

MINUTES OF TOWN OF BERKLEY SELECTMEN'S MEETING OF 4/18/2018

SELECTMEN IN ATTENDANCE: George F. Miller, Chairman Wendy F. Cochrane, Clerk Gil Pontes, Member

TOPIC		ACTION
	Meeting Convened at 6:00 pm at Town Hall Hearing Room, 1 North Main St.	
Minutes	<ul style="list-style-type: none"> - Minutes approved for March 28, 2018 – Executive Session - Minutes approved for April 3, 2018 – Regular Session - Minutes approved for April 4, 2018 – Regular Session <p align="center">Meeting taken out of order</p>	<p>Motion to approve made by Pontes, Cochrane sec. – Voted</p> <p>Motion to approve made by Pontes, Cochrane sec. – Voted</p> <p>Motion to approve made by Pontes, Cochrane sec. – Voted</p> <p>Motion to take meeting out of order by Cochrane, Pontes sec. – Voted</p>
Appointments	<ul style="list-style-type: none"> - The Board appointed Ms. Angela Chang to the Berkley Cultural Council <p align="center">Meeting taken out of order for Personnel Board</p>	<p>Motion to appoint made by Cochrane, Pontes sec. – Voted</p> <p>Motion to take Personnel Board out of order by Cochrane, Pontes sec. – Voted</p>
Personnel Board	<ul style="list-style-type: none"> - The Selectmen interviewed Ms. Perkins for the Town Clerk – Clerk position. Miller asked if she was aware of what the job entailed and if she knew the pay. She stated she did review it. Miller asked how she felt her skills were with dealing with people who may not be in a good mood. She replied that she has worked with Section 8 and many times she has had to deal with upset people. Miller mentioned the pay again and that it may not seem all that attractive but the people that work at the Town Hall are good people as are the residents. He asked if she felt she would be planning to stay around a while or still looking around. Ms. Perkins replied she is looking to stay. She is looking to go from her full time job to part time. - The Selectmen interviewed Mr. Pasternak for the Town Clerk – Clerk position. Miller asked what made him want to apply for the position. He stated he was looking for something close to home. He recently worked for the Town of Milton and he lives in Somerset. He also serve on the 	

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<p>Meeting Mail</p>	<p>Finance Committee. Miller asked how he felt he would handle dealing with residents that may come in not so happy. Mr. Pasternak felt he would have no problem with that. Miller then mention the pay and that the Town is strapped for cash. Miller then asked how long he felt he would be staying. Mr. Pasternak said that he thought he could.</p> <p>Miller asked the Town Clerk if she had a preference. Town Clerk stated that she appreciated the follow up phone call and the references that candidate one had done. The Board felt that they had a preference for candidate one although both were qualified.</p> <ul style="list-style-type: none"> - The Board announced the notification of the informational forums for the Proposition 2 ½ override on May 1, 2018 and May 9, 2018 at the Berkley Middle School. The Selectmen welcomed everyone to come out and attend the forums. Miller stated that the Board is in support. - The Board reviewed the notification from Bristol Plymouth Regional Technical School District on FY19 total assessment. Town Administrator stated that it had stayed the same. - The Board reviewed the notification form Somerset Berkley Regional School District on FY19 total assessment. Town Administrator stated that it went down over \$26,000. - The Board reviewed a Public Hearing notice from Berkley Planning Board regarding BayCoast Branch and Banking office with a drive-thru. Miller read the notice aloud: <p>In accordance with provisions of Chapter 40-A, Section 9, MGL, the Planning Board will hold a public hearing on the application of BayCoast Bank P.O. Box 1311, Fall River, Ma 02722 for a BayCoast Branch Banking Office with a Drive Through and Outdoor ATM. Property located at 2 Locust St in the General Business District and owned by John & Elizabeth L Jackson.</p> <p>A copy of the application and plan may be inspected in the Town Clerk's office during normal business hours. Any person interested, or wishing to be heard should appear at the time and place designated. Daniel Burns, Chairman</p>	<p>Motion to hire Kerrie Perkins as the Town Clerk, Clerk made by Cochrane, Pontes sec. – Voted</p> <p>Motion to file by Cochrane, Pontes sec. – Voted</p> <p>Motion to file made by Pontes, Cochrane sec. – Voted</p> <p>Motion to file made by Pontes, Cochrane sec. – Voted</p> <p>Motion to file made by Pontes, Cochrane sec. – Voted</p>
<p>Appointments Cont.</p>	<ul style="list-style-type: none"> - Audit exit conference with Jim Powers from Powers & Sullivan, LLC. Jim stated that they had to reconcile for a few years. He stated that the most important statements that they have are the free cash, general funds, special revenue funds etc., and how they are important on a go forward basis not a retro basis. Powers stated that there were several adjustments that needed to be made in 2015 and 2016. Reconciliation is what drives everything. Part of the problem is that there hadn't been an audit for FY15. Not having a review on a timely basis has a lot to do with the issues on the accounting side. Powers suggested the Town have a sound policy for the long term and to take into consideration things like if the 	

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	<p>Town depletes the stabilization account how do you replenish it and saving say 10% of the revenue annually for those rainy days as a safety net. The Board reviewed the management letter from Powers. Powers suggested compiling an inventory of capital assets including the value of the roads, sidewalks, infrastructure, etc. He would like to see that achieved by no later than 2019. He also stated that Outpost appointment benefits actuary needs to be done every two years and an update in between. Without that you won't have a clean opinion on the audit and he suggest the Town get moving on that now. Powers stated that Berkley is the only client they have that did not submit a full set of financial statements according to the generally accepted principal. Powers stated that the problem started in 2012 and since nothing changed and the processes stayed the same over the years it just got worse and nothing resolved. The next step is coming in and reconciling for 2018 with the Treasurer and Accountant.</p>	<p>Informational – No action taken</p>
<p>Old Business</p>	<ul style="list-style-type: none"> - The Board appointed Joseph Callahan as 2018 – 2019 SRPEDD Commission Member - The Board reviewed a memo and permit from the Dept. of the Army Engineers regarding boat ramp. Mr. Coutinho stated that there are no fees included with the work done at the Bridge Village Heritage Park. Miller signed the permit. 	<p>Motion to appoint made by Pontes, Cochrane sec. – Voted</p> <p>Motion to sign by Cochrane, Pontes sec. – Voted</p>
<p>New Business</p>	<ul style="list-style-type: none"> - License approval for Chamberlain Farm, Inc. for an All Alcohol Seasonal License to be drunk on premise from May1, 2018 to October 31, 2018, and a Restricted Music License, and a Common Victualler License - The Selectmen reviewed a new business certificate for Emily Mann Interiors - Three day liquor license request from Bay State Beagle Club for a function on Saturday, May 12, 2018 from 6pm to 10pm - The Board reviewed the warrant for the May 12, 2018 Annual Town Election 	<p>Motion to approve all licenses made by Cochrane, Pontes sec. – Voted</p> <p>Motion to file by Cochrane, Pontes sec. – Voted</p> <p>Motion to approve by Cochrane, Pontes sec. – Voted</p> <p>Motion to accept the warrant made by Cochrane, Pontes sec. – Voted</p>

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Town
Administrators
Report

- Mr. Coutinho let the Board know that the warrants have been posted and only thing left to do is to mail them so we are well within our timeframe. Also, we have posted in the newspaper the notice for the bylaw changes.
- Motion made by Pontes to enter into Executive Session to enter into contract discussions for the Town Administrator and Fire Chief and not to return to open session. Cochrane second, Miller third. Voted unanimous

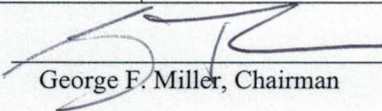
Informational – no
action taken

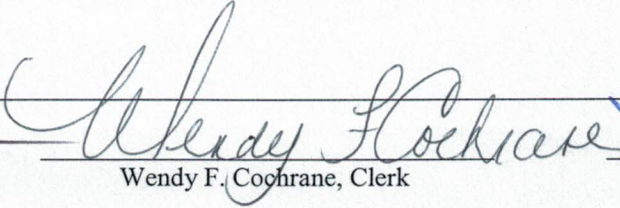
Motion to enter into
executive session by
Pones, Cochrane
sec., Miller third. –
Voted


Meeting Adjourn

Next Meeting - May 1, 2018 at the Berkley Middle School

Next Regular Meeting - May 2, 2018


George F. Miller, Chairman


Wendy F. Cochrane, Clerk


Gil Pontes, Member

Alan G. Coutinho, Town Administrator