

MINUTES OF TOWN OF BERKLEY SELECTMEN'S MEETING OF 3/7/2018

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 February 7, 2018 – Regular Session - Minutes approved for February 14, 2018 – Regular Session - Minutes approved for February 21, 2018 – Regular Session 	<p>Motion made by Cochrane, Pontes sec. – Voted</p> <p>Motion made by Cochrane, Pontes sec. – Voted</p> <p>Motion made by Pontes, Miller sec. – Voted</p>
Meeting Mail	<ul style="list-style-type: none"> - The Board reviewed a letter from Xfinity regarding 2017 license fee payment and special offer for families eligible for the National School Lunch Program. 1920 Subscribers @ .50 cents each. Mr. Coutinho read the Xfinity special offer of \$9.95 for Internet Essentials for those that qualify. - Selectmen read a letter from the Lakeville Council on Aging regarding their SIG Grant. Currently Berkley has the Outreach Worker for 10 hours and Lakeville has her for five hours. This year they would like to swap so that Berkley has her for five hours and Lakeville for 10 hours. - A notice of FY19 Chapter 90 funding was reviewed by the Board. - Notice from MMA regarding annual Spring Legislative Breakfast Series. - The Board reviewed a notice form the Commonwealth of Mass Dept. of Telecommunications and Cable regarding a petition of Comcast Cable Communications, LLC. to adjust Basic Service tier programming and rates. Cochrane thought it was a great idea. The meeting is on March 28, 2018 at 10am in Boston. 	<p>Motion to file by Pontes, Cochrane sec. – Voted</p> <p>Motion to go forward with grant made by Cochrane, Pontes sec. – Voted</p> <p>Motion to file by Cochrane, Pontes sec. – Voted</p> <p>Motion to file by Cochrane, Pontes sec. – Voted</p> <p>Motion to file by Cochrane, Pontes sec. – Voted</p>

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<p>Appointments</p>	<ul style="list-style-type: none"> - Joint meeting with Finance Committee and representatives from Bristol Plymouth Regional Vocational Technical High School to review FY19 budget and various items. Board decided to wait and come back to the presentation once they had enough to make the Finance Committee quorum. 	<p>Informational – No action taken</p>
<p>New Business</p>	<ul style="list-style-type: none"> - The Board reappointed Christine Barboza to the Board of Registrars - The Selectmen received a memo that they were cc'd on from the City of Taunton Department of Public Works regarding the water extension on Holloway St. in Berkley. Taunton felt that the proposal made by Waste Management was unacceptable and that they as well as their water consultant engineer decided that a minimum acceptable design would be a water main extension be a looped 8" water main. Taunton also noted in the memo that they will require any additional work be incorporated into an Inter-Municipal Agreement between the communities of Taunton and Berkley. 	<p>Motion to reappoint by Cochrane, Pontes sec. – Voted</p> <p>Motion to file made by Cochrane, Pontes sec. – Voted</p>
<p>Appointments Cont.</p>	<ul style="list-style-type: none"> - Continuation of joint meeting with Finance Committee and representatives from Bristol Plymouth Regional Vocational Technical High School to review FY19. Ch.70 aid increased by 2.2% budget increased by 1.6% Berkley's assessment from that 1.6% is \$829,593. Students are capped at 92 and they have that many enrolled. The MSBA came down and BP will be putting together a Building Committee as they have entered the eligibility phase of the school project due to the buildings age and condition. It should start in July and they will be accepting applicants for the Building Committee then. Miller asked for a projected timeframe for this project. The representative stated about 6 years and that they have no control over it the MSBA does. They are looking for more space and upgrades. They could also add more technical areas as well. Mr. Coutinho thanked them for the presentation and clarity. - Sun MultiSport Events sent in a letter requesting the use of Berkley roads again for their annual triathlon that passes through. Miller would like to have the Town Administrator reach out to see if they will make a contribution as it makes an impact on the residents of the Town. This is a for profit event, and brings no contributions to the Town. Miller also felt it is somewhat of an imposition for the people. 	<p>Informational – No action taken</p> <p>Motion to approve by Pontes, Cochrane sec. – Voted</p>

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Town
Administrator
Report

- The Board received a notice of right of first refusal pertaining to 16.84 acres located at 137 Bayview Ave. Miller said he is curious as to what the plan is. Miller asked about the Town purchasing it. Mr. Coutinho stated that the Town has 120 days to secure funding if so. Miller mentioned the potential to have a town park with water access.

- The Town Administrator and the Board discussed the upcoming Annual Town Meeting and decided on June 4, 2018. The opening of the warrant will be on March 8, 2018 and be closing on March 22, 2018 at noon.

- The Board discussed the Capital Improvement Planning Committee. Mr. Coutinho gave a brief overview of the situation and brought up that the Capital Planning Committee per the bylaw needs to have five members. However, the past few years they have come up short. The committee is to make a report at every Town meeting and then vote on it. Because they are short on members they cannot make a report at this coming Town meeting. Mr. Coutinho stated that he and counsel have gone over the bylaw and that the report is not needed to spend capital expenditures. So technically this won't hold anything up, but we should advertise to fill the spaces. Miller suggested that we change the bylaw from five members down to three as that may be easier to fulfill. Miller noted that they need to be a resident and they cannot be on the Capital Planning Committee if they are on another committee, board, elected, etc. Miller would like to find 4 more members to serve on the committee. Members only meet once or twice a year and then prepare a report for the Town meeting.

- Initial presentation of the Selectmen's FY19 budget given by the Town Administrator. Mr. Coutinho noted that they know that there is a shortage of safety personnel but they have not added any at this time. He also wanted to address possibly extending the hours of the Town Hall. He feels that it would benefit the residents of the Town to have more access, however it was not addressed in this initial budget. On the cover page it looks like they are asking for a 6% increase this year, but that is really not the case because there are some major additions that will be discussed later in the presentation.
Selectmen - Town Administrator proposed increasing the hours and the budget for the clerical staff. The Town already has a contract for the Town Administrator and in that he is to have an increase in pay, but he would like to freeze his salary increase to give us additional funds for salary. Most of the clerical staff in town is getting a 2% increase across the board. The other issue is the increase in \$12,000 for the public safety building. There is an addition of a police cruiser but we truly need 4 going forward. He suggests that the Town adopt a plan where they add an additional cruiser each year. The COA was also present and wanted to make a presentation. Their whole budget is over \$25,000 so that whole

Motion to table to the next meeting by Cochrane, Pontes sec. – Voted

Motion to set dates made by Pontes, Cochrane sec. – Voted

Informational – No action taken

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budget is up 2.8% and asking for \$3,000 from the revolving fund. We have level funded the Town Administrators salary.

Town Accountant – That budget is up 1% the only thing in there is contractual for the Town Accountant.

Town Counsel - level funded.

Data processing – has a 6% increase due to the software maintenance package for the whole Town Hall and the email service and archiving services.

Town Building – level funded. The maintenance line item was not cut because we only have someone come in for that purpose once a week for five hours in the morning. That is just not cutting it as the other staff in the Town Hall now have to try and handle those things. Mr. Coutinho would like to find a solution to that.

Public Safety Building – is up quite a bit, but is mostly all in the additional equipment. \$12,000 - garage doors over there are costing us a fortune and have recently made apx. four repairs at a cost of around \$2,000 each time. The training room floor for \$3,800 and the overhead over there is literally just hanging there. There are also some heating / AC issues over there. The Fire Chief has asked to update the lighting, but we have left that out for now as the other items have been requested previous years and they really need them.

Police Dept – level funded. We had contractual agreements and some steps to change. 2% across the board. We made a significant reduction to the repair and maintenance account because if they have new vehicles then they won't have a need for all of those repairs. I find it bad that our Police Dept has to go get their parts from a junk yard for their cruisers. Major increase is in the additional cruiser. We can move that out of there but I would suggest a plan for the future. Miller asked what's the average lifespan of a cruiser, Chief Labonte replied roughly 100,000 miles. Selectman Cochrane noted that when Mr. Coutinho first started at the Town Hall the Police gave one of their vehicles to us for Town use, it was so bad that it would not pass inspection.

Fire Dept. – There is a significant decrease this year. There were no salary increases because contracts don't end until June 30th.

Building Dept. – is up 33%. They went from a 10 hour employee to 22 hour employee but it's pretty much level funded and we have improved things in that department. Cochrane noted that it is not that we created a new position for the 22 hours, we had someone that worked in a different department and when need be she would go to the window for the Building Dept.

Communications Dept. – slight increase due to steps but pretty much level funded.

Animal Control – the salary was bumped up to \$10,000 a year. We also put in for a new vehicle. The one he currently uses does not even have heat, among other issues.

Veterans Graves - level funded.

Veterans Agent – level funded.

Workers Comp – reduced a bit this year

Misc. – level funded.

Liability – is up about \$10,000 this year which was needed for police and fire. Puts every incident covered at \$1,000,000 medical coverage. Mr.

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Coutinho reminded the Board of the medical expenses that could be incurred should there be an accident and gave an example of another situation in Dartmouth where someone ran a stop sign and the officer was on life support for years. The cost to that Town was \$800,000 to almost \$1,000,000 for multiple years.

Council on Aging – Miller commented they are asking for a 410% increase. Chairwoman Blake spoke on how the COA needs employees to run and they only have volunteers. She stressed that they need a Director and that Directors are capable of applying for grants. COA also noted that the money they get is based off the 2010 census not 2017. They need a coordinator to help them get things done. It would be nice if we could have the ability to be open where the seniors could come in during the day and not just on a scheduled morning event. So if they felt they just wanted to come in and sit to talk or to just play a game then they could. Miller asked how many hours a director would work should they get the money. COA was hoping for 20 hours. Cochrane noted that it would be 19 ½ so that it would not be a benefit position. At \$20 an hour for 19 hours that's \$19,760. Cochrane asked what the difference is between a clerical and a Director. COA stated that you cannot apply for grants if you are not a Director. Miller felt that the seniors are getting the exact same benefits that the rest of the Town receives, i.e. Fire, Police, and Rescue. Cochrane agreed that the seniors are being under serviced. Pontes agreed as well. Miller then agreed that they are being under serviced. COA would also like to know about possibly working with GATRA on helping seniors get into the center that have no means to get there. Blake noted they have half of the cost for the newsletters in the budget and the state gives them the other half. She also stated that they have been using money from the donation to make up the newsletter. Miller asked about the increase in office supplies from apx. \$400 to almost \$1,000. Miller suggested it stay what it was in the previous year. He also mentioned that the postage is going up 400% and asked why. Blake said that is so that we can mail the newsletter, they have been paying for that out of donations. Cochrane and the Town Accountant stated that the finds for postage come from the grant money. Blake stated that this is a prime example of why we need a Director. Miller brought up the Wellness Program and it went up 116%. Cochrane stated she thought that was self-sustaining. Miller asked Mr. Coutinho if he thought it was a reasonable request at this time for a Director. Mr. Coutinho replied that it has been on the table for a long time. Miller stated that given everything that is going on in the Town with the schools and what not that this may be just a drop in the bucket. Miller said if they are able to do it this year ultimately the Selectmen will have the final decision. It will be a contract and they would like to see if they are getting their monies worth as a Town. Mr. Coutinho stated to cut \$20,000 to solve a problem for a whole age group when another department has asked for \$900,000, to cut \$20,000 this go around is ridiculous in my opinion. Mr. Coutinho stated that he would get together with the Town Accountant to look at their budget again.

Miller asked if they were just taking this under advisement or were they taking action on it then. Cochrane stated she was not going to accept it. Miller asked the Town administrator about the Selectmen budget and the clerical and how many hours that would increase or just salary. Town

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Administrator stated both. He was looking to get closer to the 22 hours and salary. That position is not in market range right now. Miller asked how many hours there currently were, Mr. Coutinho replied about 21 one week and 22 the next. Miller said it just sounded like a big increase but dollar wise it is not a big increase. Mr. Coutinho noted that the current pay for the Administrative Assistant didn't coincide as she covers all of the different Board's administrative work. He took some of the salary that was supposed to go to the Town Administrator increase and floated it over to that salary at 21 hours a week. Town Accountant mentioned that it had been discussed to make it a salary position. He stated that the current Administrative Assistant is right on top of the office work and helping with the computer issues saving money. Miller asked if she was helping in the Town Accountant office or cross trained at all, Cochrane noted that she knows the Administrative Asst. also helped with the budget. Mr. Coutinho stated that there were big mistakes made on the computers and that Kathy and the Administrative Assistant helped a lot in fixing that. Miller asked if the Administrative Assistant could do an Annual Town Report and dedicate an hour or two to that a week. Mr. Coutinho stated that he had planned to do it already but there were other things that took precedence. Cochrane asked if they vote on the budget presented right now is that locked in? Coutinho replied, no, this is just to turn over to the Finance Committee you are only voting what you think your (the Selectman's) budget should be to present. Cochrane said that we haven't seen all of the elected budgets. Mr. Coutinho explained that is not the way it is supposed to work and that they are only voting on their, the Selectmen's budget to present, not the other departments. Selectman Cochrane stated to Mr. Coutinho, she ain't making a motion and she ain't gonna second it. Cochrane stated that she did agreed with the fire and cruisers and COA Director. Mr. Coutinho noted again, that she is only approving those pages presented to the Board, not the elected departments and that the Board has no authority to adjust the school committee budget, the assessors' budget, highway surveyor budget, etc.

Motion to present the Board of Selectmen FY19 budget overview to the Finance Committee by Pontes, Miller sec. – Cochrane nay

Personnel Board

- The Personnel Board received a letter of resignation from Kerrie Easterday from the Town Clerk Office. The Town Administrator discussed the need to post in-house for two weeks before posting outside and that it had already been posted in-house.
- In-house job posting for an Assistant Librarian, Technical Services. Consisting of 20 hours per week. Posting will be open until position is filled. There has only been one applicant.

Motion to file by Cochrane, Pontes sec. – Voted

Informational – no action taken

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Soil Board

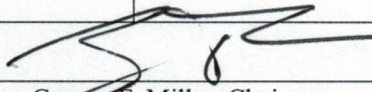
- Selectman Pontes recused himself and stepped out of the hearing room. Mr. Pontes stated he did not like that the expiration date was one year from the date of issue. Miller asked if he thought he could finish it by then. Pontes stated he was not sure. Pontes did not like the idea of paying for the lawyer's fees but stated that he would pay them. Mr. Coutinho gave his interpretation of what council said. He stated that at the last meeting we discussed holding funds until the end. However, because of the way the documentation reads Mr. Pontes needs to take care of everything he has done in the past and then he can move forward with a new Soil Board Permit. This agreement is to solve that problem. Also, at the end Pontes is to have a whole new TOPO of the property done. At that time either the Town will owe Mr. Pontes money, or Mr. Pontes will owe the Town money. Miller noted that in the agreement drafted by counsel that Pontes would have until December 31, 2018 to complete all of the excavating. But when we issue a permit we give them one year. Mr. Coutinho said he would reach out to counsel and see if there is a specific reason for that and then he will call him to let him know. Pontes can then come in and sign the agreement if he is still in agreement with the terms.

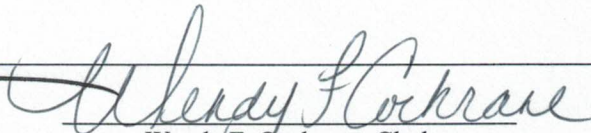
Motion to vote and enter into agreement with Mr. Pontes contingent on discussion with Town counsel regarding the completion date made by Cochrane, Miller sec. - Voted

Meeting Adjourn

Motion to adjourn by Cochrane, Miller sec. - Voted

Next Meeting March 22, 2018


George F. Miller, Chairman


Wendy F. Cochrane, Clerk

Gil Pontes, Member

Alan G. Coutinho, Town Administrator