

SELECTBOARD MINUTES
JULY 1, 2013

Meeting opened at 6:30pm

Present: Alan Vint, Chair; Howard Knickerbocker, Clerk; Mitch Feldmesser
Duane Pease, Administrative Assistant

Expense warrant of \$6,090.40 was approved and signed.

Terry Andrews and Jan Hines came before the Board to discuss possible appointment as Animal Inspectors. After discussion of duties, state contact, Alan motioned to appoint both, Howard 2nd, vote 3-0.

General discussion among Board regarding Building Commissioner being on vacation and no one advised or not being posted on office door or web site.

Chuck Winn did not submit a mowing bid this year, and advised Board he would be willing to continue to mow through this season but not next spring. He may be moving south and did not want to commit to the full fiscal year. After discussion with Board it was agreed he would mow through the fall at the rate of \$300/mowing on a motion by Alan, 2nd by Howard and 3-0 vote. Also, he will be considered part time summer help and his pay will be taxed by the Town. If there is a problem with that, the Board agreed to lease his equipment for \$1 and then hire him to operate it.

Howard presented the Board with his analysis of the Council on Aging (COA) and the costs associated with it. The energy costs of maintaining the building are extremely high during the winter months. The State does provide a \$3,500 grant to the COA that is partially turned over to the Town. There was further discussion and Joe Kearns agreed with the costs but felt the problem should be identified and then attempt to solve it. Marge Batorski felt the director should be at the meeting to defend and explain the costs. This will be further discussed at a future meeting. The other discussion on the COA regarded the number of members that are on the Council, it is believed there are currently only 2 members and the Town By-laws state there are to be 5 members. Marge Batorski volunteered to serve on the COA.

Also, all of the Town building expenses are paid for in one account so there is no ready breakdown of the cost of operating each building. The phone bill also includes all of the phones owned by the Town.

Sherri Venditti questioned if the Green Grant included the individual costs associated with each building and if one building had costs out of the ordinary why was it not a priority to address that building.

John Callahan of Palmer Paving requested the Board sign a petition to address the fact that the Hampshire Council of Government (HCOG) stop charging a 1% bidder fee on all

of the blacktop bids that are awarded. This cost is now included in each bid submitted and is paid for through the use of the Towns' Chapter 90 monies. He is meeting with the town's involved and asking that they sign the petition. Joe Kearns, Town's representative to HCOG explained this fee used to be billed to the Towns directly but to make accounting easier the HCOG started to add this bidder fee at the request of some of the members. There was discussion on shifting the cost back to the towns and if the 1% can be greater than the cost of service provided on higher job bids.

The Town Center master plan that had been started a few years ago is 90% completed but needs to be written up according to Alan. Discussion on what needs to be done, what funding may be available, what is the current structural status of the buildings that are being taken in Tax Title. Wally Smith felt the Building Commissioner and Health Agent should inspect the buildings and give a report on their findings. However, since the Town does not own the buildings at this time there are questions if they can be entered, Alan will follow with Town Counsel in this regard.

Howard advised the Board he had attended the Hampshire County Health meeting.

Alan motioned to adjourn, Howard 2nd, vote 3-0 and meeting adjourned at 8:07pm.

Minutes respectfully submitted by:

Duane Pease
Administrative Assistant

Minutes accepted with/without changes:

Alan Vint, Chair

Howard Knickerbocker, Clerk

Mitch Feldmesser

Selectboard Minutes
July 15, 2013

Meeting opened at 6:03pm

Present: Alan Vint, Chair; Howard Knickerbocker, Clerk; Mitch Feldmesser
Duane Pease, Administrative Assistant

Meeting adjourned at 6:05pm to open Board of Health Hearing (BOH) and will reconvene at conclusion of BOH hearing on motion by Alan, 2nd by Howard. Vote 3-0.

Selectboard meeting reconvened at 6:50pm with all present.

Tax Title Attorney, Ron Berenson and Treasurer, Jane Thielen, met with the Board to review properties that are in the process of being taken by the Town for unpaid taxes. There are some owners that are making payments to get their taxes caught up but Ron said he needs to know when payments are missed so he can follow-up with those property owners. There is a property on Chipman Road that contains 15 acres and the owner owes in excess of \$10,000. This is a property that he will pursue as it will bring the Town monies when it is auctioned off and then be returned to the tax rolls. Also, there are 5 or 6 properties of low value that the Treasurer can handle, the DOR website shows how to process those properties, these are usually only of interest to any abutters. If his office were to process, it would cost about \$400/property. The Frederickson property on River Road is now owned by the Town, the former owner has 1 year to pay all back taxes and then could retain the property. Once the year has passed, the Town will own it free and clear and can auction it off and retain any monies from the sale. Ron will go after the properties that owe the most back taxes and since the Town appropriated additional Tax Title funding, he can be more aggressive.

Next discussion concerned the parameters of the Building Commissioner (BC), it was felt there is an expectation of him being in the office during the times of his posted hours and when he is not in, it is his responsibility to post this information. Whether it be vacation or out doing inspections. A question of obtaining monthly updates was also discussed, specifically as to the progress on some of the old issues that were pending before his appointment. Mitch felt the focus should be on one of these issues at a time. Also, some applicants have been afraid to voice any complaints as they may have to continue to deal with the BC in the future. Quarterly meeting with the BC may be held in the future to better keep the communication lines open.

Andrew Kurtz of Paradise Solar was requesting the final payment for the Town's solar installation. There are still a couple things the Board needs to be completed before signing off and issuing the final payment. The basketball hoop has to be repaired and a question of the electrical hookup has to be addressed. Also, the Board requested 2 copies of an Owners Manual for all of the components of the system.

Susan Baker-Donnelly, Council on Aging (COA) questioned the Board on their discussions about the COA at the prior meeting when she was on vacation and not able to present her information. She also said a portion of the State grant given to the COA is returned to the Town

for payment of some of the utilities on the building. The COA has also applied for and received various grants from both the State and Federal government. Currently, the COA is waiting on the results of the Block Grant application for repairs to the roof. The Selectboard asked Susan to respond in writing to Howard's documents.

The final discussion of the Board centered on perhaps hiring a Town Electrician. Currently, John Savery, has been most helpful and cooperative in assisting the Town with its many questions but the Board feels it is unfair to him to be doing this at the expense of his own electrical contracting business. This will be further discussed at a future Board meeting.

Alan motioned to adjourn, Howard 2nd, vote was 3-0 and meeting adjourned at 8:15pm.

Minutes respectively submitted by:

Duane Pease
Administrative Assistant

Minutes accepted with/without changes

Alan Vint, Chair

Howard Knickerbocker, Clerk

Mitch Feldmesser

Selectboard Minutes
July 29, 2013

Meeting opened at 6:30pm

Present: Alan Vint, Chair; Howard Knickerbocker, Clerk; Mitch Feldmesser
Duane Pease, Administrative Assistant

Alan motioned to move to Board of Health (BOH) meeting to approve minutes of the July 1, 2013 hearing and then to reconvene Selectboard meeting, Howard 2nd, vote 3-0.

Minutes were reviewed approved with minor editing on motion by Alan, Howard 2nd, vote 3-0.

BOH meeting was closed at 6:37pm on motion by Alan, Howard 2nd, vote 3-0.

Minutes of July 1 Selectboard were approved with minor edits on Alan's motion, Howard's 2nd, vote 3-0.

Mail reviewed, Board authorized Alan to sign the visiting nurse contract with Porchlight VNA (formerly Lee VNA). Hampshire Veteran's submitted billing for the entire FY and it was believed that Middlefield was awarded a 12 month grant to cover the costs. Administrative Assistant will check on status.

Howard discussed Document Preservation and felt the entire picture must be approached: inventory, state requirements, etc. he suggested an Ad Hoc committee to review what needed to be preserved and then form a committee to handle the preservation. Also, some of the documents he has seen will require a 11"x17" scanner to copy them.

Sherri Venditti advised some of the historical preservation is separate from the Town documents. She has spoken with several people at the State and UMASS level in the past and was advised the Town storage is relatively good. The building is cinderblock construction and fire safe and dry. Marge Batorski, Town Clerk, and Jack Cobb, Historical Commission member, have

done a good job in preserving the documents. However, the more the records are handled, the more they can be damaged. Most of the information was placed on microfilm in the 80's and should be digitized. Also, if these documents are to be digitalized, she felt the expense should be borne by the town.

Howard said he was more interested in the historically important documents and museum records. This will be discussed more at a future Board meeting.

Next item for discussion were the parameters for the Building Commissioner (See attached list). Mitch questioned the wording of #2 and he felt the 24 hour response to an individual member of the Board was unreasonable. Howard said if the Selectboard has a question it deserves an answer in a reasonable amount of time. It was generally agreed that 48 hour response would be more acceptable. The BC will submit a list monthly of all permits issued within that time period. There was discussion on the remaining items on the list but most were agreed to with minor tweaking.

The position of Town Electrician was next on the agenda. Alan had submitted a request to the State Ethics Commission regarding the Conflict of Interest Law and the reply is attached to the minutes. Alan put forward 2 options: 1) Create the position and determine the budget, wages, etc. Then post/advertise for candidates. 2) Create a "Special Town Employee" that way any one involved in activities for the Town would be eligible to bid on the work once they have submitted the proper forms to the Ethics Commission. It was agreed there is a need for technical expertise as the Town Hall's electrical system is outdated and the circuit breakers that were installed when the building was built are no longer available. Alan and Howard favored Option 1 but Alan will have to review with the Inspector General's Office as suggested by the Ethics response.

Susan Baker-Donnelly, COA, advised the Board that Pioneer Valley Planning Commission (PVPC) was awarded a Block Grant and it included the work needed on the Senior Center building. \$170,000 was awarded for replacement of the slate roof, repair of the chimney and additional insulation in the building. This will go out to bid under the direction of PVPC. Also, the kitchen in the Senior Center has received approval from Highland Valley Elder Care and the Town's Health Agent.

Cemetery Commission members Larry and Tim Pease advised the Board a resident is willing to donate 5.8 acres of land to the Town for use as an expansion of the Pine Grove Cemetery. The Commissioners urged acceptance and that the Town absorb any costs associated with the deed transfer, etc. Alan will check with one of the Town attorneys on the proper way to transfer this property. Tim suggested that a plot be donated to the donor in appreciation of his generous gift.

Lastly, Howard advised the recall petition is still pending in the Mass legislature. Also, the AA requested permission to speak with Town Counsel regarding the Request for Documents submitted by Attorney Lynch. And the phones used by the Town Clerk, Treasurer and Selectboard are in dire need of replacement as the batteries no longer hold a charge and the cost difference between updating the phones and battery replacement is not that great. The AA will purchase the phones in the near future.

Alan motioned to adjourn, Mitch 2nd, vote 3-0 and meeting adjourned at 8:06pm.

Minutes respectively submitted by:

Duane Pease
Administrative Assistant

Minutes accepted with/without changes:

Alan Vint, Chair

Howard Knickerbocker, Clerk

Mitch Feldmesser

Selectboard Minutes
August 5, 2013

Meeting opened at 6:30pm

Present: Alan Vint, Chair: Howard Knickerbocker, Clerk
Duane Pease, Administrative Assistant

Selectman Mitch Feldmesser had contacted the Board and advised he may not make the meeting.

Warrants were reviewed and signed; Expenses: \$117,244.99; Payroll: \$6,161.13.

Minutes were reviewed and approved on motion by Howard, 2nd by Alan, vote 2-0.

Mail was reviewed.

Howard spoke on the retention and preservation of documents (See attached). The retention times varies for each department, some have to be kept forever while others need approval from the State before they can be destroyed. Some documents that may be destroyed may have value to the Historical Commission. Howard will come up with a draft proposal and submit it at a later date.

Selectman Mitch Feldmesser arrived at 6:41.

The Middlefield Fair requested permission to use the Town loader at the Fair this weekend. It would only be operated by either Ron or Matt Radwich. Both are Highway Dept. employees. The Board authorized its use.

Cathy Roth presented the Board with a list of potential candidates for the Council on Aging (COA). There was discussion on the funding from the State and increased contribution from the Town for this Fiscal Year. Cathy believed \$750 was allocated for the Outreach Coordinator and \$750 for the Lunch Coordinator. There will be further discussion at a subsequent Board meeting.

Mary Courtney will meet with the Board at the August 19th meeting to go over the Personnel Policy she had worked on while a member of the Board.

Alan motioned to adjourn, Mitch 2nd, vote 3-0 and meeting adjourned at 6:57pm

Minutes respectively submitted by:

Duane Pease
Administrative Assistant

Minutes accepted with/without changes.

Alan Vint, Chair

Howard Knickerbocker, Clerk

Mitch Feldmesser

Middlefield Select Board Meeting - Aug. 19, 2013

The meeting was called to order at 6:30 PM, Alan Vint and Howard Knickerbocker present. Mitch Feldmesser and Administrative Asst. Duane Pease were absent.

The Aug. 5, 2013 minutes were reviewed. Alan moved to accept with no changes and Howard 2nd. Vote 2-0 in favor.

Expense Warrant in the amount of \$25,079.88 was signed.

Payroll Warrant in the amount of \$10,953 was signed.

Joe Kearns presented a contract from Lecrenski Bros. for the bussing the vocational students for FY 2014-16 in the amount of \$2,784.49 per month. Alan moved to accept and Howard 2nd. The contract was signed and then stamped by Marge.

6:35 PM – Mitch present.

A recommended minor modification to the Recall Petition was received from Representative Kulik and Senator Downing. Alan moved to accept the modification and Howard 2nd. Vote 2-0 with Mitch abstaining.

George Reichert, Regional Coordinator of the Southern Hill Town Council on Aging Consortium, provided the BOS with a copy of "A Guide for Board Members" which enumerates the role and requirements of Councils on Aging and their respective board members. Mr. Reichert went on to describe the explosion of the post 60 year old population. The Middlefield senior census showed a 62% increase from 2000 to 2010 (71 to 115). Susan Baker-Donnelly stated the present number (2012) was 127. Mr. Reichert said highly trained individuals to interact with and assess the situations of elderly citizens were urgently needed. When questioned by Howard he stated that no volunteers were presently available in his 6 town region to provide this "professional" oversight.

Susan Baker-Donnelly presented her written response to Howard's analysis of the COA dated July 1, 2013 and his tally of the generator expenditures dated June 30, 2013. A general discussion ensued with Alan asking Susan who she thought was responsible for the COA building. Susan stated that at one time she thought it was Skip but realized he was not. John Richardson asked if the Town had a Supervisor of Buildings and Alan answered no. Howard stated he was surprised at the low percentage of senior participation at the COA. Susan responded with a few recent numbers but an audited yearlong count of non-volunteer meals and trips would be helpful. Cathy Roth, a former COA board member, presented a revised list of 5 potential COA members. Alan requested that a resume and/or letter of interest be provided to the BOS by these individuals for evaluation. Mitch commented that the SB was in a state of extreme flux during the generator episode and that probably added confusion to this situation. Susan announced a workshop on Alzheimer's, Diabetes and chronic senior illnesses that will run for 6 weeks. They will start on Sept. 25th and are each Wednesday from 1:00 to 2:30 PM.

8:15 – Five minute break.

8:20 – The meeting resumed. Mitch wishes to solicit those interested in discussing and planning the Town Center after the store and adjacent house are taken for taxes. He feels that (1) Financing and Grants, (2) Design and Planning and (3) Construction Oversight - are potential areas of interest and study. Alan noted that the town tax attorney has obtained permission for us to inspect the buildings. Howard presented a Sept. 2007 petition signed by 40 residents asking that the Town avoid any involvement with these buildings. Mitch will draft an announcement seeking potential committee members for approval at the next SB meeting. Cathy Roth suggested that Senior Housing might be a method to obtain grant funding for the Center.

Jack Guyette has problems with lost mail and other delivery problems. Alan suggested contacting postal supervision at Becket as the SB has no say in this matter.

Howard stated that the Communications Committee has selected the “Back Blaze” file backup service to comply with our C.O.O.P. responsibilities. Steve has tested at home. The cost is \$50 per computer per year. Alan made motion to proceed and Howard 2nd. Vote was 3-0. Joe Kearns will recommend proper accounting and contracted length of service.

Joe Kearns will draft a letter to the legislature for our approval stating our objection to allowing Worthington to exit the Gateway School consortium. Joe will attend the hearing in Boston to represent Middlefield. The hearing is Sept. 19th at 10:00 AM in hearing room 1A.

Cynthia Lapa requested the name of our town counsel. The name was provided. She is restoring the Arthur Pease place and stated she wanted a second building inspector as she would not allow Gerald on her property. Alan stated we did not have a substitute and that Gerald had sent a conciliatory letter to Ms. Lapa. She stated she did not receive and Alan directed her to Duane for a copy.

The Board selected Sept. 3, 16 and 30 for future meetings.

Skip Savery brought us up to date with the ongoing road work. A marginal culvert will be replaced on Clark Wright. Skip has partial funds for the ground water testing at the garage and requested a transfer of funds to finish this work. Joe will facilitate. A portion of Root Rd. will be re-paved as it has deteriorated badly.

Alan motioned to adjourn, Howard 2nd, vote 3-0 and meeting adjourned at 9:17 PM.

Minutes submitted by:

Howard Knickerbocker, Clerk

Minutes accepted with/without changes:

Alan Vint, Chair

Howard Knickerbocker, Clerk

Mitch Feldmesser

SELECTBOARD MINUTES
SEPTEMBER 3, 2013

Meeting opened at 6:30pm

Present: Alan Vint, Chair; Howard Knickerbocker, Clerk; Mitch Feldmesser arrived at 6:33

Duane Pease, Administrative Assistant

Minute of silence was observed in memory of Brian Miller.

Agreed on 3-0 vote to allow flag in Town Center to be lowered to half-mast for Brian's service to the Town and its residents.

Warrants were signed; Payroll: \$6,405.50; Expenses: \$8,683.37

Minutes were approved with minor corrections.

First item of discussion were the parameters being created for the Building Commissioner (BC). Mitch felt the BC should be able to do inspections during his posted hours if no one came in to see him for a permit or had questions but he should return 15 minutes prior to leaving for the day. Alan stated there were a number of times people were waiting for him in the office and he was not there. Discussion continued and one issue was Monday holidays when there would be a 2 week gap in his availability, it was suggested he have a back up for people to see him. Howard said the prior BC had a back up to answer the phone and take messages. Also, an Executive Session may be held to discuss with BC as there are some sensitive issues. Howard suggested if an Executive Session were to be held; it could be posted and done prior to the regularly scheduled Board meeting.

The Animal Control Officers had dropped of papers for Alan to sign so they could be submitted to the State. Alan signed and ACO's will pick up.

There was a brief review of the Town Center draft. The Administrative Assistant (AA) will post a request for resident to join a committee to tackle this issue in the Post Office, have it published in the Country Journal and on the Town website.

Highway Superintendent, Skip Savery, told the Board a sinkhole developed on Town Hill Road and he believes it is related to an older culvert, he will be doing repairs. He will also be having some trees removed, specifically one in Bancroft along with some others that may be a problem if snow and ice accumulate on them. There is also a tree on Skyline Trail in front of Michael Feldberg's house, there are wires tied to the tree and WMECO will be notified, it may be their responsibility to remove the tree if it is interfering with their wires. There is also a question of who owns the tree. Skyline Trail is a "4 rod road" that means the Town owns a strip of land 66' wide that the road is situated on. This will be addressed prior to any tree removal.

Howard discussed the fact that documents posted on the website can't be searched but each document has to be read individually. He felt the meetings should be digitally taped, and then transcribed through a voice to print program. Also, the tape should be labeled when each new item was being discussed. Alan questioned what device would be needed and how would it work.

Tamarin Laurel-Paine said there are various programs available and if each topic were announced, a search should be possible.

Howard also noted he has attended the Hampshire County Emergency Management Program meetings as a member of the Executive Committee but is no longer interested in fulfilling that role. The AA will also post this notice at the Post Office, Country Journal and Town website seeking a resident to take this position.

The Assessor's Clerk position was discussed next. Alan asked Joe Kearns, former Selectman, current Finance chair and Town Moderator about the position. Joe advised there is an article on the warrant for the Annual Town Meeting (ATM) to allow the assessor's to appoint one of their own as clerk, this article was passed at the ATM. Howard said Town Counsel had given 2 different opinions regarding this. It could be considered a "Special Employee" and the Selectboard should appoint. If the S/B appoints it can't ethically appoint another assessor to the position. He does not think the Department of Revenue (DOR) has any say in the matter. Joe advised the assessors are under the umbrella of the DOR and has a specific person assigned to Middlefield. Alan thinks the assessment of "Assessor's Clerk" is wrong as the job entails much more than clerking, and is much more in line with being an Assistant. Alan is comfortable with the position as it stands.

Tamarin stated there is a fine line between them and perhaps the Ethics Commission should be contacted regarding this.

Howard read minutes of the Assessor's meeting regarding the appointment of the Clerk, Janine asked that the job be posted and interviews conducted. The Chair said there were time constraints and eventually the Clerk's position was filled on a 2-0 vote with the current Clerk recusing herself from the vote.

Mitch stated his understanding was the same as Alan's and he could see no problems but suggested Howard call the Ethics Commission to obtain answers.

Howard said he was not comfortable calling, he had problems phrasing the questions. Further discussion ensued and it was decided that Alan would call Ethics as well as the Attorney General's office to obtain clarification.

Howard further stated he was not making accusations but honestly had questions regarding the legality of the way the appointment is done.

The Council on Aging (COA) was next on the agenda. The appointments have to be made in the near future. Howard provided a hand out (attached) regarding the generator and heating costs of the building.

Mitch felt the Board should start from scratch and interview candidates that are interested in pursuing an appointment and that the Board should take the time and effort to interview these people.

Howard said he would prefer a change in direction on the COA and Alan said he was heading in that direction also. The Board has 2 lists of candidates, one provided by Cathy Roth and another that Alan has. The names on the lists are not the same. Alan felt the COA should have more financial expertise and that is not unreasonable to ask them to show up for an interview or submit a written statement as to why they would like to serve.

Judy Hoag asked what the Board was looking for. Alan advised the COA needed diversity and create new programs. He was not happy with the generator situation but that was not all the director's fault.

Susan Baker-Donnelly, current COA director, said there were a number of people working on the installation of the generator and she went to Skip and the Selectboard at the time. There were 3 quotes submitted and the lowest one was chosen. Also, the COA pursued a grant through Pioneer Valley Planning Commission for replacement of the slate roof and other improvements and it was received this year. The COA has a Health Fair, movie night, Chronic Illness clinic, has a hot meal once a week and provides transportation to doctor appointments for residents.

Howard felt the town never had a say in the generator issue and the job is still not completed.

Alan said he was personally warring on how the COA should go but agreed interviewing potential candidates was appropriate. The interviews will be held at the next S/B meeting on the 16th.

Marge Batorski requested the names of the interested candidates.

The AA will contact the interested parties and request they either attend the meeting or submit a letter.

The Communication Committee has completed the backup of the 7 Town Hall computers and inventoried all the programs.

Tamarin questioned the Town's Tax Taking of the prior general store and adjacent house.

Alan said it was time to move forward and he may have signed a petition years ago objecting to the Town taking the property. But since that time the DEP has removed the

contaminated soil and if the Town did not act, the buildings would be left abandoned and to continue to deteriorate.

Tamarin felt the Town should have taken the same option as the bank and walk away or have a non-profit obtain them.

Alan responded that there has been no interest in the building by anyone over the years and the prior S/B had voted unanimously to have the Town Tax Attorney start the taking procedure. Also, the current owner has given written permission to have the Town inspect the buildings. This will give a clearer assessment of the interior conditions. It is hoped the house may be saved and used for some purpose.

Alan motioned to adjourn, Howard 2nd, vote was 3-0 and meeting adjourned at 9:32pm

Minutes submitted by:

Duane Pease
Administrative Assistant

Minutes accepted with/without changes:

Alan Vint, Chair

Howard Knickerbocker, Clerk

Mitch Feldmesser

SELECTBOARD MINUTES
SEPTEMBER 16, 2013

Meeting opened at 6:30pm

Present: Alan Vint, Chair; Howard Knickerbocker, Clerk, Mitch Feldmesser
Duane Pease, Administrative Assistant

Warrants reviewed and signed. Expenses: \$18,069.04; Payroll: \$10,528.32

Minutes of last meeting approved on motion by Alan, Howard 2nd; vote 3-0.

Mail reviewed: HCOG Electrical Aggregate discussed and Attorney Generals office has requested submission by each town individually for the group. HCOG has sent submission for Boards signature. On motion by Alan, Howard 2nd; vote 3-0 to have Alan sign as Chair.

Solar array accepted and will check with Eric Weiss and written documents to follow from WMECO representative, Carla.

Alan gave written parameters to Building Commissioner for his review and request to respond with his thoughts.

Jay Harper appointed to fill vacancy on School Committee caused by Brian Miller's death on motion by Alan, Howard 2nd; vote 3-0.

Council on Aging (COA) was on agenda and extensive discussion ensued. Patricia Suriner spoke of the creation of the COA around 1980 and that she has been involved in it for every year. Pioneer Valley Planning Commission (PVPC) was instrumental in obtaining grants for improvements to the building and she would like to see the COA continue and use the Senior Center for their activities. Marge Pierre said she would like to be appointed to the Board of Directors as she feels a responsibility to the older seniors and would like to get more people involved. Suzanne Lemieux, Caral Merrill and Kim Baker all submitted letters requesting appointment to the Council. Alan said the Judy Artioli had also expressed an interest to him and Howard stated he was also interested. Howard felt the physical plant repairs would be a priority and that he would bring a different view point to the COA. Susan Baker-Donnelly advised the COA Board met once a month and sometimes more often to discuss special matters. There are 2 positions: Chair and Director, the Chair receives no pay and the Director receives a stipend and can not serve on the Board. Cathy Roth said there is no Director at this time and "friends" are keeping the COA going. The Selectboard will need to appoint a temporary chair until the new members can meet and elect a Chair. Since there were 9 applicants, Mitch felt all 9 should be appointed, Alan had 6 names for the Board and Howard 7. Judy Hoag suggested since all are volunteers, why not appoint them all. Howard felt the Board should be kept small. Mitch said they all have different areas of expertise and should let

each do their specialty. Alan said there were ramifications as to who is appointed and how the Board is run, it needs to have functionality and stay and work together.

Marge Pierre said it may be time for significant change and what are the options of who is chosen. Alan said it was appropriate to have a new Board and George Reichert is interested in assisting the new Board. Reichert assists a number of small town COA's and is well versed in these matters.

Sherri Venditti stated the Town has difficulty in getting volunteers and when there are willing volunteers, why not appoint them all. The COA is the core service organization for the seniors and all should be heard.

Susan Baker-Donnelly, prior Director, felt the COA primary purpose was the care and welfare of seniors and neighbors, she felt by being the Director, she could give back to the Town. She worked in obtaining grants and without them the building would have fallen into major disrepair. She also said she has been trying to get more seniors involved so she could retire after serving 7 years. Mitch felt Susan should be appointed as she would be the only holdover and could help with the transition.

Alan noted the people he would like to appoint: Marge Pierre, Kim Baker, Howard Knickerbocker, Judy Artioli, Judy White, Caral Merrill, Marge Batorski and Priscilla Suriner. The appoints are for one year. Mitch questioned why not appoint Susan as she has the expertise and let her pass on her knowledge and that Suzanne Lemieux was as qualified as anyone. Alan said the COA needed a change in management and it was time for fresh faces. He is aware of how much work Susan did and that she didn't need to be a member to contribute.

On a motion by Alan, Howard 2nd; vote 3-0 the above were appointed to the COA Board.

Cathy Roth said Susan should be recognized and appreciated for the tremendous amount of work she has done for the seniors.

Alan motioned to appoint Marge Pierre as temporary chair, Howard 2nd; vote 3-0. a permanent chair will be chosen at the first COA Board meeting.

Mary Courtney addressed the Board regarding a Personnel Policy that she had started to undertake while a member of the Selectboard. This covered expectations of employees, benefits, vacations, holidays, etc. She volunteered to put together a final draft and present it to the Selectboard. There was discussion and she will meet with supervisors and have them review the policy and submit a final draft to the Board. Alan motioned to allow Mary to finish the draft, Howard 2nd; vote 3-0. The draft should be completed by the end of October.

Judy Hoag advised the Board that "Middlefield Days" will be spread out over a number of weekends rather than the one weekend in past years.

Judy also presented a list of appointees for the Cultural Council: Ruth Feldberg, co-chair; Maryann Walsh, co-chair; Judy Artioli, Charlene Gero; Tracy Gero and herself.

Alan motioned to appoint, Howard 2nd; vote 3-0 and all appointed.

Alan also motioned to appoint Chris Bresnahan to the Recreation Committee, Howard 2nd; vote 3-0 to appoint.

Skip Savery, Highway Superintendent, advised the Board he will be deposed regarding the Jamula driveway. Also, Tighe & Bond will be doing water tests on the test well at the highway garage to test for contaminants. It will need four rounds of testing. He will be working on a culvert on Root Road and submitting paper work for his Chapter 90 reimbursement. The new hauler for the Transfer Station containers ripped out the steps and they will have to be repaired.

Joe Kearns alternate for Wired West, advised Steve Harris had to resign due to a possible conflict and Joe is willing to accept the position. This also applies to the Mass Broadband also. On a motion by Alan, Howard 2nd, vote 3-0, Joe was appointed to those positions.

Howard suggested an Ad Hoc Committee for proposed By-Law changes to be presented at the Annual Town Meeting. Sherri Venditti, Michael Feldberg, Steve Harris and Howard were suggested as possible members. Alan motioned to create committee, Mitch 2nd; vote 3-0.

Alan motioned to adjourn, Mitch 2nd; vote 3-0 and meeting adjourned at 9:00pm.

Minutes respectively submitted by:

Duane Pease
Administrative Assistant

Minutes accepted with/without changes:

Alan Vint, Chair

Howard Knickerbocker, Clerk

Mitch Feldmesser

Town of Middlefield Selectboard Meeting September 30, 2013

The meeting was called to order at 6:32 PM, all Board members present, Administrative Assistant Duane Pease on vacation.

- No minutes from prior meetings.
- Signed warrants: 14W07 (\$27,754.02), 14WP07 (\$6,920.00), 14W08 (\$25,012.50).
- Review mail:
 - Need to appoint representative to HPHPC Executive Board. Board decided by unanimous consent to appoint Health Agent, Jackie Duda, to this position. Alan signed and will mail letter to HPHPC to that effect.
- BOS meeting adjourned in order to convene BOH meeting at 6:39 PM, BOS will reconvene immediately following BOH meeting.
- BOS meeting reconvened at 6:43 PM
- Review of mail continued:
 - WMECO wants to install a utility pole at 147 Skyline Trail, Board must schedule a pole hearing and notify abutters. Alan will look into specific requirements for the process.
- Erica Johnson of PVPC appeared to update the Board on 2013 grant status and to advise that she will be on leave for a period of time. Erica introduced Elizabeth Rairigh, AICP and Historic Preservation Planner for PVPC, who will be filling in during her absence.
 - The grant for the Senior Center roof is still being finalized, Elizabeth will be managing the project when funds are released.
 - The architect (Wm. Sloan and Associates) who worked on the engineering review will continue throughout the project.
 - The town should re-constitute the Senior Center Building Committee to review current plans and those going forward.
 - Alan suggested that Howard Knickerbocker be the liaison for coordinating the project with the COA, BOS, and Historical Commission.
 - Marge Batorski advised that the museum ceiling on the south side is deteriorating rapidly and nearing the point of cave in.
 - The 2013 grant also provides funds for housing rehabilitation for qualified owners. Erica will send the Board documents about the program suitable for posting.
 - The 2014 grant application is due in February, Elizabeth will handle. Mention was made about the possibility of buildings in the town center being candidates for funding the next grant cycle.
- Eric Weiss, HCOG appeared to update the Board on the status of projects being funded by the Green Communities grant.
 - Draft of RFP for replacement of the heating system in the Highway Dept. garage. RFP is for a propane fueled system as regulations would require a wood fired boiler to have a back up system. Heat would be provided by low intensity infrared heaters (as decided upon in consultation with Highway Supt., Skip Savery).

Town of Middlefield Selectboard Meeting September 30, 2013

- Draft of RFP for replacement of the heating system in the Fire Dept. garage. RFP is for a propane fueled, forced hot air system (as decided upon in consultation with Fire Chief, Ron Radwich).
- Alan moved to sign both RFP's, Howard 2nd. Voted all in favor. RFP's signed and given to Eric to proceed with bid process, schedule as follows.
 - RFP available Oct. 4, 2013
 - Pre-Bid meeting scheduled for Oct. 15, 2013 at M'field town hall.
 - Bid opening Oct. 29, 2013 at HCOG office.
 - Bid award Nov., 4, 2013 at M'field town offices.
- Solar array is running, Eric will go over current bill with WMECO to be sure we're being credited properly. SREC's are being earned and can be sold quarterly or annually, annually usually gets a better price. Alan moved to appoint HCOG as broker for our SREC's at a fee of 4%. Howard 2nd. Voted all in favor, contracts signed.
- HRMC is offering a hazardous waste collection day in Goshen on Nov 2.
- Eric worked out the issue of our recycling box and spoke with the hauler about being more careful in the future.
- Joe Kearns will work with Eric on plans for a recycling shed.
- Howard would like to prioritize the Senior Center building for Green Communities grant spending. He requested Eric send him data on energy usage. Alan wants to prioritize town hall ceiling/insulation.
- Town electrician: Alan's research indicates we would have to hire someone at the going rate. Mitch feels it's not so much a financial issue as having a known "go to" person. Alan will contact the state Inspector General to verify legality.
- Gerry Garner, Building Commissioner, sent his response to the Board's parameter list. The matter was tabled as a copy of the list was not available during the meeting.
- Alan would like to talk with town counsel regarding pending health and building code enforcement issues. Alan moved to allow consultation with town counsel regarding code issues at 253 Skyline Trail, not to exceed \$600 in fees. Howard 2nd, voted all in favor.
- Terry Crean requested that Board members accompany agents on inspections.
- Skip Savery: Spoke with counsel regarding Mr. Jamula's request for records.
- Howard Knickerbocker re: COA and Senior Center building. Advised that Marge Pierre had been elected Chair of the COA, the Board was leaning towards hiring a Director, and \$2200 was available for that purpose. Skip advised that Andrus initially said the old generator was worth fixing but changed to recommending purchase of a new one after money had already been into it.
- Howard reminded Alan that he was going to contact the state Ethics Commission regarding the clerk issue.
- Update from Highway Supt., Skip Savery:
 - A faulty culvert installation had caused a sink hole on Town Hill Rd. which was now corrected.
 - Bolduc removed 5 hazardous dead trees on Town Hill Rd. and Reservoir Rd.
 - Boom mower came back from other towns with some damage so is currently out of service, Skip will work on and work out responsibility.

Town of Middlefield Selectboard Meeting September 30, 2013

- Received a complaint that Cone Rd. hadn't been mowed and visibility is impaired. Without the town mower, the only equipment he's aware of for the job is that belonging to his father, Rod Savery Sr. The Board gave Skip the go ahead to talk with Rod about doing some mowing for the town.
- Planning to do culverts and patch Root Rd now, complete grind and repaving to follow next spring.
- Received a dump body from Hinsdale to square prior commitment.
- Joe Kearns re: Wired West. Scheduled to turn town hall on in Dec.
- Joe Kearns re: Gateway Regional School District. Joe testified before the legislature regarding the cost impact withdrawal of Worthington from the District would have on the town.
- Alan moved to adjourn, Howard 2nd. Voted all in favor, meeting adjourned at 9:14 PM

Respectfully submitted,
Sherri Venditti

Selectboard Minutes
October 15, 2013

Meeting opened at 6:30pm

Present: Alan Vint, Chair; Howard Knickerbocker, Clerk; Mitch Feldmesser
Duane Pease, Administrative Assistant (AA)

Warrants reviewed and signed; Expenses: \$15,848.42; Payroll: \$5,852.

Alan motioned to open Board of Health (BOH) meeting to review minutes of last BOH meeting and to reconvene Selectboard (S/B) meeting upon minutes review and approval. Howard 2nd, vote 3-0. Meeting adjourned at 6:31pm.

S/B meeting reconvened at 6:33.

Minutes were reviewed and accepted on a motion by Mitch, Alan 2nd; vote 3-0.

Mail reviewed and Pioneer Valley Planning Commission (PVPC) sent letter requesting Chair sign Notice to Proceed relating to grant for the Senior Center as well as Amendment 1 specifying Architect fee for the project. Motion by Alan, Howard 2nd, vote 3-0 and Alan signed both documents.

Also, PVPC requested letter from Chair to allow PVPC representative to speak with MA DEP relative to the General Store location and the remedied Brownfields. Prior S/B had instructed PVPC not to contact DEP. AA to draft letter to PVPC authorizing contact.

Jay Harper has resigned from the Gateway Regional School District as the Town's representative. He had recently been appointed by the Board to fill the remainder of Brian Miller's term. Jay cited personal and work issues. The Board will seek another person to fill the position.

The State sent the Grant contract for the Council on Aging (COA) to be signed by the S/B chair. The State grant is for \$4,000. Alan motioned, Howard 2nd and vote was 3-0 for Alan to sign.

Discussed next were the responses the Board received from the Building Commissioner (BC) regarding the guidelines that were drawn up by the Board. There were no great disagreements although not all of the answers were the ones the Board would have liked. At the next S/B meeting, the Board will derive a priority list to submit to the BC.

The next agenda item was the COA. Howard advised the new board had met and was interested in hiring a Meals Coordinator and submitted a draft job description for the position that was drawn up in conjunction with George Reichart. Howard has been in contact with George and George is willing to post the position. The position would pay

\$12/hr. The money that had previously been turned back to the Town could be used for funding the position.

There was extended discussion within the Board as well as citizen's comments regarding the direction of the COA, effective use of the money, how the Green Grant in conjunction with the recent PVPC roof grant could be used for energy improvements, the 1991 By-Laws of the COA, administrative costs versus providing additional services and increasing the activities provided by the COA.

The By-Laws that were adopted in 1991 may be in conflict with the town's By-Laws and rather than having Town Counsel (TC) review, it was suggested the COA look to neighboring Towns to see what By-Laws they have, discuss with George, then re-write them and then have TC review.

Also, there was discussion on the possible position of Activities Director. Alan felt the money given the COA should be used to better the activities and services rather than spending the money on administrative costs. Howard stated the immediate need at the COA is the Wednesday meal program and that it has to be addressed now. Also, Brown Bags were not picked up on schedule last Friday. They are brought to the Chester COA and Middlefield did not have any one there to pick them up. Howard was able to obtain the bags later in the day and brought them to the Senior Center for distribution.

On a motion by Mitch to have George advertise the position for the Meals Coordinator and 2nd by Howard it was agreed the COA would handle the interviews and make a recommendation of hire to the S/B. After some additional discussion the motion was voted 3-0 in favor.

Several various Boards, Committees and Commissions are in need of a Recording Secretary to take minutes of their meetings and then post them on line. Alan motioned to advertise for same, Mitch 2nd, vote was 3-0. AA will place notice in the Country Journal advertising same.

The Town Electrician position was then addressed. Alan advised he had spoken with the Attorney General's office as well as Ethics and as long as this position was filled by a Town employee there would be no conflict when the electrician did work and that it did not have to go out to bid. The position would be on an "as needed, on call" hire of a licensed electrician. Any work done that required inspecting would be inspected by the Electrical Inspector. Funding would be budgeted through as Special Town Meeting Warrant. Materials for jobs would fall under the Building and Maintenance expense. The AA will place a notice in the Country Journal requesting persons interested contact the S/B.

During the Open Forum portion of the meeting Judy Hoag indicated she and her husband, Dale, are interested in serving on the Town Center Committee. Also, since the Town has been given permission to enter the building, Alan will attempt to locate a Licensed Site Professional to also inspect the building with our BC.

Chris Bresnahan has expressed interest in being appointed to the Recreation Committee. Motion by Alan, Howard 2nd, vote 3-0 she was confirmed. AA will send her appointment letter.

Trick or treating will be on October 31st between 5pm-8pm. AA will post in Country Journal.

Howard noted his 92 year old mother had just passed and her father, husband and son all served the Town as Selectmen.

The Middlefield Talent Show will be held on 11/16 with rehearsal on 11/15. Those dates will be posted on the calendar.

Lastly, Sherri Venditti complained about a junk yard on West Hill Road, the Board will look into her complaint.

Alan motioned to adjourn the S/B meeting to return to a BOH meeting and not reconvene the S/B meeting, Howard 2nd, vote was 3-0 and meeting adjourned at 9:20pm.

Minutes respectively submitted by:

Duane Pease, Administrative Assistant

Minutes accepted with/without changes:

Alan Vint, Chair

Howard Knickerbocker, Clerk

Mitch Feldmesser

Selectboard Minutes
October 28, 2013

Meeting opened at 6:30pm

Present: Alan Vint, Chair; Howard Knickerbocker, Clerk; Mitch Feldmesser
Duane Pease, Administrative Assistant

Warrants reviewed and signed; Payroll: \$10,184.45; Expenses: \$175,426.95.

Previous Board minutes were approved on motion by Alan, Howard 2nd, vote 3-0.

Board of Health minutes were approved on motion by Alan, Howard 2nd, vote 3-0.

Town Center was first item to discuss. Alan spoke with Ron Berenson, Town Tax Attorney, and Ron has been communicating with Lucas Rogers, DEP attorney. DEP appears to be anxious in reaching agreement with the Town if the Town takes the property for the back taxes. Jane Richards and Caprice Shaw, both from DEP have also been involved in this. Andrew Loew of Pioneer Valley Planning Commission has been authorized by the Town to also be involved. There is the possibility of a conference call between all parties in the near future to discuss this issue. Kerry Bowis has been recommended as the Licensed site Professional to assess the property for the Town.

Dale and Judy Hoag, Maureen Sullivan, Mitch, Alan and Jay Swift have shown interest in being on the Town Center Committee. Howard would like to represent the Historical Commission but will check with Jack Cobb first. Alan motioned to appoint these 6 people at this time, Mitch 2nd; vote was 3-0 to appoint. Later in the meeting it was learned that Victor and Judy Artioli were also interested the committee and motion by Alan, Mitch 2nd, vote 3-0 they were added to the committee.

Building Commissioner (BC) email (attached to minutes) from Town Council (TC) was discussed next. This was in response to question of existing structures, if building permit was issued and if current use contradicts or alters guidelines of building permit. There was discussion on which property it would be easiest to obtain enforcement action and the Board is to prioritize a list for the next meeting.

Howard had not been able to obtain By-laws from surrounding Towns regarding the Council on Aging by the time of this meeting and discussion postponed until next meeting.

Judy Hoag supplied a list of candidates for the Cultural Council and Howard motioned to appoint, Alan 2nd, vote 3-0 to appoint. AA to send appointment letters to them.

Next discussed was changing the Board meeting time to either 5:30 or 6pm. It was agreed to start the meetings at 6pm during the winter months. Meetings were scheduled for

11/12, 11/19, 12/2, 12/16/ & 12/30. If something needs immediate attention another meeting could be scheduled.

7:32 Howard had to leave due to a family emergency.

Eleanor Doyle spoke on behalf of the Library Trustees; she would like to have Cheryl Beeman appointed as a Trustee to fill the remaining term of Susan Baker-Donnelly. Motion by Alan, Mitch 2nd, and vote was 2-0 to appoint.

Mitch requested permission to speak with TC on behalf of the Zoning Board of Appeals (ZBA). The ZBA has some legal questions regarding upcoming hearings that involve Variance of Conditions and side set-backs on solar installations as the By-laws do not address these issues. After discussion, it was agreed the ZBA would use their expense budget for part of the legal expense, Finance Chair, Joe Kearns, stated if needed, the ZBA could request additional monies from the reserve fund to pay the legal costs. Alan motioned to allow ZBA to contact TC, Mitch 2nd, vote 2-0 in favor.

Last item discussed was the Community Pot Luck supper that was advertised in the Country Journal, the article stated it was open to the public and this may be in violation of State health regulations. Mitch is to contact Jackie Duda, Health Agent, for further information.

Alan motioned to adjourn, Mitch 2nd and meeting was adjourned at 8:47pm.

Minutes respectively submitted by:

Duane Pease
Administrative Assistant

Minutes accepted with/without changes:

Alan Vint, Chair

Howard Knickerbocker, Clerk

Mitch Feldmesser

Selectboard Minutes
November 12, 2013

Meeting opened at 6:00pm

Present: Alan Vint, Chair; Howard Knickerbocker, Clerk
Duane Pease, Administrative Assistant

Bob Barry, Mass Emergency Management, spoke to the Board regarding an Emergency Management Grant that has been awarded to the Town for \$1,790. Emergency Management Director, Bob Hoynoski, had applied for the grant. The money will be used to install a radio repeater on the roof of the Town Hall. This will improve communications for the Police and Fire departments. Howard questioned the specs of the repeater but Barry didn't know, he advised the request was generic and once the grant was approved, the Town will decide which is best. Howard will contact Bob and discuss specifics with him. On a motion by Alan, Howard 2nd, vote 2-0 grant was accepted and Alan signed the contract for the grant.

Warrants were approved and signed. Payroll: \$10,627.13; Expenses: \$21,252.62.

Minutes of last meeting were approved on a motion by Alan, Howard 2nd, vote 2-0.

Board member Mitch Feldmesser arrived at 6:18pm, he had forgotten the new starting time of the meetings.

First item discussed was the gift of land to the cemetery. Alan spoke with Ron Berenson, Town Tax Attorney, and was advised the acceptance will have to be approved at the Annual Town Meeting (ATM). Ron suggested Town Counsel draft a warrant for the ATM.

Alan motioned to adjourn at 6:26pm to move to a Board of Health (BOH) meeting and S/B will reconvene. Mitch 2nd, vote 3-0.

S/B meeting reconvened at 6:37pm. All members present.

Next item discussed was the Council on Aging (COA). Howard had supplied various by-laws and suggested the Town COA pick and chose which ones were the best for the Town. The COA could adopt their by-laws or have them approved at the ATM. Howard was authorized to speak with Jonathan Silverstein, Town Counsel, to see what Town should do in regard to adopting by-laws.

6:45: Pole Hearing requested by Western Mass Electric and Verizon for installation of pole on Skyline Trail. Nicole was present for WMECO. She advised there was one tree that would have to be cut down. There were no citizen objections to the pole installation. Alan motioned to allow the pole with the added stipulation noting the tree would be removed. Howard 2nd, vote was 3-0.

Eric Weiss addressed the Board regarding the Green Grant and the bids received for the new furnaces at the Town Garage and Fire Station. The low bid on the Garage was submitted by O'Connell Oil for \$13,774. A total of 3 bids were received. After discussion of what to be installed, type of fuel used Eric recommended the Board accept the bid from O'Connell. Motion by Alan, Howard 2nd, vote was 3-0 to award to O'Connell.

The same bidders bid on the Fire Station and again O'Connell was the low bidder, \$10,538. The heating system in the Station is different than the Garage. Additional discussion on the type of system to be installed and on a motion by Alan, Howard 2nd, vote 3-0 Board accepted the O'Connell bid.

Both systems will be fueled by propane and the tanks were not included in the bidding. After discussing the pros and cons of owning/renting the tanks it was decided the Town would be best served by owning the tanks. That way the price of the propane is less and also gives more ability to find the best price for the fuel.

Eric provided a spreadsheet (attached) showing the costs to date spent From the Green Grant. Also, what the anticipated costs of the other projects included in the Grant application. There was discussion on the installation of the windows and doors at the Garage and those will be put out to bid shortly.

Eric also requested that he be able to sell the SREC's generated by the solar installation. He is the Sustainability Director for Hampshire Council of Governments (HCOG) and as such has a market for them. HCOG takes 4% to cover their costs. The Board agreed to allow HCOG to market them.

Skip Savery, Highway Superintendent, discussed the Transfer Station with the Board. He would like to have some of the ledge removed to make it easier for the recycle boxes to be repositioned. This would allow for neater collection as well as easier snow plowing during the winter. Skip will have the ledge removed.

Last item on agenda was the prioritized list for the Building Commissioner. Howard felt there were some statute problems with some of the issues and that pursuing could again be seen as selective. He felt these issues could become expensive due to litigation. He proposed pursuing the car issue as it may be the quickest and easiest. Alan said he was tired of hearing how it could cost the Town and still have people complain that nothing was being done to rectify these issues. Mitch said the Board should pick one issue and deal with it. Howard felt if the Town is going to pursue one issue, it should pursue them all at the same time. There was discussion regarding the Hudson property, Crepeau, Cone Road campground and unauthorized repair shops. The Board felt it may be best to hold a hearing for the residents to gauge the interest in moving forward and see if there was interest in allotting additional monies for Town Counsel. A date in January was suggested for the possible hearing.

There were no responses to the request in the Country Journal for a Recording Secretary or Town Electrician so these positions will be placed in the help wanted classifieds. The

AA will send to the Country Journal. Wally Smith questioned why the Town would want an electrician. It was explained this would avoid bidding issues for electrical work, make the process faster and save the Town money in the long run.

There is a vacancy on the Conservation Commission and Alan advised Tom Ryan has shown interest would like to be appointed. Alan motioned to appoint, Mitch 2nd, vote 3-0 to appoint. AA will send letter to Ryan,.

Alan motioned to adjourn, Howard 2nd, vote 3-0 and meeting adjourned at 8:42pm.

Minutes respectively submitted by:

Duane Pease
Administrative Assistant

Minutes accepted with/without changes

Alan Vint, Chair

Howard Knickerbocker, Clerk

Mitch Feldmesser

SELECTBOARD MINUTES
NOVEMBER 18, 2013

Meeting opened at 6:00pm

Present: Alan Vint, Chair; Howard Knickerbocker, Clerk; Mitch Feldmesser
Duane Pease, Administrative Assistant

Todd Ford, Executive Director of Hampshire Council of Government (HCOG) addressed the Board. He gave an update on the aggregate power petition that will be sent to the Mass DOER and then to the DPU for approval of their electric power contract. Also, the profit sharing a few towns received will be ending as the costs have increased. The present contract will be for a fixed cost basis and no additional costs will be passed through to the members. A real time contract was not recommended as the costs can vary widely. It is expected the new bid will be 9+ cents per KW, the current price is 7.775 cents /KW. There was general discussion regarding the net metering effect of the Town's solar installation and also, that the Town will have the option of opting out if not satisfied with the price.

Sherri Venditti questioned that a fixed price contract usually has hedges built into it and who absorbs those costs. Todd said that HCOG buys the hedges.

Alan motioned to sign on to the aggregate power with the understanding the Town has the option to opt out. Mitch 2nd, vote 3-0.

Todd then advised the IT program continues to grow and that some Berkshire towns have signed on. It is a cloud based platform that results in software licensing savings for the towns. HCOG is continuing to expand their accounting services and is looking into providing services for Grant writing in the future.

Alan said the Town May utilize the Grant writing. Howard asked if there was anything for document preservation being considered for the towns. Todd will research that.

Minutes of Board of Health meeting were approved on motion by Alan, Howard 2nd, vote 3-0.

There were no warrants to sign this week.

Next discussion concerned the Senior Center and food being brought in. the Fair Committee had a pot luck supper and the Board was advised it was a members only and not opened to the public. Marge Batorski questioned what was wrong with a pot luck supper open to the public. Alan explained there were no safeguards in the food preparations and it could be a public health risk for the Town and the participants. The Town could also face a liability issue if someone became ill as a result of eating the food. This issue is a directive from the State regarding pot luck suppers.

The Town Hall kitchen was questioned regarding food safety and preparation that will be on the next meeting agenda.

Minutes of last Board meeting were approved on a motion by Alan, Howard 2nd, vote 3-0.

Mail was reviewed. Discussion on proposed septic system design and installation on the Hudson property that was emailed to Board by Health Agent, Jackie Duda.

Terry Crean, abutter, said he had spoke with the installer and the design is for a 3 bedroom home.

Alan motioned to hold a Board of Health hearing at 6pm on 12/2/13. Mitch 2nd, vote 3-0.

Howard advised the Board he had spoke with Jack Cobb, Historical Commission chair, and Howard will represent the Commission on the Town Center Committee. Alan motioned to appoint Howard, Mitch 2nd, vote 3-0.

Elizabeth Rairach of Pioneer Valley Commission (PVPC) came to the Board to review last years priority list of projects and update for this years grant submission. Last years high priority was the Senior Center roof and funding for that has been granted. She felt the remainder of the list could be updated and used for this years' submission. The Board would like the Town Center brownfield moved to the very high priority list as the Town is in the process of tax taking on the property. Also, the Board asked if there was any assistance available to help complete the Middlefield Master Plan. This plan is 90% completed but has to be organized and written. This could be included on the list and categorized as a high priority.

Judy Hoag asked if there were any restrictions on obtaining grants every year. Elizabeth said no, Middlefield can apply every year but dollar limitations may apply as the Senior Center was a large amount.

PVPC will submit the grant request to the CDS and there will be a public forum in Russell. Russell is the lead community this year for the grant application.

Elizabeth was also asked if she had any experience in Middlefield by Sherri Venditti. She responded that she had been involved in obtaining the Historic Designation for the village and was quite familiar with the Town,

Judy also questioned if the request would just be for the brownfield and Alan said it would also involve the buildings.

Howard spoke briefly on records retention and that all emails should be printed as well as saved on the computer. Steve will be asked to make sure there is no outside access to the Town website.

Sherrri questioned the use of home computers and could all emails sent by the Board be also sent to the Selectboard address. That can be done but some of the communications with Town Counsel are privileged and not sent to the S/B address.

Howard said the Town does not have its own server and relies on an outside source for its email. Also, phone conversations are not recorded.

Zoning Board of Appeals (ZBA) has requested Jay Swift and Judy Artioli be appointed as alternates. Alan motioned to appoint, Mitch 2nd, vote 3-0 to appoint.

Howard, Council on Aging (COA) representative, advised the Board one person had applied for the position of Meal Coordinator and will be interviewed by the COA Board.

Mitch spoke as a member of the ZBA regarding the use of Town Counsel (TC) and having to use the limited ZBA budget for this expense. He felt the various Boards need to have these monies included in their budgets and then be able to contact TC without having to go through the Selectboard for authorization. Alan said the S/B is the gatekeeper as the Town has a limited budget and the funds have to be closely monitored. The Conservation Committee is fortunate as it has DEP available for free legal advice. And there is a need to increase the TC budget at the Annual Town Meeting.

Alan motioned to adjourn, Howard 2nd, vote 3-0 and meeting closed at 7:45pm.

Minutes respectively submitted by:

Duane Pease
Administrative Assistant

Minutes accepted with/without changes:

Alan Vint, Chair

Howard Knickerbocker, Clerk

Mitch Feldmesser

Selectboard Minutes
December 2, 2013

Meeting opened at 6:00pm.

Present: Alan Vint, Chair; Howard Knickerbocker, Clerk; Mitch Feldmesser
Duane Pease, Administrative Assistant (AA)

Alan motioned to open Board of Health (BOH) meeting and then reconvene Selectboard (S/B) Meeting; Howard 2nd, vote 3-0.

S/B reconvened at 6:45pm, all present.

Warrants were reviewed and signed: Payroll \$14,804.09; Expenses: \$45,173.86

Minutes reviewed and approved on motion by Alan, Howard 2nd, vote 3-0.

Mail reviewed, application from Terry was received and reviewed, AA to send letter acknowledging her interest in position of Recording Secretary.

Howard addressed Board regarding Council on Aging (COA), COA received one application for position of Meals Coordinator. (See attached) COA board reviewed and interviewed Suzanne Lemieux. She has volunteered at COA in the past and Board felt she was qualified and requested S/B appoint her. Motion by Alan to appoint, Howard 2nd, vote 3-0 and Suzanne was appointed.

Town Hall kitchen was discussed next. Howard had reviewed Health Agent (HA), Jackie Duda's prior list of items to be corrected and felt most of items just required "elbow grease" and perhaps steam cleaning the entire kitchen. The Town hall custodian, Kathy O'Brien, should be able to do most of the cleaning as there is money in the budget for position. Board felt meeting with Duda and O'Brien at next meeting was warranted to discuss same. It was also noted the \$10,000 gift given a few years ago for upgrading the kitchen still was available. The keys to the kitchen doors will have to be located as once it is cleaned and ready for use, HA suggested it should be kept locked to avoid unnecessary extra cleaning and misuse.

Joe Kearns requested the S/B send a letter of support to the State Legislature for funding to restore the County courthouse. AA will draft letter for Board.

Tom Austin, Police Chief, advised the Board he was not familiar with the repeater being requested by the Emergency Management Director, Bob Hoynoski. Bob has been away during the week working in the eastern part of the State. Tom will discuss with Bob when he returns.

Wally Smith requested the police slow down vehicles traveling on Alderman Road. Tom advised Wally the speed limit on unposted roads is 35mph but he will do some radar duties on the road as well as the center of Town.

Alan motioned to adjourn, Howard 2nd, vote 3-0 and meeting adjourned at 7:30pm.

Minutes respectively submitted by:

Duane Pease
Administrative Assistant

Minutes accepted with/without changes.

Alan Vint, Chair

Howard Knickerbocker, Clerk

Mitch Feldmesser

Selectboard Minutes
December 16, 2013

Meeting opened at 5:34pm

Present:

Alan Vint, Chair; Howard Knickerbocker, Clerk; Mitch Feldmesser; Gerry Garner,
Building Commissioner (BC)
Duane Pease, Administrative Assistant

Alan motioned to go into Executive Session (ES) to discuss litigation and zoning issues with BC regarding Hudson property; S/B meeting to reconvene after ES. Howard 2nd.
Vote: Alan, Aye; Howard Aye; Mitch Aye. ES opened at 5:35pm

S/B meeting reconvened at 6:03pm with all present.

Alan then motioned to go into Executive Session of Board of Health (BOH) to discuss possible BOH litigation concerning the BOH issues on the Hudson property per advise from Town Counsel. S/B meeting will reconvene after BOH meeting. Howard 2nd. Vote: Alan, Aye; Howard, Aye; Mitch Aye. ES opened at 6:05pm.

S/B meeting reconvened at 6:24pm, all present.

Tax Classification hearing was held at 6:30pm; Gita Jozsef Harris, Assessor Chair and Laura Lafreniere, Assessor were present. Gita advised the Board the Tax Rate has been certified by the State. Assessors recommend a single tax rate as the business and industrial base is less than 10% in the Town. The Tax Rate would be \$17.42.
Alan motioned to accept the single rate, Howard 2nd; vote was 3-0 in favor of a single tax rate.

Alan motioned to adjourn S/B meeting to go into a BOH meeting and reconvene S/B meeting, Howard 2nd; vote 3-0. BOH meeting opened at 6:40pm.

S/B meeting reconvened at 7:23pm with all present.

No warrants to sign. Minutes of previous S/B meeting were approved on a motion by Howard, Alan 2nd; vote 3-0.

Board signed letter of support for funding of the Old Hampshire County Court House request for State funding for restoration.

Interview will be scheduled for Suzanne Lemieux who has applied for the position of Recording Secretary, AA will contact and arrange for next S/B meeting.

Highway Superintendent, Skip Savery, requested the board sign paper work for Chapter 90 funding from State. Board signed.

Howard discussed the Senior Center as he is also a Board member of the Council on Aging (COA). He would like to close the building until March to reduce the heating costs as the building is not insulated and propane costs to heat it are very high. The COA Board does not have a problem with closing the building. The Seniors could have their coffee in the Town Hall and arrange to go out to lunch/dinner once a month. He also said the weekly group of seniors that gather once a week for the lunch did not see that as a problem. He felt the outside activities would be effective as it would get the group into new activities.

Joe Kearns questioned the effect on the museum upstairs and plumbing if the heat were shut off. Howard said he would contact a plumber to see about draining the pipes and that the material in the museum would not be damaged by the lack of heat. Mitch questioned if closing the Senior Center would lower participation. Howard advised only 8-10n people attend the weekly luncheons.

Howard also spoke regarding the COA By-Laws, he stated if the COA wants their own set of By-Laws they could be presented at the Annual Town Meeting. However, it may be best if the COA develops guidelines rather than By-Laws.

There was brief discussion regarding electronic storage of Town emails and the Secretary of State office and Ethics Commission will be checked with for further clarification.

Mitch motioned to adjourn, Alan 2nd, vote 3-0 and meeting adjourned at 8:19pm.

Minutes respectively submitted by:

Duane Pease
Administrative Assistant

Minutes accepted with/without changes:

Alan Vint, Chair

Howard Knickerbocker, Clerk

Mitch Feldmesser

Selectboard Minutes
December 30, 2013

Meeting opened at 6:00pm

Present: Alan Vint, Chair; Howard Knickerbocker, Clerk; Mitch Feldmesser (arrived at 6:04pm)
Duane Pease, Administrative Assistant

Warrants reviewed and signed; Payroll: \$16,618.02; Expenses: \$47,910.27

Minutes of last meeting approved on motion by Alan, Howard 2nd; vote 3-0.

Suzanne Lemieux was interviewed by Board for position of Recording Secretary (R/S) for various Town Boards/Committees/Commissions. Suzanne advised she is currently the R/S for the Town of Worthington and takes the minutes for the Selectboard, Planning Board and Finance Committee. She is flexible and feels she would be able to take the required minutes for Middlefield. There was discussion between Suzanne and the Board regarding scheduling of meetings and notice she would need to be able to attend. On a motion by Alan, Howard 2nd; vote 3-0 in favor of hiring Suzanne to the position. There will be a 2 month trial period. Her hourly rate will be \$12 and will be funded from the Administrative Assistant Account.

Next item discussed was the Senior Center/COA by Howard. He provided an 8 page report (attached) regarding issues he perceived with the building. They included safety and energy usage among others issues. Howard advised it was not possible to shut down the building at this time and it would remain open for Senior lunches and other uses. He has been monitoring the propane usage and has kept the ceiling fans on to distribute the warmer air down to the lower levels of the building.

Sherri Venditti questioned the status of the lunches and if the building were to be shut how would the Seniors get to the alternate lunch locations. Howard advised they would have car-pooled but that will not be necessary as the building will remain open. He also advised that by keeping the fans on, a small light bulb is also on as it is part of the fan operation.

Judy Hoag asked whose decision it was to close the building and Howard explained he had brought the issue to the Selectboard after discussing with the Seniors. Since the building is to be kept open there should be no further issues with the COA lunches and availability of the building for other uses.

Alan motioned to adjourn the S/B meeting and open a Board of Health and then reconvene the S/B meeting. Mitch 2nd, vote 3-0 and S/B meeting adjourned at 6:33pm.

S/B meeting reconvened at 7:05pm, all present.

Class II Used Car License was issued to Kim Baker for Big Picture Agency.

Ann Marie Visconti of Becket Road voiced her concerns regarding the mud situation on her road. She stated there were ruts 6-10" deep and made travel virtually impossible. She also said she would be willing to have "Road Closed" signs made up and post them on the road so it would just be available for local use. She felt this would minimize some of the problems. Alan said Skip Savery, Highway Superintendent, had called him to advise of the mud problems on some of the unpaved roads and that if he trucked in stone to the affected areas this would just worsen the situation as the weight of the trucks would worsen areas of the roads that were not muddy at this time. Skip also questioned who would police the road if it were posted for local traffic only.

There was extensive discussion on what could be done both short-term and long-term to alleviate the mud problem. Everything from just dumping stone in the areas to the installation of a fabric. The fabric installation would require removing approximately 12" of the top gravel, laying the fabric and then covering with gravel. This option would be quite expensive but Skip will further investigate. Now, once the roads refreeze, he then grades them to make them passable. It was also mentioned his budget for maintaining the gravel roads is limited and perhaps discussion at the Annual Town Meeting would provide additional funding.

Joe Kearns said since the Transfer Station was built in 1982, this has been the worst mud he has seen there as well.

Tamarin Laurel-Paine requested information from the previous S/B meeting regarding Pot Luck dinners, she was given a copy of the just approved minutes.

There was discussion on the multi-town forum that was held to discuss Worthington's possible withdrawal from the Gateway Regional School district (GRSD). Joe Kearns, Finance Chair, attended the meeting and advised the bill filed on behalf of Worthington to withdraw had cleared the State House but still had to go through the Senate and Education Dept. If Worthington were to leave the district, it would add another \$.55 to the Middlefield tax rate. Towns like Huntington, Chester and Russell would be under the gun, the Russell rate would increase by \$1.35.

Alan advised Joe the S/B would like to meet with the Finance Committee (F/C) to review the department budget requests with the department and F/C.

Selectboard meetings will be scheduled for January 13th & 27th and February 10th & 24th.

Alan motioned to adjourn, Howard 2nd, vote 3-0 and meeting adjourned at 8:03pm

Minutes respectively submitted by:

Duane Pease
Administrative Assistant

Minutes accepted with/without changes:

Alan Vint, Chair

Howard Knickerbocker, Clerk

Mitch Feldmesser

SELECTBOARD MINUTES

JANUARY 13, 2014

Meeting opened at 6:02pm.

Present: Alan Vint, Chair; Howard Knickerbocker, Clerk; Mitch Feldmesser
Duane Pease, Administrative Assistant

Alan motioned to open Board of Health (BOH) Meeting to review and approve minutes from 12/20 BOH meeting, Howard 2nd; vote 3-0. Minutes reviewed and approved on motion by Howard, Mitch 2nd; vote 3-0. Alan motioned to adjourn BOH, Howard 2nd; vote 3-0 and BOH adjourned at 6:08.

Selectboard meeting continued.

Expense warrant, \$23,658.20; payroll warrant, \$8,341.81 were both reviewed and signed.

Alan motioned to approve minutes, Howard 2nd; vote 3-0 and minutes were approved.

Kathy O'Brien was in to discuss maintenance issues in the Town Hall. She is in the process of cleaning the kitchen, the closet has been cleaned out and she will be polyurethaning the wooded shelves to seal them. The walls are also to be painted. There was discussion regarding painting the rest of the rooms in the Town Hall as well as the file cabinets. Howard said the cabinets could be electrospayed but that would have to be done by an outside source. The Administrative Assistant (AA) will obtain costs on repairing and painting the ceilings. Also, the AA advised he is looking into a hood and suppression system for the kitchen stove.

Tax Attorney, Ron Berenson, is setting up a conference call with DEP to discuss the buildings in the Town Center that are in Tax Taking. This area is considered a Brownfield and DEP has done some remediation. The Town Center Committee will be meeting within the next 7-10 days and some members may want to be included in the call.

Howard distributed an update on the Senior Center (attached to minutes). There was discussion on the installation of the generator and Howard is to follow up with the electrician that started doing the work. It seems the repairer of the generator has changed his mind and does not recommend installing this generator but purchasing a new one. Howard has concerns that if the electricity were to go off in this cold weather, the pipes in the Center would freeze. Since there is currently no backup power, the pipes would have to be drained in the event of a prolonged loss of electric service.

Howard requested Tom Ryan be appointed to the COA as he has expressed an interest in serving on the Board. Howard motioned to appoint, Alan 2nd; vote 3-0 to appoint. AA issued letter to Ryan of his appointment.

Mitch questioned why there was no by-line in the recent "Selectboard Notes" in the Country Journal. He felt if this were to be a continued item in the paper and by-line should be attributed to the writer. The AA will follow with the Country Journal on their policy of by-lines.

The Selectboard's budgets were next discussed. The town Counsel budget has been expended and the year is only half over, some of the costs were associated with the deposition of Skip Savery, Highway Superintendent. His deposition was ordered as part of the ongoing road dispute regarding "Harry Pease Way". Even though the Town has been dismissed, this was noticed by the Plaintiff's Attorney as part of the continuing private dispute. A Special Town Meeting will be held at some point in the future and Town Counsel funding will be an item that will need replenishing.

Tamarin Laurel-Paine said a few years ago, the expense accounts were under one article for all departments and questioned why it had been changed. Alan said it made it easier for the various Town Boards as they did not have to asking for monies to attend training or take courses.

The AA will obtain a report from our Veteran Agent regarding the services they have provided to the Town's veterans. This year there is no charge for their services as the Town was awarded a one year grant to pay for the service.

Alan motioned to adjourn, Howard 2nd; vote was 3-0 and meeting adjourned at 7:20pm.

Minutes respectively submitted by:

Duane Pease
Administrative Assistant

Minutes accepted with/without changes

Alan Vint, Chair

Howard Knickerbocker, Clerk

Mitch Feldmesser

Selectboard Minutes
January 27, 2014

Meeting opened at 6:00pm

Present: Alan Vint, Chair; Howard Knickerbocker, Clerk; Mitch Feldmesser
Duane Pease, Administrative Assistant

No warrants to sign.

Minutes of last meeting approved on motion by Alan, Howard 2nd; vote 3-0

Mail reviewed: discussion on request from Gateway School Committee to have on Selectboard member to attend meeting. Meeting to elect one Selectboard member from the 7 towns in the district to participate in the collective bargaining meetings with the District's various unions (letter attached).

Building Commissioner was not in due to illness. Alan advised the former General Store and adjacent house will be inspected at 9am on Saturday (2/1). Members of the Town Center Committee are welcomed to attend.

Howard advised the Board he had made 2 phone calls to the electrician regarding the Senior Center generator and had no response. Alan said he should keep after him until he responds. Howard also submitted a narrative on the generator and use of the COA as a shelter (memo attached).

The Town Center Committee is invited to attend the conference call that will be arranged between the Town Tax Attorney, DEP and Pioneer Valley Planning Commission.

Town Hall repairs are in the preliminary stages, Administrative Assistant (AA) advised one person has been in regarding an estimate for the hood and suppression system over the stove. A second person has also been contacted and AA is waiting for a response. Alan felt it would be nice if some of the residents were able to display their art and/or photos in the Town Hall. There was further discussion regarding the painting of the walls once the ceilings are repaired. Sherri Venditti asked if a "floating floor" installation

would be possible. There was further discussion on various types of flooring for the hall.

In Open Forum Howard said the COA had used Suzanne Lemieux twice as a Recording Secretary and was very pleased with the results. Minutes were ready within 3-4 days. Alan said the Planning Board and ZBA had also used her. Howard suggested the purchase of a digital recorder that could be downloaded to a computer; this would make the transcription on the meeting notes easier and more accurate.

Alan motioned to adjourn the S/B meeting to open a Board of Health (BOH) meeting and then to reconvene the S/B meeting at the conclusion of the BOH meeting. Howard 2nd; vote was 3-0.

S/B meeting reconvened at 7:05pm will all present.

Highway Superintendent, Skip Savery, told the Board the heating units have been installed in the Highway Garage and he is currently running only one unit as there is a problem with the 2nd unit. The installer is working on the 2nd unit to get it functioning properly. Also, he has ordered more salt and this year's usage is pretty close to average for the year.

Alan motioned to adjourn, Howard 2nd; vote was 3-0 and meeting adjourned at 7:10pm.

Minutes respectively submitted by:

Duane Pease
Administrative Assistant

Minutes accepted with/without changes:

Alan Vint, Chair

Howard Knickerbocker, Clerk

Mitch Feldmesser

Selectboard Minutes
February 10, 2014

Meeting opened at 6:00pm

Present: Alan Vint, Chair; Howard Knickerbocker, Clerk; Mitch Feldmesser
Duane Pease, Administrative Assistant

Warrants signed: Expenses \$130,582.38; Payroll \$8,415.06

Minutes approved on motion by Alan, Howard 2nd; vote 3-0.

Alan motioned to go into Board of Health (BOH) meeting to approve minutes from January 27th BOH meeting; Howard 2nd, vote 3-0.

BOH meeting minutes approved on motion By Alan, Howard 2nd; vote 3-0.

Alan motioned to adjourn BOH meeting and return to Selectboard (S/B) meeting, Howard 2nd; vote 3-0 and S/B meeting resumed.

Peggy White and Kevin Cahill from Peru Concerned Citizens (PCC) group addressed the Board regarding the proposed 5 Wind Turbines to be constructed in Peru. There is a ZBA Special Permit being requested in Peru for the installation of these turbines. There was extended discussion regarding the impact of these towers on both towns as one of the turbines would be within 1 mile of the Middlefield town line and would affect 8 houses in Town. Within the 3 mile radius of the turbines there are 52 homes in both towns that would be affected by the turbines. There is considerable “whooshing” noise generated by the blades. There are also concerns on the property values of nearby homes, health effect of the constant noise as well as emergency response in case of a failure or maintenance emergency. Alan advised that Middlefield had written a restrictive By-Law regarding installation of turbines. Cahill stated this issue has divided Peru as some citizens are interested in the “Green” aspect of the power generated, others in the money it would bring into the Town in the form of tax revenue and also the health issue. When asked what Middlefield could do, PCC requested they come forward at the public hearing that will be scheduled. That meeting has been postponed twice at the request of the developer and a date has not been set. When PCC requested copies of the proposal submitted to the Town, they received a heavily redacted copy of the proposal. PCC has also

hired an engineer to review the plan and have applied for a grant to map the noise created by the turbines.

Alan thanked them for coming to the meeting to explain their concerns and that he was supportive of their goals.

Highway Superintendent, Skip Savery, advised the Board the new propane fired heaters in the highway garage were working fine and he was pleased with them. Eric Weiss has requested proposals for the new doors and windows and they will be installed next.

There was brief discussion on the Town Center as the Committee inspected the premises of the former General Store and adjacent home. Mitch suggested this topic was not appropriate as the Committee had not met since the inspection. Alan felt the consensus of the group was the store was not salvageable and that both buildings were not Brownfields, but just the store. There will be a conference call at 1pm on February 18th to obtain direction, guidance and clarity from DEP. Public is invited to attend but there will be no public discussion.

There have been 2 companies that have inspected the kitchen and are preparing estimates for the cost of a hood and suppression system over the stove.

Next item discussed was the Town Counsel budget and the current costs. There will have to be a Special Town Meeting (STM) to request additional funding for this account for the remainder of the fiscal year. There are issues that residents have wanted to have cleared; however, the voters will have to approve the finding. Mitch felt the Board needed to speak with the Building Commissioner to get some idea of estimated costs if these are to be pursued and end up in court. Also, next year's budget should be increased to cover possible costs. Alan stated the Board should bring these issues to the Town floor and if not approved, the Board will not go forward in attempting to have everyone comply with the Town Zoning and By-Laws.

Pandora Hague and Dan Jacques met with the Board regarding Worthington's attempt to withdraw from the Gateway Regional School district (GRSD). They had requested the S/B chair sign a letter addressed to the Department of Education. The purpose of the letter is to obtain a meeting with the Dept of Education. There was discussion regarding the financial

impact if Worthington was successful in obtaining the Home Rule legislation. Towns would have to raise taxes, cut other Town budgets and the education budget of GSRD would have to be also cut. With a small GRSD population from Worthington, the cuts made by the school district would be minimal and the remaining Towns would have to bear the burden of the additional costs. There would be approximately \$740,000 the remaining 6 towns would share on a proportionate basis of student population. They have met with Senators Downing and Humason and the pending bill is being held in Committee for a 3rd reading. They have gone directly to the Worthington to see if they are willing to listen and work with the rest of the Towns to address the problems in the district. If the lingering problems can be addressed, they feel confident Worthington would remain in the district. Signing the letter sooner rather than later is necessary as the bill can't be kept in Committee indefinitely and the Senate President can call it for a vote at anytime. Mitch was in favor of having Alan sign the letter and Howard agreed. Alan did sign the letter and a copy of the letter will be emailed to the Board after all Chairs have signed.

Budget was next item on the agenda. Alan felt the S/B should request an increase in the stipend paid and said he would recommend \$3,000 per member. The S/B is responsible for running the Town and controls numerous accounts. Howard was okay with that and Mitch agreed as long as Alan was willing to make the case for the increase. Alan motioned to request \$3,000, Howard 2nd; vote 3-0 in favor.

The S/B expenses to remain the same as last year. Town Counsel to be doubled to \$12,000. Administrative Assistant (AA) and Recording Secretary (RCF) discussed next. Discussion centered around each department allocating their own funds for this. It was felt it could become a nightmare in trying to decide budgets and that by adding funds to the AA account; the money could be drawn from that account for the RC.

The Animal Control account to \$500, the current officers are very proactive and doing a good job.

Eleanor Doyle, Library Trustee, requested the Board appoint Ruth Feldberg as a Library Trustee, Alan motioned to appoint, Mitch 2nd; vote 3-0 to appoint. AA to send appointment letter to Ruth.

Eleanor also advised the Board of problems with the library computer, the program for checking the books in and out ended up being deleted. AA to contact Steve Harris and have him resolve the problem or contact someone that can resolve it.

Town Clerk, Marge Batorski, advised the Town Caucus will be held on Wednesday, March 26th for 4-8pm.

Eleanor, as member of the Highland Agricultural Committee (Fair), also asked on the status of the kitchen as the Fair uses the kitchen for various fund raisers during the year. She was informed of the status of obtaining estimates for the hood and suppression systems.

Ray Gero said if there is no deep fryer, a suppression system is not needed; just a hood with a gas cut-off switch. He also asked if there was a Town ordinance against plowing snow on to a town road. He stated there are areas near him where the people plowing out their driveways just leave snow in the road and do not clean it up.

Alan motioned to adjourn, Howard 2nd; vote 3-0 and meeting adjourned at 7:49pm

Minutes respectively submitted by:

Duane Pease
Administrative Assistant

Minutes accepted with/without changes by:

Alan Vint, Chair

Howard Knickerbocker, Clerk

Mitch Feldmesser

Selectboard Minutes
February 24, 2014

Meeting opened at 6:00pm

Present: Alan Vint, Chair; Howard Knickerbocker, Clerk; Mitch Feldmesser
Duane Pease Administrative Assistant

No warrants to approve.

Minutes of last S/B meeting approved on motion by Alan, Howard 2nd; vote 3-0.

Mail reviewed and Business License for Masato Fry signed by Board.

It was noted Janine Savoy has resigned from the Planning Board, Board of Assessors and the Finance Committee.

Howard addressed Board on COA. Neither bathroom in the Senior Center is handicap accessible and one has an electrical panel over the toilet. Howard suggested since the bathrooms are back-to-back they be combined into one handicap accessible bathroom. This would entail removing the wall between the rooms, installing a new toilet but the current sink could be used in the new bathroom. Insulation would need to be installed under the flooring. The electric panel could be put in a secured closet. There was discussion regarding the funding of this project and if this should be put forward at the Annual Town Meeting (ATM) as it is a Town building. A Request for Proposals could be published as this would have to be coordinated with a contractor, plumber and electrician. Howard was authorized to obtain quotes/ bids to get the project moving and obtain some idea of what it would cost. Also, Howard requested Judy Hoag, Ed Vivier and Laura Lafreniere be appointed to the COA board. Alan motioned to appoint, Howard 2nd, vote 3-0 to appoint.

Steve Harris, Communication Committee (CC), advised the Board he had met with a consultant for a phone system in the Town Hall, this would use the fiber optic installed as part of the Mass Broad Band for the new system. Currently the Verizon bill is \$400+ a month. He is also researching how to best utilize the fiber system in the Town Hall. The line could be shared with the Library with the Town paying half the bill. This would make uploads/downloads much faster than the current DSL. The Highway and Fire Depts. Could be hooked together on the fiber optic system. The CC will meet and consider the options and then make a recommendation to the S/B.

Options for Town Counsel were discussed next. There were discussions prior to the "road issue" but Kopelman & Paige had been involved in researching and providing advice to the Town and it was not financially feasible to change law firms at that time. Howard said the dollar cost is only one part of the costs and that the service is important. Mitch said that 2 years down the road the Board may not be satisfied with a new firm. Alan reiterated there are no more funds in the account and since there are no pending lawsuits,

this is the opportunity to research other firms. One discussion to have with any law firm is to see if they are willing to take a retainer and provide service to the Town for the year, this would not include any legal work related to lawsuits. This would be beneficial to the Town so various Board would be able to have questions answered without worrying about the cost to the budget. An example given was that of the Building Commissioner's request to speak with Counsel prior to instituting actions on some of the Zoning issues.

Eric Weiss, Hampshire COG, met with the Board to go over the RFP he will be sending out for the door and window replacement in the Highway Garage and Fire Dept Garage. After reviewing the RFP, on a motion by Alan, Mitch 2nd, vote 3-0 to have Alan sign the RFP as Board Chairman. Also discussed was the ceiling in the Town Hall, Eric will inspect and submit a RFP to the board for approval. Eric advised he was very pleased with the contractor that installed the new heaters in the Highway and Fire Dept. garages and they are working well.

Eric requested the Board authorize HCOG be the broker for the SREC's gained from the installation of the solar array. Howard motioned to appoint HCOG, Alan 2nd; vote 3-0. the current price is \$240 and the new auction rate will be \$285. The SREC's are available over a ten year period to the Town.

Eric provided a breakdown of the monies spent so far from the Green Grant and the anticipated expenditures in the future. There should be some monies left over that could be used in the Senior Center.

There was discussion regarding the Senior Center using the funds to lessen the heating costs. Sherri Venditti said the "envelope" of the building needs to be secured with new windows, increased insulation and better plumbing. Eric said this may be something for the Pioneer Valley Planning Commission (PVPC) to look into. Sherri countered the PVPC has limited ability to do much for the Town due to income levels of the residents. Eric will advise what can be done with the Green Grant money. Eric volunteered to prepare an RFP for the COA bathroom project.

The Board set the scheduled for the next 4 meetings: 3/10 @ 6pm; 3/24 @ 5:30pm (prior to Special Town Meeting); 4/7 @ 6pm & 4/21 @ 6pm.

Highway Superintendent, Skip Savory, advised the Board he has about \$2,200 left in the snow account. He has had no problems obtain salt from his supplier.

Joe Kearns, Finance Chair (FC), told the Board he attended a meeting with State Representative Pignatelli and State Senator Downing. Wired West and the Worthington attempted withdrawal from Gateway were discussed and they were made aware of the concerns the Towns have. Also, he had received a message from Huntington Selectman McVeigh looking to see if Middlefield would consider sharing the legal costs to fight Worthington's withdrawal. There will be a Wired West meeting in Cummington on 2/27 from 7-9pm.

The Board next reviewed the ATM warrant that the FC had prepared. There was discussion over the stipend paid to the S/B members, Mitch could not see doubling the amount but would support and increase to \$2,500 for the Chair and maintaining the current \$1,500 for the other 2 members. It was agreed the AA would research what other Town's pay their board members. Again, Town Counsel account had the most discussion, board is recommending an increase to \$12,000 as ZBA, Planning, Conservation all have a need for legal advice and need the ability to ask specific questions. There is some free legal services from the State but they do not address specific questions and refer you to your Town counsel. The Voc Ed budget currently provides for 4 students who are all seniors this year, it is not known how many, if any, of the 4 eighth graders currently in Gateway will be going to a vocational school this fall. A revised ATM warrant will be available at the next S/B meeting.

There will be a GTAC meeting on Saturday, March 8th @ 9:30am at Stanton Hall in Huntington. Also, the Municipal Conference is scheduled for April 12th and Board members need to register if interested in attending.

Alan motioned to adjourn, Howard 2nd; vote 3-0 and meeting adjourned at 9:03pm.

Minutes respectively submitted by:

Duane Pease
Administrative Assistant

Minutes accepted with/without changes:

Alan Vint, Chair

Howard Knickerbocker, Clerk

Mitch Feldmesser

SELECTBOARD MINUTES
MARCH 10, 2014

Meeting opened at 6:00pm

Present: Alan Vint, Chair; Howard Knickerbocker, Clerk; Mitch Feldmesser
Duane Pease, Administrative Assistant (AA)

Warrants approved and signed: Expenses: \$17, 509.91 & \$12,322.21; Payroll: \$9,955.13

Minutes approved as amended on motion by Alan, Howard 2nd; vote 3-0.

Mail reviewed: Gateway Regional School District (GRSD) sent grading request on how the Board feels on administration, declined to respond as Board felt they did not have enough contact with school to complete.

Country Journal (CJ) to be informed that complete and accurate minutes of all public meetings are available on the Town web site. Brief discussion on writing letter to CJ and it was agreed to table for later discussion.

Alan authorized to sign release of electrical consumption information for HCOG on his motion, Howard's 2nd; vote 3-0.

Howard suggested Town change Board of Assessors from elected positions to appointed. Discussion followed and Mitch felt positions should be elected as assessors would then be accountable to the voters. Alan said the upside of appointing would be the appointees would have to have requirements and a professional capacity; however, they would have to be paid more than current level.

Sherri Venditti questioned if the State required that assessors be elected. That question was unanswered and further info will be needed.

Next item discussed was the possibility of obtaining a new law firm to represent the Town. One letter has been received from the firm of Doherty, Pillsbury, Wallace & Murphy. They are located in Springfield. Alan spoke with Jonathan Silverstein of Kopelman & Paige, Town's current firm, and they are willing to work out a retainer type billing on a monthly basis and if the Town does not exceed the retainer, any funds would be returned to the Town. If the Town exceeded the retainer, there would be no additional charges. This would not include any defense work done if a law suit were filed. There will be further discussion on this matter at a future Board meeting.

The Peru Wind Turbine Public Hearing was also on the agenda. The Board discussed sending a representative to the hearing as an observer or participant as the turbines will affect some residents of Town. Alan felt the Town Planning board felt strongly about this issue and as a result enacted a very strict by-law regulating large Wind applications. This by-law was passed by the Town with more than a 2/3rd vote. On a motion by Alan, Howard 2nd, vote 2-0 with Mitch abstaining, it was agreed to have the AA contact either current or former Planning Board members to see if they would attend and represent Middlefield's interests.

Highway Superintendent, Skip Savory, met with the Board and advised the new truck had suffered some minor damage as a result of striking the railroad arch. He has contacted the

insurance carrier and is waiting for an adjuster to contact him. The truck is still serviceable. Skip also had the Board sign for Chapter 90 reimbursement. Also, he requested the Board vote to approve an additional \$5,000 in overspending on the snow account. Alan motioned to approve, Howard 2nd; vote 3-0 to allow overspending. The snow account is the only account that can be overspent.

AA advised he had follow up calls in to the 2 companies that inspected the kitchen for an estimate on a stove hood and fire suppression system and neither had called back. He will follow again this week. The lack of a useable kitchen is hindering the Highland Agricultural Society in their fundraising attempts as many residents want to support the Fair but want the events held on neutral ground. Mitch advised he had spoke nwith Jackie Duda, Health Agent regarding using the kitchen in its current condition but she deferred back to the Board. There was much further discussion on the kitchen including the minimum standards acceptable. Mitch will follow with the Building Commissioner and Health Agent.

Eric Weiss forwarded the Request for Proposals (RFP) to the Board for the ceiling tile replacement and repair. Alan motioned to approve his signing, Howard 2nd; vote 3-0 and Alan signed. Approval was scanned and email back to Eric.

Police Chief, Tom Austin, spoke briefly on receivership and what the Town can do to abandoned and derelict properties. These properties would include those that are in disrepair, present a dangerous situation or safety concerns. The property adjacent to the Town Hall is an example and Tom has sent a letter to the Health Agent voicing his concerns. There are about 8 homes in Town that are not being lived in or in the process of foreclosure.

The remaining funds from the Green Grant were discussed and it was agreed by all that the best use would be to make improvements in the Senior Center. Items needed in the Center include a new furnace, ceiling insulations and a drop ceiling. All of these would conserve energy usage.

There was discussion about the increased cost of the charge to the Town for the 9-1-1 emergency dispatch and if it were possible for the Town to join Northampton Control as it is a free service. The heads of the fire Dept, Police Dept, Emergency Mgmt, EMT and Highway will meet with the Board at a later date to discuss.

The Selectboard stipend was next discussed. The AA had obtained figures on what similar towns pay and Middlefield paid the least of the Towns. Alan felt the S/B does a host of other things and although they are not doing it for the money, the stipend should be increased. Howard said there is a huge responsibility with the position, the Board approves all spending and runs the Town. He didn't take the position for the money but would support an increase. Mitch did not feel it was a good idea fiscally but would agree to \$2,250 or \$2,500 for the Chair and \$1,500 for the remaining members. There was additional discussion and eventually Alan motioned for an increase to \$2,500 for the Chair and \$2,000 for the other members. Howard 2nd; vote was 2-0 with Mitch abstaining. These figures will be put forth at the Annual Town Meeting.

In Open Forum, Tamarin Laurel-Paine requested copies of the costs incurred by DEP in cleaning up the brownfields at the former General Store. She was advised the Town did not have these figures and she was given the names of people at the DEP that may be able to provide them to her.

Wally Smith commented on the state of the kitchen and felt the repairs should be made before anyone is allowed to use it. He did not want the rules broken just so it could be used now.

Terry Crean, ZBA chair, addressed the Board regarding an ongoing hearing regarding property on River Road. He requested permission to speak with Town Counsel as the ZBA had questions regarding procedural issues. Alan motioned to approve, Howard 2nd; vote 3-0 to allow Terry to speak with Town Counsel. Also, applicants may be required to place funds into an escrow account to cover legal costs, mailings, etc. This will be checked out and Town Counsel can advise if escrow is possible under the by-laws.

Since this property is on the middle branch of the Westfield River the Wild and Scenic by-laws may also apply as Middlefield had agreed to the by-laws of the group. Alan also stated the assessor's records show a 5 bedroom home and the septic design is for a 4 bedroom home. He has concerns with the capacity as it is within 100' of the river and is also in a flood plain. Alan motioned to approve contact with the Building commissioner and Health Agent to discuss, Howard 2nd; vote 3-0.

Alan spoke with Aimee Burnham, Chair of the Huntington Board of Selectmen, and they have hired outside counsel to represent them in the Worthington attempt to withdraw from Gateway. This was necessary and Kopelman & Paige is Town Counsel to Worthington as well as other members of the GRSD. Huntington is looking for the other towns to contribute to this cost but no dollar amount has been determined.

Joe Kearns, Finance Chair, advised the State Board of Education Assistant Commissioner has agreed to come to the area to discuss the Worthington withdrawal with the remaining towns. If a meeting with the Commissioner is needed, it would have to be in Malden. The initial cost of Worthington's withdrawal would be approximately \$60,000 to Middlefield initially. There are also additional costs such as retirement and liabilities.

Alan motioned to adjourn, Howard 2nd; vote 3-0 and meeting adjourned at 8:30pm.

Minutes respectively submitted by:
Duane Pease, Administrative Assistant
Minutes accepted with/without changes:

Alan Vint, Chair

Howard Knickerbocker, Clerk

Mitch Feldmesser

SELECTBOARD MINUTES
MARCH 24, 2014

Meeting opened at 5:30pm

Present: Alan Vint, Chair; Howard Knickerbocker, Clerk; Mitch Feldmesser
Duane Pease, Administrative Assistant (AA)

Warrants reviewed and signed; Payroll: \$10,622.58; Expenses: \$183,768.67.

Eric Weiss address the Board regarding the Request for Proposals (RFP) for the replacement of the doors and windows at the Highway Garage and Fire Dept. The cost for the overhead doors for the Highway Garage was much higher than anticipated as the original Green Grant Expenditure did not include insulated doors and motors. The bid of R&R was accepted on a motion by Alan, Howard 2nd; vote 3-0. These renovations will significantly improve the heating costs at the garage.

Bills for the installation of both furnaces were received from Eric and will be processed for payment under the Green Grant award.

Eric also submitted a bill for \$2,150 for administering the Green Grant.

Eric will put together a RFP for a new propane furnace in the Senior Center. The current furnace is at least 20 years old and supplies 120,000 BTU's, it is undersized for the building and Eric will request a 200,000 BTU replacement.

Skip Savery, Highway Superintendent, brought Chapter 90 paperwork for the Board to sign. He also obtained an estimate for damages done to the new truck when it struck a portion of the railroad arch while plowing. He is waiting for an adjuster from MIIA to contact him about the damages.

Alan advised he has attended various meetings dealing with Worthington's attempted withdrawal from the Gateway Regional School District (GRSD). The Home Rule bill that was filed on Worthington's behalf was approved by the House and is currently being held in the Senate. If it passes, Middlefield will see an increase in its share of the GRSD budget as will all towns in the district.

Town Hall kitchen was discussed next, 2 proposals for a hood and fire suppression system have been received and the AA will have a 3rd company come out and submit a proposal. Judy Hoag advised there may be a hood and suppression system available that is currently in the former Wild Cat Springs restaurant in Chester. Mitch felt kitchen use should be allowed as long as the Town is going forward with making the repairs. Common sense is being pushed aside and it is up to the Board of Health to decide if the kitchen can be used in its current condition. It has been used for years in the past and he thinks it could be used now. There was further discussion and Alan said it was a building

code violation to operate without the hood, etc. Prior situations in Town now require the Town to toe the line and follow the regulations.

Sherri Venditti questioned if the kitchen would be “grandfathered” in and would only have to become current when improvements were made. Howard will speak with the Building Commissioner for clarification.

The Town Center Committee has met with Pioneer Valley Planning Commission and is optimistic funding may be available for the former General Store site.

Discussion on the annual Town Report and Board agreed it should be dedicated to Brian Miller. AA will obtain a photo of him and Mitch volunteered to obtain a poem that Judy Artioli wrote and read at Brian’s memorial. Photos will be welcomed for publication in the report.

Next item discussed was Town Counsel. Alan has been looking at models of a “cap” or retainer” where money appropriated would be returned if the Town did not use up the value of the retainer. AA will also continue to pursue additional information.

AA requested permission to pursue replacement of the exterior kitchen door, the Town would buy the materials and hire a contractor to replace it. Alan motioned to allow AA to continue, Howard 2nd; vote 3-0 in favor.

Wally Smith spoke up and agreed that the Town Hall kitchen should not be used until it meets the current building code.

Minutes of last meeting were approved on motion by Alan, Mitch 2nd; vote 3-0.

Alan motioned to adjourn, Howard 2nd; vote 3-0 and meeting adjourned at 6:35pm

Minutes respectively submitted by:

Duane Pease
Administrative Assistant

Minutes accepted with/without changes:

Alan Vint, Chair

Howard Knickerbocker, Clerk

Mitch Feldmesser

SELECTBOARD MINUTES
APRIL 7, 2014

Meeting opened at 6:00pm

Present: Alan Vint, Chair; Howard Knickerbocker, Clerk; Mitch Feldmesser
Duane Pease, Administrative Assistant (AA)

Warrants reviewed and signed. Expenses: \$54,098.64; Payroll: \$6,033.44

Minutes approved on motion by Alan, Mitch 2nd; vote 3-0

Jack Kozynoski appeared before Board to have Right of Refusal either signed by Board or have Town purchase property. Property in question is being sold to a land trust. After brief discussion, Board agreed it was not interested in purchasing parcel and signed off on Refusal.

Mail reviewed: USPS has hired agent for reviewing and negotiating leases, AA to contact lease company.

Eric Weiss emailed two qualified respondents to RFP to repair ceilings in Town Hall. RFP submitted by Acheson Co. in amount of \$4,360 and Dale Hoag in amount of \$2,450. Eric would recommend either. After discussion, Alan motioned to accept RFP from Dale Hoag, Mitch 2nd; vote 3-0 in favor of awarding to Hoag. AA to email Eric with results.

First item discussed was the Reverse 9-1-1. Noreen Suriner had requested an article be placed on the Annual Town Meeting Warrant (ATMW) to fund and implement this service. Alan advised this would cost approximately \$1,000 per year. Howard questioned how cell phones would be contacted if these numbers were not recorded with the Town. Larry Pease, former Fire Chief, stated there was already an emergency system in place that is activated through dispatch and it is a free service. The Fire Chief would call dispatch and advise of the area or street to be notified and the calls would be initiated. All of the Middlefield phone numbers are in the dispatch database. There was additional discussion and it was agreed that there is a system in place and the additional cost was not warranted. AA to send email to Noreen with explanation.

The Council on Aging (COA) Board has requested an article on the ATMW to have the terms of Board members staggered on 3 year appointments. Howard explained there would be more continuity if the members did not have to be replaced or reappointed every year. Alan wanted to know more about the process and questioned the number of members. Howard said he took the wording from 3 other Town Boards to compile the wording for this article. The COA Board would be the nominating committee and would then bring the names to the Selectboard (S/B) for appointing. There was discussion regarding the wording of the article and the wording had to be specific so as to not leave too much open for interpretation. Alan motioned to support the Article and place it on the ATMW, Mitch 2nd; vote 3-0.

Town Counsel (TC) usage by various Boards/Commissions/Committees was next on agenda. Terry Crean, ZBA chair, spoke of his need to contact counsel to establish escrow accounts so the petitioner can pay for any expert services the ZBA may need to contact. This would require the applicant to put the money up front into the account and any excess monies would be returned to the applicant at the end of the process. This account would be used for any engineering, etc expertise that was needed to process the application. Alan motioned to allow Terry to contact TC, Howard 2nd; vote 3-0.

The Building Commissioner (BC) has previously requested permission to contact TC on various issues that he has been asked to undertake. Specifically, the BC would like to speak with TC regarding the “trailer park”. There was discussion on use of email versus phone contact, phone contact can be more productive as one question or answer can lead to another and the issue may be resolved in one call rather than a string of emails. S/B to discuss further with B/C before authorizing contact with TC.

The S/B has a procedure in place for contacting TC. Howard stated that others that may need TC advice have to sometimes wait for 2 weeks to get approval to contact from the S/B. Mitch said the S/B is the gatekeeper of the budget and 2 out of 3 S/B members must agree before TC can be contacted, there can't be Carte Blanche contact with the attorneys. Alan hopes a retainer or cap can be set up for the next Fiscal Year with TC and that would avoid the need for approval by the S/B.

Fire Chief, Ron Radwich, spoke to the Board regarding the fire suppression system for the kitchen. Any system whether new or used would have to be rated UL300 or newer, installation must be done by a licensed installer. The BC would issue the permit and Ron would witness the test.

Other items he brought to the Board:

- 1) The propane tanks located on private property on Root Road have the plugs pulled and can't be refilled; he can't force the owner to remove them.
- 2) If the Town chooses to go with Northampton Dispatch there still would be a \$1,500/year charge from Berkshire Dispatch for the ambulance service to the Town.
- 3) The Forestry Grant money has been spent and he has put in for reimbursement.
- 4) The Dept now has 21 new Turn Out suits

Sherri Venditti asked how the Fire Fighter classes were going and was advised that some classes have been taken and the practical applications have to be completed. Also, the inventory of all the surplus military vehicles and equipment is done and all has been accounted for.

Last item discussed was the ATMW with Finance Chair, Joe Kearns. Conservation Commission has reduced its expenses from last year to \$1,000. Police expenses are

increased as request is to buy new vests for the officers as the current ones are now past their recommended life. There was discussion on the Highway budget for fuel; this reflects the anticipated increased costs of diesel fuel. Also, highway Superintendent, Skip Savery, has requested \$50,000 transfer from the Stabilization Fund and borrowing \$50,000 to replace the 2000 Ford F550. The cab is rusting out and he is continually repairing various items on the vehicle. The money requested would be for a fully equipped replacement vehicle.

Alan motioned to adjourn, Howard 2nd; vote 3-0 and meeting adjourned at 8:27pm.

Minutes respectively submitted by:

Duane Pease
Administrative Assistant

Minutes accepted with/without changes.

Alan Vint, Chair

Howard Knickerbocker, Clerk

Mitch Feldmesser

SELECTBOARD MINUTES
APRIL 22, 2014

Meeting opened at 6:00pm

Present: Alan Vint, Chair; Howard Knickerbocker, Clerk; Mitch Feldmesser
Duane Pease, Administrative Assistant (AA)

Warrants reviewed and signed; Payroll: \$7,050.25; Expenses: \$23,386.99

Minutes reviewed and approved on motion by Alan, Howard 2nd; vote: 3-0.

Mail reviewed.

Highway Superintendent, Skip Savery, brought paperwork to be signed. This is for the additional funding provided by the State for “pot hole” repairs as result of severe winter weather. Skip also advised board of problems with the transmission on the Ford 550. He will see what can be done to make repairs as inexpensive as possible.

Warrant for Annual Town Meeting (ATM) was reviewed, Article 16 was agreed to be sponsored by the Selectboard. Mitch discussed placing article on the warrant for the hiring of a Licensed Site Professional to inspect the former General Store property. After brief discussion, it was agreed this matter could be place on a warrant for a Special Town Meeting when more information is obtained. The Warrant for the ATM was signed and given to the Town Clerk for posting.

Replacement of computers for the Accountant, Treasurer and AA was discussed. Some of these computers use the Microsoft XP program and updates, help and protection are no longer available from Microsoft. Review of expense balances for each showed enough funds available to replace the computes. Steve Harris, Communication Committee member, to investigate for best purchase price. He felt cost should be around \$400 for computer and additional \$129 for 24” monitors. He also would like to have Kurt Zinnack integrate the systems. On motion by Alan, Howard 2nd, vote 3-0, Steve was authorized to purchase the computers with the assistance of the AA.

Steve also advised the board that he and Joe Kearns had installed additional wireless ports in the building and that the fiber optic network would be turned on Friday. He is continuing to investigate a replacement phone system for the Town Hall.

Extended discussion on improvements to the Town Hall included the need for additional electrical outlets, upgrade of the electrical service including bringing the power to the building underground. Also, soliciting photos, art, etc from residents for display on the walls. Sherri Venditti suggested some of the historical photos in the museum be copied for display.

Kitchen clean up is continuing. AA advised he has only been able to obtain 2 proposals from companies to install a fire suppression system above the stove. They are from Allstate Fire and Mass Fire Technologies. Pittsfield Fire did not contact AA despite request and giving of various phone numbers so the kitchen and stove could be seen. Also, a plumber and electrician need to be contacted for proposals to complete the kitchen clean up and make it available for use. on motion by Alan, Howard 2nd, vote 3-0 AA was authorized to move forward on the kitchen project.

Eleanor Doyle spoke to the Board requesting permission to use the kitchen for a Pancake Breakfast on Mother's Day. This will be sponsored by the Fair Committee. She had spoken with Gerry Garner, Building Commissioner (BC), and was advised if the Fire Dept were willing to stand by with a fire truck, charged hose and 2 members in turn out gear, he would allow use of the kitchen without a fire suppression system in place. Eleanor advised Fire Chief, Ron Radwich, was willing to provide the needed protection. As this discussion involved the Board of Health (BOH) Alan motioned to go into a Brief BOH meeting at 7:08, Howard 2nd, vote 3-0 to move to BOH meeting.

BOH meeting convened and Howard motioned to allow use of kitchen per BC guidelines, Mitch 2nd; vote 3-0 to allow kitchen use.

Alan motioned to adjourn BOH meeting, Howard 2nd; vote 3-0 and BOH meeting adjourned at 7:10pm and Selectboard meeting resumed.

Dale Hoag brought 2 different ceiling tiles to Board for their choice on the replacement tiles for the ceilings in the Town Hall. Board went with the textured tile. The original tile pattern is no longer available and Dale will use what he can save so as to keep the differences minimal.

Dave Dinicola advised the Board he is not able to get on the Town website, his neighbor has no problem but he would like this investigated. He also questioned where the money for the Town Center would come from. Board advised Pioneer Valley Planning Commission (PVPC) is looking into possible grant monies available and donations are being accepted. Lastly, he suggested if any work done in the Town Hall, the Board should lean toward having local residents do the work.

AA advised the Board he had been in contact with the leasing agent the USPS has retained to handle lease negotiations. The leasing contact will present proposal to the Town for review.

Joe Kearns brought the Board up-to-date on the Worthington request to withdraw from Gateway. The Home Rule bill has passed the State Senate with many amendments and will go back to the House for review. There will also be another GTAC meeting this Saturday at 11am in Stanton Hall, Huntington. There will be an increased financial burden on all the remaining towns in the district and Worthington will also have to fund their share of the liabilities such as loan repayment, post-employment costs, etc.

Joe also advised he attended the Municipal Electric Aggregation hearing and testified on behalf of the Town. Wired West is requesting a \$1,000 fee to continue their pursuit of the “last mile” connection for high speed internet in the Towns. The State has committed 50 million dollars in additional funding.

It was noted the Zoning Board of Appeals report was omitted from the town Report, AA will make copies and insert into the Town Report.

Sherri Venditti questioned why the minutes of the ATM were in the Report but the warrant was not always included. There was brief discussion and attempts will be made to include the warrant in future Town Reports.

Selectboard meetings will be held on April 29, May 12 And May 27.

Alan motioned to adjourn, Howard 2nd; vote 3-0 and meeting adjourned at 7:47pm

Minutes respectively submitted by:

Duane Pease
Administrative Assistant

Minutes accepted with/without changes by:

Alan Vint, Chair

Howard Knickerbocker, Clerk

Mitch Feldmesser

SELECTBOARD MINUTES
APRIL 29, 2014

Meeting opened at 6:00pm

Present: Alan Vint, Chair; Howard Knickerbocker, Clerk
Duane Pease, Administrative Assistant (AA)

Warrants reviewed and signed; Payroll: \$12,124.70; Expenses: \$20,436.75

Highway Superintendent, Skip Savery, brought paperwork to be signed. This is related to the “pot hole” repair monies the State has granted to the communities due to the severe winter weather. Skip advised he was going to use the funds to pave a portion of Chester Road that has deteriorated. The funding will repair approximately 1,300’. Alan signed the request.

The Board signed the two business licenses for Azure Green.

Howard suggested the Town Report be done earlier so it would more coincide with the Fiscal Year. Currently, the report gives the financial date from the last fiscal year. Also, all the reports submitted should be done through the email system so it will be easier and more efficient to organize prior to publishing.

Selectman Mitch Feldmesser arrived at 6:20pm.

Kitchen update was next. AA advised the dishwasher would not be installed as the current electrical service for the Town Hall will not support the additional amps needed to run the unit. The Building Commissioner is reviewing the proposal for the hood and fire suppression system that was submitted by Allstate Fire. If all is in order, the AA will contact Allstate for an installation timetable. Also, the two electrical outlets located over the sink areas have been disconnected and blanks installed over the dead outlets. John Savery did this for the Town; he also replaced a ballast in a hall light.

Alan discussed the mowing of the Town lawn areas, a question for Town Counsel would be: is this treated as a temporary seasonal employee or independent contractor and can the equipment used that is owned by the mowing person be leased to the Town for \$1 if considered temporary seasonal employee? Additional questions for Town Counsel would be: what to do when a driveway permit is not obtained; how can the Town put fines in place for various violations; how aggressive can we be regarding junk cars; if the Building Commissioner or Health Agent have suspicions of code violations, how can they gain access to the property or building? Howard motioned to allow Alan to contact Town Counsel to discuss these questions, Mitch 2nd; vote 3-0.

AA advised he had signed the Affidavit regarding the research done that was requested by the lawyers in the ongoing road dispute. The Town Clerk and her Assistant were of great help in reviewing the Town Meeting minutes.

Sherri Venditti questioned if the Town can charge for research such as this. AA had asked Town Counsel that question previously and in this legal case the answer was "No". A fee can be charged for this type of research for an individual in normal circumstances.

Alan motioned to adjourn as the Pre-Town Meeting was to be held after this meeting, Howard 2nd; vote 3-0 and meeting adjourned at 6:40pm

Minutes respectively submitted by:

Duane Pease
Administrative Assistant

Minutes accepted with/without changes:

Alan Vint, Chair

Howard Knickerbocker, Clerk

Mitch Feldmesser

SELECTBOARD MINUTES
MAY 12, 2014

Meeting opened at 6:00pm

Present: Alan Vint, Chair; Howard Knickerbocker, Clerk; David DiNicola
Duane Pease, Administrative Assistant (AA)

Board welcomed new member, Dave DiNicola. Gave explanation on the warrants, how to review, where backup receipts, etc were within the warrant.

Warrants were signed; Payroll: \$6,554.63; Expenses: \$25,123.39

Minutes were approved on motion by Alan, Howard 2nd; vote 2-0 with Dave abstaining as he was not member at time of previous meeting.

6:10pm: Lawn mowing bid was opened by Howard. There was only one bid received and that was from Alan Vint DBA as Tapestry Landscaping. Disclosure notice was enclosed with bid as Alan is Board member. Also, a Certificate of Insurance was filed with the bid. Bid was for \$305 per as needed mowing if he is considered a temporary employee of Town and \$350 if he is to be considered a contractor. There was discussion and question of legality but since disclosure was filed with bid it was accepted on a motion by Howard, Dave 2nd; vote was 2-0 with Alan abstaining. Dave also questioned insurance requirements of Town contractors, AA advised any contractor has to file a Certificate of Insurance before bids are accepted. Alan stated he most likely will do the mowing as an independent contractor.

Alan was re-elected Chair on a motion by Howard, Dave 2nd; vote 2-0 with Alan abstaining. Howard was re-elected Clerk on motion by Alan, Dave 2nd; vote 2-0 with Howard abstaining.

Alan explained to Dave that he would have to take the on-line Ethics test and submit copy of his Certificate to The Town Clerk. Also, it was recommended he review the Open Meeting laws as well as the list of Executive Session reasons. Email discussions on Town business are also not allowed.

Interviews with prospective Town Counsel firms are to be arranged by the AA over the next 2 meetings. There was brief discussion on having the selected firm work on a retainer for the year and any unused money would be returned to the Town. a retainer system would allow the various Board/Committees to seek legal guidance without having to come before the Selectboard for permission.

Next item discussed was the forming of a 9-1-1 committee to research option for the Town's departments. Currently, Berkshire County is assessing the Town more that \$7,700 a year for this service. Neighboring towns such as Chester and Huntington use Northampton Control and the service is of no cost. A driving force behind this was last

summer's drowning in the River Road area, the Police and EMT had no radio communication at the site. Northampton does provide coverage to that area as there is a repeater in Chester. Northampton would be able to provide coverage to the entire Town area. It was agreed the Communication Committee, in conjunction with the Fire Dept, Police Dept, EMT, Highway and Emergency Management, would take the lead and report back to the Board with their findings. Judy Hoag questioned the ambulance service and where it would come from. She was advised the ambulance service would stay the same and would still be provided by Hinsdale.

Kitchen discussion included report from AA that in spite of repeated attempts, only 2 parties came to inspect the kitchen for the fire suppression system. The low bid received was from Allstate Fire. Alan motioned to accept the Allstate bid, Howard 2nd; vote 3-0 to accept. AA will contact Allstate and arrange a site meeting to discuss the parameters of the bid and any additional work that will be necessary for the Town to perform prior to the installation of the system.

Also discussed was the electrical supply to the Town Hall, currently the power comes in through overhead wires and the Town owns the 2 poles between the road and building. Joe Kearns advised the current power supply is inadequate and it would be of better service if it were increased to a 400 amp service and the service put underground. Also, the current electrical panels were installed when the building was initially constructed and replacement breakers are no longer available. The last time a breaker had to be replaced as suitable used breaker was located in New Jersey.

The Board is looking into ways to have the Selectboard notes given to the Country Journal (CJ) for publication without having any misrepresentations in the report. Currently, the CJ does not have a paid reporter for Middlefield and any notes submitted are not an official version of the various boards, committees or commissions. There was extended discussion and various ideas were put forth including a Town news letter that could be made available at the Post Office, notes on the web-site as well as having the various boards submit their own information to the CJ. There was a question of who would proofread the notes prior to submission to make sure they were accurate.

Howard spoke on the appointment process for the various positions that the Board makes each year. He felt there should be tracking mechanism so each appointee would receive a letter, the Town Clerk would then record the swearing in and Ethics certificate. If that person did not respond to the appointment or Ethics requirement within 30 days, the position would then be open for a new appointment. He found there may be some committees that are no longer active and should be disbanded.

During Open Forum, it was agreed to send letter to accounting firm to arrange for an audit of the financial departments. AA will compose and send the letters.

Highway Superintendent, Skip Savery, brought Chapter 90 form for the Board to sign. He explained how the funds are obtained to Dave.

Joe Kearns advised the Worthington Bill has been signed by the Governor and is with the Dept of Elementary and Secondary Education. If all is approved, Worthington would be able to withdraw from the school district effective June 30, 2015.

Eleanor Doyle advised there will be a Memorial Concert for her brother on May 19th at the church. Also, she presented a list of names for possible appointment as the Building Commissioner (BC) for the next fiscal year. Alan requested the AA arrange interviews for a possible replacement. Howard felt the BC was not doing a terrible job but there was friction between some of the parties.

The next Selectboard meetings will take place on May 27th, June 2nd, June 9th and June 23rd. also, a Special Town Meeting will be held on June 23rd to transfer funds, \$5,000, to the Highway Department fuel account.

Alan motioned to adjourn, Howard 2nd; vote 3-0 and meeting adjourned at 8:27pm.

Minutes respectively submitted by:

Duane Pease
Administrative Assistant

Minutes accepted with/without changes by:

Alan Vint, Chair

Howard Knickerbocker, Clerk

David DiNicola

SELECTBOARD MEETING
MAY 27, 2014
MINUTES

Meeting opened at 5:30pm

Present: Alan Vint, Chair; Howard Knickerbocker, Clerk; David DiNicola
Duane Pease, Administrative Assistant (AA)

Attorney Jonathan Silverstein, Kopelman & Paige (K&P) has been delayed by traffic.

Warrants reviewed; question of repair bill from Lee Audio & Security regarding the repair of the Fire Alarm located in the library. Unclear what caused the short; possibly it was the recent ceiling tile installation. Discussion followed and Howard noted he did not believe the wires were in a conduit and may have been just laid across the top of the ceiling tiles. No one was sure of what the building code was for these wires. Check will be made with the Building Commissioner. AA to contact Lee Audio for clarification on cause. If this was a result of the ceiling installation, a claim will be made thru Eric Weiss who was in charge of the project and he will contact the installer. Warrants reviewed and signed less the amount of the Lee Audio bill, \$573.40.

Minutes approved on motion By Alan, Howard 2nd; vote 3-0.

Jonathan Silverstein appeared before the Board to explain what K&P's objectives are and why the Town should continue to use them as their Town Counsel. K&P has been existence for 25 years and only does municipal case work. Jonathan's specialty is Land Use and litigation. He has been with the firm since 1996 and stated there are attorneys in the firm that specialize in every facet of Municipal Law. When a question or problem arises, the Towns they represent are not being billed for an attorney to "learn the law". He feels he has developed a relationship with the Town and is available at any time to answer questions and give legal advice. When the question only involves a few minutes of his time, he does not bill. He cited his involvement in the recent Jamula Land Court case and his ability to have the Town dismissed from the case without costing unreasonable legal fees.

He proposed a legal budget of \$8,000 for the Town, that would include any advice, legal opinions, phone calls contract reviews, etc from any of the various Town entities and any monies not used would be returned to the Town. He stated towns can not avoid all litigation and this budget would not include any litigation, that would be billed at an hourly rate. He also cited his recent involvement with the ZBA. He was aware of the statute that allowed municipalities to obtain funding from the appealing party to cover the costs of defending and obtaining expert consultations without costing the Town any money.

There was general discussion regarding possible scenarios and a list of priorities should be developed and discussed on a risk versus reward basis. Alan stated he has been very satisfied with the service and results of dealing with Jonathan and K&P. Jonathan said he believes when he has been called upon to perform, he has delivered.

Next item on the agenda was the Town buildings and grounds maintenance. While doing the mowing, Alan noticed several items that needed attention. The handicap railing leading from the auditorium are broken and need replacing, the Senior Center building has rot on one corner, the picnic table is rotted and should be taken away and the posting sign at the Transfer Station has not be erected to date. Dave questioned as to who is in charge of the Senior Center and was advised there is no one person charged with maintaining or inspecting the various Town building. There was discussion on how to proceed and if the building maintenance person, Kathy O'Brien had the ability to perform some of these duties. Howard suggested the Board authorize Kathy to use qualified people to get the work done and the Board needs a process to get these items done. Dave felt the Board should develop a list of qualified contractors or employees and make sure they were properly insured before allowing them to do any work for the Town. Kathy will attend the next meeting to discuss these issues with the Board. There was also discussion on Alan's point of having a seasonal grounds person. This person could trim trees, fill in ruts that are around the Town Hall, etc. Alan will come up with a list of things needed to be done and possible people to do them.

Alan requested he be authorized to contact Ron Berenson, Town Tax Attorney, to discuss the former General Store in the Town Center. He would like to discuss what can be done to the store: save or raze; best way to condemn, if necessary. There are different views on what should be done. Howard 2nd his motion to contact Ron; vote 3-0.

Special Town Meeting Warrant was presented with 2 articles. Howard requested \$700 for document preservation, he would like to have the microfilm digitized as the old documents are very fragile and should not be handled. The Historical Society has already sent out one roll of film to be digitized and they are paying for it. If it comes back and they are satisfied, it will be sent out, one roll at a time. Once digitized, the records will be available on-line and will be searchable. Howard motioned to have the Selectboard recommend approval of the article, Alan 2nd; vote 3-0. the other article is for the transfer of funds from Free Cash to the Highway fuel account, this was previously approved by the Board. The warrant was signed by the Board and given to the Town clerk for posting.

Highway Superintendent, Skip Savery, advised the Board he is considering jackhammering out the road reflectors on Skyline Trail. They are rising from the road and are a hazard when he is plowing. The plows catch on the corners and the reflectors can be propelled out, become airborne and are dangerous. Dave felt the State should pay for the removal as they were installed as part of the State project when Skyline Trail was made a temporary state highway so it could be improved along its full length from Huntington to Hinsdale. Skip was not sure if the State would pay but he will check with his contact, Kathy, at Mass DOT.

Skip also advised Root Road will be ground on June 5th & 6th. Also, the closed bridge on Cone Road has had the jersey barriers moved so vehicles can cross the bridge. This is a dangerous situation as the bridge is unsafe. There was discussion as to how to stop this including removing the deck but leaving the abutments and installing sections of chain link fencing behind the barriers. Skip said he is going to see if he can obtain a grant to replace the bridge.

In Open Forum, Howard is the alternate to Wired West but his appointment was never official. Alan motioned to appoint Howard, Dave 2nd; vote 3-0.

Alan motioned to adjourn, Howard 2nd; vote 3-0 and meeting adjourned at 7:59pm.

Minutes respectively submitted by:

Duane Pease
Administrative Assistant

Minutes accepted with/without changes by:

Alan Vint, Chair

Howard Knickerbocker, Clerk

David DiNicola

Addendum: Howard pointed out that the Town Historic document Committee had been mistakenly appointed as a By-Law Committee. Board voted to correct the original September minutes and affirm the appointments.

SELECTBOARD MINUTES
JUNE 2, 2014

Meeting opened at 5:30pm

Present: Alan Vint, Chair; Howard Knickerbocker, Clerk; David DiNicola
Duane Pease, Administrative Assistant (AA)

Attorney Judith Pickett from law firm of Brackett & Lucas (B&L) appeared before the Board to discuss the possibility of her firm representing the Town as Town Counsel. They currently represent 12 municipalities and also another 5 as Special Town Counsel. B&L represent Chester and Lanesboro in Western Mass. There are 4 attorneys in the firm and they handle all types of municipal law except Tax Title law. Their billing is done monthly in increments of .1 of an hour at the hourly rate of \$145. They do not currently work on a retainer basis but may be willing to try it for a couple of months to see how it goes. There was general discussion amongst the Board with her. The Board advised it is interested in a retainer/cap with a set annual fee. Among the various uses would be contract reviews, zoning issues, building and health issues. Pickett would be the point person for the Town to contact. Pickett was thanked for her coming to meet with the board.

Minutes were reviewed and approved with addition to the 9/16/13 minutes to correct the Committee listed as an Ad Hoc for By-laws be changed to document Preservation Committee. Motion by Alan, Howard 2nd; vote 3-0.

Mail reviewed and Eric Weiss had sent contract request for an extension of the Green Communities Grant for Alan to sign. This may or may not be necessary but it is a safeguard if the total funds are not expended by the end of June. Howard motioned to have Alan sign, Alan 2nd; vote 3-0. Also, contract from Allstate Fire for the kitchen hood and fire suppression system was in the mail. Howard motioned to have Alan sign; Alan 2nd; vote 3-0 and Alan signed the contract.

First item discussed was the Town Buildings. Kathy O'Brien, Town Hall maintenance person and Town "handy person" was present. The interior of the Town Hall is to be painted and Kathy advised the Middlefield Fair group had volunteered to paint the kitchen as they use it for their breakfasts. Kathy said she is not comfortable with any help working unsupervised. The kitchen walls have been washed and are ready for painting. There was discussion on

possibly hiring part-time help to aid in the painting on an “as needed” basis. The painting will start with the hall walls and eventually include painting the entire interior. The AA will place an ad in the Country Journal for this as well as possible outside work. There were questions regarding the workers’ compensation coverage if part-time employees were hired. Workers’ compensation premiums are based on payroll so this coverage would be extended to any part-time worker. Also, the handicap rails leading from the auditorium are in need of replacement as portions are either broken or missing. Kathy said she was not able to do this type of work and will see if she can get some estimates for the repairs. Alan said he has painted rocks in the lawns that should be removed to make mowing easier; this could also be done by the part-time help. The rocks have to be popped out and the holes filled after.

The Senior Center building was also discussed as there are repairs necessary for that building. The door lock needs to be replaced, Kathy advised she will attempt to find a person to replace the lock and repair the door as she can not do that. Howard advised a complete evaluation of the building is necessary and after the roof work is completed, he and Joe Kearns will create a list of repairs needed. The Playscape located outside the Senior Center needs some repairs and the material under it needs to be replaced. Dave advised there is one company that has the proper safety material needed, he will further investigate that.

Attorney Jerimia Pollard appeared before the Board as a possible candidate for Town Counsel. He currently represents 10 smaller towns in the area; he handles all aspects of municipal law and appears before all of the courts. He believes in preventative measures and the best work he has ever done, no one hears about because he has been able to solve the issues before they involve lawsuits. There was extensive discussion with the Board and Pollard regarding zoning issues, listing priorities and what each other expects of his services. He stated he does not do Town work to get rich and fields between 6-7 calls a day on a slow day from his various towns. His firm consists of 4 attorneys and he believes they are fair and consistent counsel. He believes his record is well established in the area. Pollard said he bills all his Towns on a retainer basis and if he has to go to court, his hourly rate is \$100 which is said is absurd in light of what other counsel charges. During the discussion he felt a fair retained for Middlefield would be \$5,000 per year for unlimited contact. The Board thanked him for his attendance.

Highway Superintendent, Skip Savory, told the Board Root Road is to be ground this week. He is waiting for a call back from Kathy at Mass DOT, Lenox, on the Skyline Trail reflector issue. Also, the culvert at the lower entrance to the Town hall will be replaced. The Highway Garage doors are scheduled to be replaced next week.

In Open Forum, the AA requested the Town Hall appointed employees be given July 5th off as the 4th falls on a Friday. He has checked with the involved employees and they will make arrangements to have there work completed prior to that Saturday. On a motion by Alan, Howard 2nd; vote 3-0 to allow day off.

Alan motioned to adjourn, Howard 2nd; vote 3-0 and meeting adjourned at 8:10pm.

Minutes respectively submitted by:

Duane Pease
Administrative Assistant

Minutes accepted with/without changes by:

Alan Vint, Chair

Howard Knickerbocker, Clerk

David DiNicola

SELECTBOARD MINUTES
JUNE 9, 2014

Meeting opened at 6:00pm

Present: Alan Vint, Chair; Howard Knickerbocker, Clerk; David DiNicola
Duane Pease, Administrative Assistant

Erica Johnson of Pioneer Valley Planning Commission (PVPC) addressed the Board regarding the bids for the replacement of the Senior Center roof. 3 bids were received, 2 were less than the architect had estimated; all were qualified bidders. Erica submitted the bids to the architect, Sloan, for review and recommendations. The references checked were all positive for the low bidder, Meadows Construction. The owners are involved in the projects, have good communication and they do a lot of historic properties. Erica is going to check with the Dept of Capital Management (DCAM) prior to letting the contract to Meadows if the Board approves. There was additional discussion regarding the project. Estimated time to complete is 2 months. Dave questioned the cost of replacing the slate versus a composite roof, Erica advised this is a historic building in the Historic District and the grant received will pay for the entire project. Alan motioned to accept Erica's recommendation of Meadows pending DCAM review, Dave 2nd; vote 3-0.

As Howard has been the contact person on the Senior Center, he will continue to be the contact during the project. Dave questioned how the old slate was to be handled, if there were to be fencing around the construction area and if there were going to be any pre-construction meetings as well as regular weekly meetings. Erica will check and advise.

Warrants were reviewed and signed. Expenses: \$11,885.56; payroll: \$8,557.50.

Minutes were approved on motion by Alan, Howard 2nd; vote 3-0.

The Board discussed the recent interviews with potential Town Counsel (TC): Jonathan Silverstein of Kopelman & Paige (K&P); Judy Pickett from Brackett & Lucas and Jerimia Pollard. The Board was familiar with the work of K&P as they are the current TC. Pickett did not seem interested in working on a "cap" basis. Pollard works in a small firm and he is the only

one that handles the municipal law. There was general discussion and it was agreed that Brackett & Lucas were not really interested in the Town's proposal. Pollard's yearly retainer was \$5,000 whether the dollars were used or not. Dave felt K&P's \$8,000 cap would cover a lot of legal hours but it was explained, if the Town did not use it, it would be returned. A big advantage for K&P is they only do municipalities, have a large staff that is well versed in all aspects of municipal law and have been readily available for questions. The Town has developed a relationship with K&P during the recent lawsuit and felt the results were very favorable. Alan motioned to re-appoint K&P,. Howard 2nd; vote was 3-0.

Dave will contact Robert's lumber to obtain the mulch for the Playscape area. He will have it delivered to the Senior Center area. Fabric will be put down prior to spreading the mulch. The cost of the mulch will be \$600 for 30 yards. This will be paid for from the Recreation budget.

The Town owned properties were discussed next. Currently there are parcels on Town Hill Road and River Road that could be auctioned and returned to the tax rolls. Alan motioned for permission to speak with Ton Berenson, the Town's Tax Title attorney for the best way to go forward with an auction, Howard 2nd; vote 3-0 for Alan to Contact Ron.

Highway Superintendent, Skip Savery, advised the Board Root Road was ground on Friday, he is in the process of replacing culverts and has 1 done. The new doors for the Highway Garage are to be installed and he has been blocking up the lower parts of the garage windows prior to the installation of the new windows. He is also going to raise the step at the rear door of the Fire Station 7" to keep rain water from running in.

Terry Crean advised the Board the ZBA was going to purchase a new file cabinet so they can keep their records in a secure location in the office. Terry is also looking for minutes of a Selectboard Meeting from the summer of 2001. Tom Roche, Peter Oigny and Larry Pease were on the Board at that time. At that time Terry was looking for the building permit and building plans for the Davis barn (now owned by the Hudson's). He will submit a formal request for the minutes. He also gave a formal complaint to the subsequent building inspect, Paul Tacey, and would like a copy of that since he did not keep a copy at that time. The plans that have surfaced are not the plans for the barn but something the builder uses as a sales enticement showing how a typical barn could look. The original building permit has

surfaced recently and Wally Smith who was the building inspector at the time stated he issued the permit after the ZBA told him to do so. Alan brought Dave up to speed on the ongoing issues with the property and the prior Board of Health hearings. Currently, the Hudson's are allowed to use the property if they give prior notice. They are to be there for repairs only and between the hours of 9am and 5pm. Terry has been told if they are there after that time, to call the police, verify and document and the Health Agent will file an order in court. As Terry was in Alaska for a number of years, he was not aware of the many goings on with the property. On one of his trips back, Mr. Davis showed him the interior of the building and commented on the camping toilet he had. Terry did not see any composting toilet at that time. When our current Building Commissioner was in the building, he did not see a composting toilet either. Since the building was non-conforming when it was built and permit approved by the ZBA, it can continue to be used as a barn/storage building. Any other use will not be allowed as it would violate the ZBA ruling.

Alan motioned to adjourn, Howard 2nd; vote 3-0 and meeting adjourned at 8:05pm.

Minutes respectively submitted by:

Duane Pease
Administrative Assistant

Minutes accepted with/without changes by:

Alan Vint, Chair

Howard Knickerbocker, Clerk

David DiNicola

SELECTBOARD MINUTES
JUNE 23, 2014

Meeting opened at 6:00pm

Present: Alan Vint, Chair; Howard Knickerbocker, Clerk; David DiNicola
Duane Pease, Administrative Assistant

Warrants reviewed and signed. Payroll: \$16,783.43; Expenses: \$83,257.97

Minutes approved on motion by Alan, Howard 2nd; vote 3-0.

Mail reviewed. GTAC meeting invitation on 6/25 I Huntington, Howard to attend.

Porchlight VNA, formerly Lee VNA, sent services contract to be signed. Charge same as last year, \$1,102.50. Alan motioned to accept, Howard 2nd; vote 3-0 and Alan signed.

United States Postal Service submitted contract for lease of land Post Office trailer is located on, slight increase being paid to town. Alan motioned to accept, Howard 2nd; vote 3-0 and lease signed.

Franklin Regional Transportation Authority (FRTA) sent contract for signature, this was approved at Annual Town Meeting. Alan signed.

Steve Harris of Communication Committee (CC) requested board make all members of the CC "Special Town Employees" (STE). This request so any activities CC members may have with various communication companies will not create ethics problems in the future. Alan motioned to make STE, Dave 2nd; vote 2-0 with Howard abstaining as he is member of CC. further discussion about Town computers and passwords, CC to write up procedure on gaining access to password protected computers. Town Counsel may be contacted to determine legality of this. The new internet service is being provided by Crocker Communications at a cost of \$113/month. 50% of which will be reimbursed to Library by State. Crocker was selected from a list of qualified providers developed by Mass Broadband Initiative.

Board meeting adjourned for Special Town meeting at 6:55pm and to reconvene after meeting.

Board meeting continued at 7:25pm with all present.

Skip Savery, Highway Superintendent, advised board he has locked in the diesel price at \$3.87/gal through Hampshire County bid. Skip advised the Root Road drainage is almost completed; he had to have some ledge close to the road edge broken off. Dave questioned the roadside mowing; Skip stated he has not had time to do this as he has been working on Root Road. Discussion about hiring Rodney Savery, Sr. to do as he has done this in

the past and his tractor is equipped. Alan motioned to have Savery hired, Howard 2nd; vote 3-0.

Skip advised he had placed steel plates over a collapsed culvert on Arthur Pease Road and the Conservation Committee had given a emergency order for the repairs. If the repairs start after July 1st, Army Corp of Engineers will not have to be involved or notified.

Numerous appointments were made to various positions to operate the Town government. Council on Aging terms were staggered to reflect the 3 year term voted at the Annual Town Meeting. See attached list for all appointments.

In Open Forum, Dave discussed pot holes in various roads in Town, the amount of work the Highway Dept is attempting to do and the limited amount of money in the budgets and Chapter 90 funding. It was agreed a list of priorities should be developed.

Alan motioned to adjourn, Howard 2nd; vote 3-0 and meeting adjourned at 8:25pm.

Minutes respectively submitted by:

Duane Pease
Administrative Assistant

Minutes accepted with/without changes by:

Alan Vint, Chair

Howard Knickerbocker, Clerk

David DiNicola

Appointed 23 June 2014

One Year Individual Appointments:

<u>Position</u>	<u>Appointee</u>
Accountant	Beverly Cooper
Administrative Assistant	Duane Pease
Alarm/Oil Burner Inspector	Larry Pease
Alarm/Oil Burner Inspector	Ron Radwich
Animal Control Officer	Terry Andrews
Animal Control Officer	Jan Hines
Animal Inspector	Terry Andrews
Animal Inspector	Jan Hines
Assistant Town Clerk	Eleanor Doyle
BOH Agent	Jackie Duda
Civil Defense Warden	Larry Pease
Civil Def Warden - Asst.	Tomas Austin
Counsel	Kopelman & Paige
Custodian	Kathy O'Brien
EMS	Ed Vivier
Emergency Preparedness	Robert Hoynoski
Fire Chief & Forest Warden	Ron Radwich
Fire Chief - Deputy	Larry Pease
Gas Fitting Inspector	William Zeitler
Highway Supervisor	Skip Savery
HPHPC Representative	Jackie Duda
HRMC Representative	Joseph Kearns
Meal Coordinator (COA)	Suzanne Lemieux
Minutes Secretary	Suzanne Lemieux
Pioneer Valley PC - Alt	Alan Vint
Plumbing Inspector	William Zeitler
Police Chief	Thomas Austin
Police Officer	Jenny Austin Dion
Police Officer	Bob Hoynoski
Police Officer	Matt Radwich
Police Officer	Curt Robie
Recycling Coordinator	Joseph Kearns
Recycling Center Attendant	Kathy O'Brien
Tax Collector	Mary Ann Pease
Treasurer	Jane Thielen
Veteran's Agent	Northampton Veteran's
Web Site Administrator	Steve Harris
Westfield River	Carol Waag
Westfield River - Alternate	Terry Crean
Wired West - Delegate	Joseph Kearns
Wired West - Alternate	H. Knickerbocker

Wood Bark Measurer	Edward James
ZBA - Alternate	Cindy Artioli
ZBA - Alternate	Jay Swift

Boards & Committees:

Body	Member	EOT
Agricultural Commission	Maureen Sullivan	2017
	Mitchell Feldmesser	2017
Communications Committee	Howard Knickerbocker	2017
Conservation Commission	Kim Baker	2017
	Wayne Main	2017
Council on Aging	Judy Hoag	2015
	Howard Knickerbocker	2015
	Priscilla Suriner	2015
	Kim Baker	2016
	Marjorie Batorski	2016
	Ed Vivier	2016
	Judy Artioli	2017
	Laura LaFreniere	2017
Cultural Council	Judy Hoag	2017
	Ruth Feldberg	2017
Historical Commission	Marjorie Batorski	2017
	Howard Knickerbocker	2017
	John Savery	2017
Historical Document Committee (1 yr)	Marjorie Batorski	2015
	Michael Feldberg	2015
	Steve Harris	2015
	Howard Knickerbocker	2015
	Sherri Venditti	2015
Registrars of Voters (1 yr)	Marjorie Batorski	2015
	Anita Myers	2015
	Cyndy Oigny	2015
	Tamarin Laurel-Paine	2015

SELECTBOARD MINUTES
JUNE 30, 2014

Meeting opened at 6:00pm

Present: Alan Vint, Chair; Howard Knickerbocker, Clerk; David DiNicola
Duane Pease, Administrative Assistant

Judy Hoag addressed the Board regarding the ZBA's need to contact Town Counsel on an emergency basis regarding an application the ZBA had received. Since they were using their own expenses, they did not seek authorization from the Selectboard. She was advised that all contact with Town Counsel had to go through the Board for approval. A Selectboard meeting could be arranged on 48 hour notice and only 2 members had to be present to hold the meeting. There was continued discussion regarding this issue and Alan motioned to allow the ZBA to contact counsel, Howard 2nd; vote was 3-0.

Next Jim Caffrey of the Trustees of the Reservation asked the Board to sign off on the demolition of the Merritt property as the Board of Health. Alan motioned to allow sign off, Howard 2nd; vote 3-0. Alan also signed off as the Conservation Commission Chair. Howard signed off as Historical Commission member.

Minutes were approved on motion by Alan, Howard 2nd; vote 3-0.

Mail reviewed.

Town Handyman appointment was discussed next. Donald Munger appeared before the Board and is interested in the position; he has 20+ years experience in construction and building. He is currently working full-time but has time on weekends. Current handy person, Kathy O'Brien, has no problem with him being appointed to position. Alan motioned to appoint, Howard 2nd; vote 3-0. Don was advised the position paid only \$10/hour and there were no pressing issues to be repaired. The items that need to be addressed are the Playscape, handicap ramp entering/exiting from the auditorium and the Senior Center lock.

Don was also appointed as the 2nd Alternate to the Westfield River Wild and Scenic Committee on a motion by Alan, Howard 2nd; vote 3-0.

Howard updated the Board on the GTAC meeting he and Joe Kearns attended in Huntington. Huntington has hired an attorney to represent them in the withdrawal of Worthington from the Gateway Regional School District. They are looking to other Gateway member towns to join them and share the costs of the legal bill. There was discussion regarding the pros and cons of joining in. Howard supports the Town joining Huntington in this matter, the cost would be split 6 ways if all towns join. Howard motioned to have Middlefield support Huntington in the legal costs with a \$2,000 limit. Alan 2nd; vote 3-0.

Howard also advised the Board on the town property owned on Town Hill Road, this was taken for taxes 52 years ago and still remains with the Town. One parcel of 6.1+- acres is on the river bank is pretty much worthless, it was also the site of an old dump. The other parcel contains a spring that has the best drinking water in town. Howard felt the Town should retain that property and give the other to the Nature Conservancy.

Also discussed was the property at 92 River Road, it has been a year since the Town took the property and it can now be auctioned with a clear title as the owners can no longer redeem it. Tax attorney Ron Berenson has sent an email outlining the step necessary to auction it off (attached). There was discussion regarding whether the property was conforming or non-conforming with the current zoning. The Board did say they would not be warranting anything to the potential buyer of the property. A Tax Title Custodian needs to be appointed by the Board to handle the sales of Town property at auction. Howard motioned to appoint Alan, David 2nd; vote was 2-0 with Alan abstaining.

Jack Guyette spoke to the Board and advised he believes both Frederickson's urns are buried on the property. He is also interested in buying the property as it abuts his land. There was discussion about removing the urns and Jack stated Jimmy Dodge of Worthington knows where the urns are buried. This will be further researched.

Appointments were made to the Highway Dept. on motion by Howard, Dave 2nd both Ron and Matt Radwich were reappointed 3-0.

Michael Hale was appointed Pioneer Valley Planning Commission Representative on motion by Alan, Howard 2nd; vote 3-0.

The Town Center Committed was also reappointed (attached). Dave questioned what the Town Center Committee was and it was explained to him by Alan and Howard of the various entities involved including DEP, Town's Tax Attorney as well as Pioneer Valley Planning Commission.

Wally Smith questioned costs and options for the old store, he was advised at this point, the property is still owned by Janice Haywood and the DEP has approximately a \$250,000 lien against the property. When decisions are to be made, the Townspeople will be made aware of the options.

Wally also questioned the old dump that was located near Anita Myers property. Joe Kearns said the engineering firm hired by the Town had sent letters to DEP and had no response. DEP is aware of all the former dumpsites in Town.

Steve Harris, Communication Committee, brought in letter to be sent to Town Counsel requesting advice on gaining access to various password protected computers. The Communications Committee is looking into purchasing an overhead projector for the auditorium. They are also renewing service from C.I.S. for the overlay maps of the Town. Wired West is requesting area Selectboards send a letter of support to the State for the "last mile" connections. Lastly, Chester is going to help in seeing how emergency radio

coverage would be if the service were provided by Northampton Control. They will attempt communications from various “dead spots” that currently exist with the present service.

Highway Superintendent, Skip Savery, asked the Board to authorize the closing of Root Road for a couple of days while he is installing a fabric underlayment on the road prior to paving. He will check with the residents and advise them of the closing. The road would only be closed during working hours. Closing was approved for 3 days on motion by Howard, Alan 2nd; vote 3-0. Also, when he replaces the collapsed culvert on Arthur Pease Road, he will need to close that road for a day. Skip also stated that Jack Cobb places flowers and benches in front of the old store and someone had thrown the flowers out. He will speak with the Police Chief and give him the names of possible suspects.

The advertised positions of temporary on call summer help resulted in 4 applicants, 2 from Middlefield and 2 from Chester. The board voted to hire both Middlefield applicants on a motion by Howard, Dave 2nd; vote 2-0 with Alan abstaining as one of the applicants was his brother./

Selectboard meetings scheduled for July 7 & 21, August 4 & 18.

Alan motioned to adjourn, Howard 2nd; vote 3-0 and meeting adjourned at 8:02pm.

Minutes respectively submitted by:

Duane Pease
Administrative Assistant

Minutes accepted with/without changes:

Alan Vint, Chair

Howard Knickerbocker, Clerk

David DiNicola

Appointed 30 June 2014

One Year Individual Appointments:

<u>Position</u>	<u>Appointee</u>
Building Handyman	Donald Munger
Highway Employee	Ron Radwich
Highway Employee	Matt Radwich
Pioneer Valley Planning	Michael Hale
Westfield River - Alternate	Donald Munger

Boards & Committees:

Town Center Committee (1 yr)

Member	EOT
Judy Artioli	2014
Scott Artioli	2014
Mitch Feldmesser	2014
Judy Hoag	2014
Dale Hoag	2014
Maureen Sullivan	2014
Jay Swift	2014
Alan Vint	2014