a defined process: attempt to contact the payee and give another opportunity to cash the check; after a statutory waiting period (about a year), treat truly unclaimed funds as abandoned property and return them to the general fund. You characterized this as a simple, low-risk article with boilerplate language already available, making it one of the easier financial management recommendations to place on the annual town meeting warrant.</p> <p>The Board also discussed two key prospective warrant items: expansion of the General Business District and creation of an Override Stabilization Fund. The General Business District expansion is being developed in coordination with the Planning Board, with draft zoning language already largely prepared and expected to feature prominently on the annual town meeting warrant. Separately, it was noted that, if an operating override is approved, a portion of those proceeds is intended to be set aside in a dedicated Override Stabilization Fund, which must be formally created by town meeting vote and placed high on the warrant; draft language for that fund will be brought to an upcoming meeting.</p> <p>Board to discuss development of a Town website community calendar incorporating a broader range of organizations, including Friends groups and ancillary community organizations. The Board discussed a proposal to create a centralized community calendar on the town website to list town-wide events (e.g., library, COA, common-use events) so residents don’t have to search multiple places and participation can increase. Members generally agreed the idea has merit but raised concerns about who would own and maintain the calendar, bandwidth for ongoing data entry, the distinction between official town events and events run by separate nonprofit/“Friends” groups, and potential issues if outside groups could post directly. It was noted that the town already does a reasonable job publicizing official events via the website and other channels, but that information is fragmented. Vincent offered to research technical options and models from other communities, including where the calendar would live and how submissions would work, and to return with a more detailed, implementation-ready proposal.</p> <p>Board to review the Community Compact IT Grant standard contract and discuss e-permitting implementation, including funding for recurring software costs. The Board reviewed the Community Compact IT grant for an e-permitting system and discussed implementing OpenGov (or a comparable vendor) to support electronic permitting for Building, Planning, and Conservation, with a potential future module for the Board of Health. It was noted that year-one implementation would be covered by the grant, with ongoing costs expected to be offset by permit/inspection fees. On a motion by Horsfall, seconded by Vincent, the Board voted to authorize the Chair to sign the Commonwealth standard contract for the IT grant to proceed with e-permitting implementation.</p> <p>Board to review and possibly approve proposed Harbormaster rules and regulations as submitted by the Berkley Police Chief. The Board reviewed draft Harbormaster rules and regulations prepared by the Police Chief/Harbormaster and discussed the need for review by the Fire Chief, who serves as Assistant Harbormaster. On a motion by Vincent,</p>	<p><b>Discussion Only, no votes taken</b></p> <p><b>Discussion Only, no votes taken</b></p> <p><b>Motion to authorize</b> M.Horsfall motioned: J.Vincent second. Motion approved</p> <p><b>Tabled</b></p>
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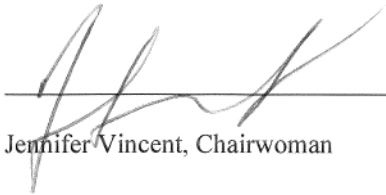
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	<p>seconded by Horsfall, the Board voted to table consideration of the proposed Harbormaster rules and regulations pending the Fire Chief’s review and comment.</p> <p>Board to discuss Open Meeting Law complaint filed against the Berkley Board of Selectmen by Patrick Higgins on March 24, 2026; review of matter. The Board briefly reviewed an Open Meeting Law complaint filed on March 24, 2026, alleging deficiencies in an executive session posting and minutes (including not naming the bargaining unit and use of initials in motions). Consistent with past practice, on a motion by Vincent, seconded by Horsfall, the Board voted to refer the complaint to Town Counsel for review, recommended corrective actions, and preparation of an appropriate response.</p>	<p><b>Motion to refer to counsel:</b> JVincent motioned: MHorsfall second. Motion approved</p>
<p><b>Old Business:</b></p>	<p>Board discussion on options to formally establish and define the authority, responsibilities, and governance structure of the Town Administrator, including consideration of a town charter and related bylaw changes; review of matter. The Board discussed draft bylaw changes to formalize the annual budget process and to explicitly define the Town Administrator’s role in preparing and presenting a balanced budget, consistent with the DLS Financial Management Review recommendations. It was explained that the draft language is modeled on neighboring communities, is intended to complement (not override) the existing Finance Committee bylaw and would also formally recognize the Financial Advisory Committee in the bylaws. No votes were taken; the Board agreed to treat this as ongoing old business, with members to review the draft language and continue discussion at a future meeting.</p>	<p><b>Discussion only, no votes taken.</b></p>
<p><b>Meeting Mail:</b></p>	<p>1. Determination of Compliance, Executive Office of Housing and Liveable Communities</p>	
	<p>SRPEDD Letter of Support for Clean Energy Siting and Permitting Assistance . The Board reviewed a request from SRPEDD for a letter of support for its application to the state’s Clean Energy Siting and Permitting program (Eco One Stop). You explained that SRPEDD is seeking funding to provide regional technical assistance to member communities on siting and permitting for renewable energy facilities and battery energy storage systems, and that this letter would simply indicate Berkeley’s support for SRPEDD’s grant application, not commit the town to any particular project. Board members discussed which “side” of various renewable energy issues this might touch and whether it would have direct local impacts, but ultimately agreed that SRPEDD’s technical assistance generally benefits the town and that the request carries low risk. On a motion by Vincent, seconded by Horsfall, the Board voted to send the requested letter of support for SRPEDD’s grant application.</p>	<p><b>Motion to send:</b> JVincent motioned: TMcCrohan second. Motion approved (2-1) M.Horsfall opposed</p>
<p><b>Meeting Minutes:</b></p>	<p>Board to approve Meeting Minutes of March 11th; 2026; review of matter; votes may be taken</p> <p>Board to approve Executive Session Minutes of March 11th; 2026; review of matter; Roll Call Vote. Vincent – Aye, Horsfall – Aye.</p>	<p><b>Motion to Table</b> JVincent motioned MHorsfall second Motion approved</p> <p><b>Motion to approve:</b> MHorsfall motioned:</p>



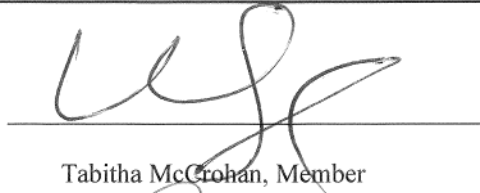
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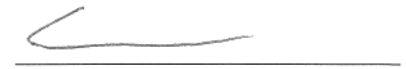
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Jennifer Vincent, Chairwoman



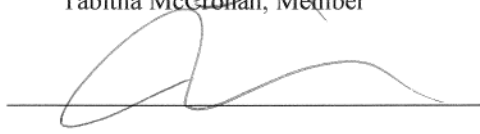
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Tabitha McCrohan, Member



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Mark Horsfall, Member



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Matthew Chabot, Town Administrator