

Selectboard Minutes  
July 21, 2021

Meeting opened at 6:35

Present: Ann Marie Visconti; Tonya Santaniello; Curt Robie  
Duane Pease, Town Administrator (TA)

Also attending: Suzanne Lemieux, Town Clerk; Skip Savery, Highway Superintendent; Joe Kearns, Finance Chair; Ron Radwich, Fire Chief; Adair Laurel- Cafarella; Judy Hoag

Minutes of last S/B meeting approved.

Board reorganization: Ann Marie and Tonya both showed interest in becoming Chair, agreed to coin flip and Ann Marie elected chair on motion by Tonya, Curt 2<sup>nd</sup>; vote 3-0.

First item on agenda was developing an Open Space plan, this would open additional areas of grant funding. Curt said the town has never started this and felt an Ad Hoc committee consisting of Conservation, Planning and citizens would be a good way to get it started. There was continued discussion among the Board and this will be discussed additionally in the near future and to also seek help from PVPC as well as CDC. Curt motioned to create Ad Hoc committee to address the Open Space issue, Tonya 2<sup>nd</sup>; vote 3-0.

Curt provided an update on the playground apparatus; he thanked Skip and the Highway Dept. for the work they have done so far. There is still additional work needed as well as the replacement of clean fill, wood chips or rubber, in the fall areas. To replace the playscape would cost in excess of \$20,000 and a decision should be made by the residents if the scape should stay where it is or be moved to the Town Hall grounds. With the development of the town Center Park, there most likely will be an increase in the use of the playground.

Veteran's contract with Northampton reviewed and signed by Ann Marie. Discussion on honoring veterans that served in Korean War, Vietnam, Desert Storm, Iraq and Afghanistan as there is nothing to commemorate their service.

Old business: digital speed signs have been ordered (4) and will be installed when rec'd.

New business: Tonya said Peru has asked that the town do some work on Arthur Pease Road as it becomes Curtin Rd in Peru, just would like to have it more passible.

Ann Marie said the Ford Taurus cruiser needs about \$3,000 of work and that would take the entire budget for the year.

Curt stated basketball court will have to have cracks sealed before paving and Skip will coordinate the paving when he has town roads paved.

Ron said he had obtained 3 bids for the rescue ATV including the State bid which was higher than a bid he rec'd. Curt questioned if this would have to go out to public bid, TA said he thought the new bidding adopted by the State had a limit of \$50,000 and under could be done by soliciting bids, the cost of the ATV is \$26,856.94. Ann Marie was concerned about the storing of the vehicle, Ron said he is looking to purchase a storage unit to be placed next to or close to the Fire Station.

TA advised the Gateway budget will be the statutory budget as all towns did not pass the Alternative Method.

Curt said he is looking into getting the stage lift back in operating order and also a slate is missing from the Senior Center roof and should be covered under the warranty.

Generators for the highway and fire station do not provide enough power for the departments to run all of their equipment at one time.

Town Center gazebo will be delivered on August 2<sup>nd</sup>.

Ann Marie said the board has to prioritize its list of needs and currently there is a need for 2 school committee representatives, and assessor and Planning board member. She has also asked Crystal Kruszyna if she would be willing to take over the position of Emergency Medical Service, Crystal will consider and get back to her.

TA will follow with Comcast regarding internet service for the Highway Garage, Senior Center and Town Hall.

Judy thanked Curt for stepping up and running for her former Selectboard seat.

Ann Marie motioned to adjourn, Tonya 2<sup>nd</sup>; vote 3-0 and meeting adjourned at 8:45pm.

Minutes respectively submitted by:

Duane Pease  
Town Administrator

Minutes accepted with/without changes by:

Ann Marie Visconti, Chair

Tonya Santaniello

Curt Robie

Selectboard Minutes  
July 28, 2021

Meeting opened at 6:31pm

Present: Ann Marie Visconti, Chair; Tonya Santaniello; Curt Robie  
Duane Pease, Town Administrator (TA)

Also in attendance: Joe Kearns, Finance Chair; Suzanne Lemieux, Town Clerk;  
Doreen Black. Planning Board Chair; Tamarin Laurel-Paine; Adair Laurel-  
Cafarella; Ken Murray; Robin Savery; Crystal Kruzyna

Warrants reviewed and signed; Payroll: \$28,166.48; Expenses: \$42,326.33.

Minutes approved on motion by Ann Marie, Tonya 2<sup>nd</sup>; vote 3-0.

Appointments to Assessors; School Committee and Planning Board discussed.  
Both Ken and Robin expressed interest in the Assessor's position. Board did brief  
interview with both. Ken is semi-retired union carpenter, has reviewed the State  
published duties of an assessor and is willing to obtain schooling and would break  
in gradually. Robin was previously an assessor and ended in 2007, she would be  
willing to start over in the position. Board thanked both for showing interest and  
decision will be made in the future.

Doreen showed interest in one of the vacant School Committee positions, Curt, as  
former member explained some of the duties and suggested she attend a few  
meetings and then make a decision. Curt told her to call him anytime for further  
information.

Crystal Kruzyna discussed the Emergency Medical Services position with Ann  
Marie as Ann Marie has held that position for number of years. They went over the  
duties and responsibilities of the position and Crystal agreed to the post. Ann  
Marie motioned to appoint, Tonya 2<sup>nd</sup>; vote 3-0.

Appointments for the remaining positions were completed, all that held yearly  
positions for last fiscal Year were reappointed; staggered 3-year terms: expiring  
members were also reappointed. TA to send letters to appointees.

Old business: Curt said he had contacted the elevator company to do repairs to the  
stage lift and was waiting for a date for the inspection. He is also following up on

the left front door. Open Space plan: Curt had check with Conservation chair, Carol Waag, to see what members would be interested in participating. Ideally, the committed would have Planning, Conservation and residents involved.

New business: Tonya, speaking as a member of the Police Dept. said they were looking to renovate, paint their office. This expense would come under the maintenance of public buildings appropriation.

Public input: Marin said the internet speed in the Town Hall is slow for some of the sites they have to access as assessors. TA advised he is dealing with Comcast for connecting the Town Hall, Senior Center and Highway garage.

Curt motioned to adjourn, Ann Marie 2<sup>nd</sup>; vote 3-0 and meeting adjourned at 7:40pm.

Minutes respectively submitted by:

Duane Pease  
Town Administrator

Minutes accepted with/without changes by:

Ann Marie Visconti, Chair

Tonya Santaniello

Curt Robie

Selectboard Meeting  
August 11, 2021  
Minutes

Meeting opened at 6:30pm

Present: Ann Marie Visconti, Chair; Tonya Santaniello; Curt Robie  
Duane Pease, Town Administrator (TA)

Also attending: Jen Dion, Police Chief; Joe Kearns, Finance Chair; Suzanne Lemieux, Town Clerk; Crystal Kruzyna; Adair Laurel-Cafarella

Warrants reviewed and signed; Payroll: \$6,820.54; Expenses: \$138,438.74

Minutes accepted on motion by Ann Marie, Curt 2<sup>nd</sup>; vote 3-0.

Curt said he talked to Ron regarding the Fire Dept. ATV and was given the 3 bids. Bids were: \$28,314.78 from New Boston Crane Service and Sleds; \$29,235.78 submitted by Higgins Energy Alternatives and \$25,651.42 from Ronnie's Cycle Sales and Service. Bids were reviewed and all met specs. Curt motioned to accept the low bid from Ronnie's, Tonya 2<sup>nd</sup>; vote 3-0. TA will send purchase order and ST-5 to Ronnie's.

There was discussion regarding an audit of Town financials for FY'19. TA advised he had sent letters to Melanson, Scanlon and Adelson. Adelson never responded, Melanson said no and no response from Scanlon. However, our treasurer, Kristen Henshaw, has been dealing with them doing audits in the other towns she works in and said they would be willing to do Middlefield's audit in the fall. There was discussion as to what the board would be looking for, how improvements since last audit, etc. Prior to audit, principal will be invited to S/B meeting.

Police Chief, Jen Dion, met with the board to discuss the condition of the Taurus cruiser. At this point the vehicle needs extensive repairs and it would deplete their entire budget for repairs, fuel tank has a leak, power steering pump needs replacement, ABS and vehicle traction control warning lights are on, not sure if the all-wheel drive is working. Preliminary estimate was approximately \$3,200. The vehicle has 81,000 miles on it. There was extensive discussion on the possibility of obtaining a new cruiser as any used one would most likely be a high mileage vehicle that was retired do to age and miles. If a new cruiser is needed, it would have to be brought to a Special Town Meeting for approval. There will be future discussion on this issue. Jen also said they would like to redo the office; paint, possible new desk, etc. TA advised this would be paid for under the Maintenance of Public Buildings budget.

Curt requested the Chief provide the S/B with a monthly report of their activities, Jen said that would not be a problem.

Next was discussed a one day "retreat" where all department heads met with the Selectboard to go over budgets, nurture plans, evaluations, how departments can assist each other, etc.

PVPC Block Grant application was discussed, Chester is the lead community, and PVPC will be hosting the public hearing. Board discussed needs for the town such as elevator for the Senior Center, electrical work needed in the building. The Green Grant provided some electrical improvements but it was mostly limited to replacing existing lights with led lighting. TA is meeting with electrical contractor on 9/21. It is difficult for Middlefield to obtain funding as it based on housing concentration and wealth of the communities. Ann Marie said she would be attending the meeting.

There was also discussion on the Open Space issue, Curt is attempting to get members of the Conservation Commission, Planning Board and citizens interested in participating.

Old business: Curt is putting together the bid request for the engineering for the Root Road culvert.

New business: Ann Marie is meeting with representative from MEMA on Friday. TA if finalizing obtaining internet for the Highway Garage, Senior Center and Town Hall, he is meeting with Comcast tomorrow.

Ann Marie said the Town Plan and Capital Plan needs to address the immediate ad future needs of the town.

Curt motioned to adjourn, Tonya 2<sup>nd</sup>; vote 3-0 and meeting adjourned at 8:25pm

Minutes respectively submitted by:

Duane Pease Town Administrator

Minutes accepted with/without changes by:

Ann Marie Visconti, Chair

Tonya Santaniello

Curt Robie



## Town of Middlefield Board of Selectman

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August 25, 2021

### MINUTES

Board Members present: Chair Ann Marie Visconti, Members Tonya Santaniello, Curt Robie

Meeting opened at 6:30

Warrants were signed.

Next warrant to be signed on Sept 7

Minutes tabled to the next meeting.

#### **Old Business:**

**Cruiser:** Chief Dion submitted a budget estimate from Marcotte. Price quoted for a hybrid model is \$51,558.00.

Storage suggestions for protection of the cruiser and contents were discussed. A Public Safety Planning Committee will be formed to review the options. Further discussion will be held at the September 22<sup>nd</sup> meeting.

**Community Block Grant:** Due date to apply for a block grant is September 12. The Town electrician will be asked to estimate the costs of the electrical work at the Senior Center.

**Open Space Plan:** Curt will attend the Planning Board's Sept. 7 meeting to discuss the open space plan.

The Journal did not print the article asking for public volunteers for an open space committee.

**Locksmith:** A Locksmith is coming next week to discuss the broken front door.

**Audit:** The need for an audit was discussed. Last audit was in 2014. A call was put in to the Town Treasurer to find out what's being covered in this audit.

#### **New Business:**

**Comcast:** A resident was quoted an estimate of \$21,000 to be hooked up to the street. Discussion of conduits and Comcast ensued. The Board will find out who to contact to help her.

Agenda for September 22 meeting:

Bob Miller

Public Safety Planning Committee

2020-re-precincting form to sign

Minutes

Tax Title: Discussion about publishing names of people involved in Tax Title

Appointments: COA Charlene Gero and Patricia Jones

Conservation Commission: Barry Bernard alternate

Cultural Council : Eleanor Doyle and Andrea Tosi

Adjournment: Meeting adjourned at 8:00.

Respectfully submitted,

Suzanne C. Lemieux Recording Secretary

Selectboard Minutes  
September 22, 2021

Meeting opened at 6:30pm

Present: Ann Marie Visconti, Chair; Tonya Santaniello; Curt Robie  
Duane Pease, Town Administrator (TA)

Curt requested a moment of silence for Pat Paschal, a longtime resident who recently passed away.

Warrants reviewed and signed; Payroll; \$15,125.73; Expenses: \$38,522.32

Minutes of 8/18/21 approved on motion by Ann Marie; Tonya 2<sup>nd</sup>; vote 3-0  
Minutes of 8/25/21 approved on motion by Ann Marie; Curt 2<sup>nd</sup>; vote 3-0

Mail: DEP inspection of Transfer Station received; all is good.

Tax Collector, Mary Ann Pease, addressed the Board regarding delinquent tax payers. She said she will be posting these on the Town website, it is only a few owners that are in arrears and will only post those that owe over \$1,000. She explained rather than put these in Tax Title which is expensive, posting the names on the web site has been very successful in the other town she works in. She will notify the taxpayers prior to posting the names to give them a chance to make payments or arrangements to make a payment.

She also said that David Irwin of Adelson Accounting did an audit in Chester and they were very satisfied and she will send his contact information to the Town. We will also check with Tom Scanlon again to see if his firm is interested in the audit.

Former employee, Bob Miller, met with the Board regarding an error in the amount of money that was deducted from his pay while he worked for the town. He went to Hampshire Retirement and was told the town only withheld 5% and failed to increase it to 7%, therefore he will have to pay in excess of \$4,000 to obtain his retirement benefits. Town accountant, Bev Cooper, was at the meeting and she is familiar with the retirement system and said the error was with the Retirement Board and he should not be penalized for their mistake. She will do more research on this. TA said he

will check with Town's insurance carrier to see if there may be coverage for this.

Selectboard will schedule meeting with Finance Committee at next meeting, 10/6/21 at 7pm.

Curt asked Bev what the balance of the Stabilization Fund was, \$330,000 and the Sarah Dickson donation, \$29,000. Free Cash is not available as of now. Bev said the Schedule A is due to the state by October 15<sup>th</sup>. Curt was also concerned with some budgets being overspent and not being immediately addressed, perhaps reducing the next years budget would keep this from happening as a form of penalty.

Curt also said the Senior Center is facing many issues as he has viewed the crawl space and there is hanging, wet insulation, many old desks, rocks, etc. in the space. John Savery is putting together an estimate to replace the wiring.

There will be a meeting of all departments, committees, commissions, etc. on October 16<sup>th</sup> from 8:30am to noon.

Carol Waag asked the board to make alternate appointments to the Conservation Commission as some members have health issues and can't always attend the meetings and therefore a quorum is not available. She recommended Barry Bernard and Chris Bresnahan as alternates. Ann Marie motioned to appoint, Tonya 2<sup>nd</sup>; vote 3-0.

Council on Aging requested Charlene Gero and Pat Jones be appointed, Ann Marie motioned to appoint, Curt 2<sup>nd</sup>; vote 3-0.

Eleanor Doyle requested she and Andrea Tosi be reappointed to the Cultural Council. Ann Marie motioned to appoint, Tonya 2<sup>nd</sup>; vote 3-0.

Curt advised he had completed the grant application for the Root Road culvert replacement engineering. Carol Waag agreed to oversee, there will be a public hearing once the engineering is completed.

Curt is still pursuing members to join the Open Space Committee and has met with the Planning Board and Conservation Commission in an attempt to gain members. He has also submitted a \$14,000 grant requesting

equipment and software for the Police Dept. He was able to submit the grant under the Best Practices Grant program.

Tomorrow he is having a Zoom meeting with Molly Jackson-Watts to discuss the possibility of obtaining a grant for the erection of a cell tower on town property as this would aid residents in communications as service is very spotty in town. It could also be used by Berkshire Control to improve emergency contacts with police and fire Departments.

Curt will also be attending a rural regional school meeting, there will be representatives of the area regional schools and state officials at this meeting to discuss the issues facing the schools.

Crystal Kruzyna discussed the CPR and First Responder classes with the board. She said Hinsdale Ambulance charges less for these classes than others in the area and will be scheduling them, the courses were not offer last year due to the COVID pandemic. Ann Marie said she realizes Crystal is not representing the Fire Dept. but she is concerned that many times a large number of volunteer firemen show up a medical call and are just standing around. This may make it uncomfortable for the resident that needs immediate care.

There was also a question about building being done on Town Hill Road and if Building Permits had been taken out. TA will follow with Building Commissioner.

Curt motioned to adjourn, Tonya 2<sup>nd</sup>; vote 3-0 and meeting adjourned at 8:45pm

Minutes respectively submitted by:

Duane Pease  
Town Administrator

Minutes accepted with/without changes by:

Ann Marie Visconti, Chair      Tonya Santaniello      Curt Robie



Selectboard minutes  
October 6, 2021

Meeting opened at 6:31pm

Present: Ann Marie Visconti, Chair; Tonya Santaniello; Curt Robie  
Duane Pease, Town Administrator (TA)

Also present: Kristen Smidy, Superintendent of Gateway Regional School District; Steve Harris; Gita Jozsef; Adair Laurel-Cafarella; Tamarin Laurel-Paine; Dave DiNicola; Doreen Black, Planning Board Chair; Joe Kearns, finance Chair; Suzanne Lemieux, Town Clerk

Board met first with Smidy who introduced herself as she was recently chosen to be the superintendent of GRSD. She is going to Selectboard meetings of all of the district towns to make herself known and seek input from the towns. She wants to bring transparency to the school district and find ways to attract students to the school. There was discussion on the COVID status at the school, she can't mandate masks but the state has and the schools are complying. MCAST scores were down from the previous year but that was expected as remote learning was in place. The district received \$219,000 in Rural Aid grant and she is looking to provide various activities as well as learning for the students. Enrollment has declined by approximately 400 students in the past 10 years, many students are leaving to attend the vocational schools. Gateway does offer welding and early childhood courses that are not available at the vocational schools and she is looking for ways to feature these to attract out of area students. Board asked what they could do to help her and would be a willing participant in promoting Gateway. Board thanked her for her attendance.

Warrants reviewed and signed; Payroll: \$6,992.54; Expenses: \$67,464.77.

Minutes approved on motion by Ann Marie, Tonya 2<sup>nd</sup>; vote 3-0.

Mail: board signed voter precent for Town Clerk; Comcast agreement for completed network and memorandum of understanding with Northampton board of Health for additional nurses to provide coverage for COVID follow. There is no fee to the town as finances provided by State.

Meeting with Finance Committee was next on agenda. Ann Marie said there needs to be a point person for contact on the committee for information and what the duties of the committee are.

Daniele property was discussed next, property on Skyline Trail is for sale and town has right of first refusal as a portion of it is in Chapter land. The site is 10.28 acres, has been perked and is currently being marketed at \$59,000. Board feels this may be good site for future safety complex as it has potential of housing Police and Fire Depts. Board will continue discussion at future meeting.

Planning Board Chair, Doreen Black, requested assistance from the board regarding property on Harry Pease Road owned by Carol Varsano. She would like to subdivide her property and originally told Doreen she had no one to help her but a granddaughter has now entered the picture. She was told since the land involved is not on a public road, she would have to create a road that is built to current standards and then have it accepted by the town. Highway Superintendent, Skip Savery, has all the information as to the length of Harry Pease and what would have to be done to make an acceptable road.

Steve Harris, web site administrator, said he would update site with job descriptions and hours when material given to him.

Senior Center update: Curt said he has applied for a grant for an emergency generator for the building, includes all necessary to install and run. Engineer may be required to address some issues noted in the crawl space under the building. Curt is waiting for the estimate on the electrical work needed.

Curt also applied for a grant for the Police Dept. to update computers so officers can connect directly while in the cruisers.

Also discussed was a Capital Plan for the Town both a 5-year and 10-year plan. Board needs to be more pro-active to look to the future needs of the Town. Dave said this plan would have to be funded by the tax payers and currently we are budgeting for the absolute needs. Town's people will have to decide what the needs are.

Old business: agenda for the October 16<sup>th</sup> meeting of all boards, etc. will be posted after reviewed by Ann Marie will include request for job descriptions, hours, etc.

Audit: Dave Irwin is scheduled for the Nov 17<sup>th</sup> meeting to discuss parameters of audit. Ann Marie had been in contact with Scanlon but has not gotten return calls. TA will follow with Melanson.

Marin brought up hours for Trick or Treating, board agreed to 4-7 pm on Saturday, October 30<sup>th</sup>. TA will send to Country Journal.

Board agreed to close Town Hall on 10/8 and 10/9 for the only Columbus Day weekend.

TA advised Skip had been bitten by dog and sought medical treatment, more info when available.

Public input: Dave addressed the Police Dept. and the speeding on Skyline Trail, a car had hit a bear near his house and no local police were available. The State Police responded. He is upset there was a 300% increase in the budget but appears the cruiser is out of town when the officers are doing outside road duties. Seems the outside detail is more important than having a cruiser available in town.

Curt motioned to adjourn, Tonya 2<sup>nd</sup>; vote 3-0 and meeting adjourned at 9:05pm

Minutes respectively submitted by:

Duane Pease  
Town Administrator

Minutes accepted with/without changes by:

Ann Marie Visconti, Chair

Tonya Santaniello

Curt Robie



Selectboard Minutes  
October 20, 2021

Meeting opened at 6:30pm

Present: Ann Marie Visconti, Chair; Tonya Santaniello; Curt Robie  
Duane Pease, Town Administrator (TA)

Also present: Joe Kearns, Finance Chair; Eleanor Doyle, Cultural Council Chair; Doreen Black, Planning Board Chair; Jen Dion, Police chief, Ken Murray; Adair Laurel-Cafarella

Warrants reviewed and signed; Payroll \$20,582.04; Expenses: \$159,854.01 and \$4,064.07

Minutes approved on motion by Ann Marie, Curt 2<sup>nd</sup>; vote 3-0

Eleanor advised the Board that there was about \$9,000 in funds to disperse this year, normally the State gives \$5,000/year but with COVID last year's money was allotted but not spent. The Council likes to keep the funds as local as possible. Ann Marie said she would like to arrange a "meet and greet" as there are many new families in town, Eleanor said it would have to be coordinated with a recipient such as Middlefield Days. Food can not be paid for but entertainment can be. She suggested Ann Marie contact Judy Hoag for a possible get together. There was one a few years ago that was held at the Church.

Mail: letter from owner of property on Cone Road complaining about water run off on to his property and running into his barn. Letter to be given to Highway Superintendent. MIIA Grant to be submitted for 3 fireproof cabinets. Grants have to be related to improving Work Comp safety or property coverage. Police and Fire are excluded from grant money.

Jen gave update on police: department is set on bulletproof vests, cost of new vests has increased to \$1,400; looking for 2 medical jump kits, AED and O2 system. Grant has been applied for and waiting for decision. She is requiring officers to do 4 hours of patrol weekly and will be submitting a monthly report to Selectboard. Currently, she is the only officer that has a date for the additional training prior to starting, she has to have a physical by an occupational physician, her primary doctor is not qualified. There will be additional costs associated with the training such as mileage and hourly compensation. The department needs a new desktop computer as the 2 they currently have no longer can keep pace with their needs.

Further discussion on the Daniele property, since it is located near the town center it may be suitable for a safety complex, article will be placed on Special town Meeting warrant seeking funds to purchase. Funds may not be available for safety complex but Representative Blais said the legislature is looking to start funding same.

Senior Center update: TA sent all the lighting info to John Savery for review; Curt is setting up account with Graybar Electric as they are on the State bid. Also, Curt is preparing a RFP for a “house doctor” engineering bid.

Doreen Black said Planning Board is looking to increase from 2 to 4 the number of employees allowed to work from a home, these are usually part-time workers and parking would not be a problem as it is covered under other by-laws. She presented to Selectboard, board has 14 days to respond and if no response the Planning board may continue with its by-law change, i.e., public hearings, etc.

Recap of the Saturday meeting with all depts, boards, etc. Ann Marie said she got positive feedback and looking to the future for additional meetings. Ken said he thought it was really positive.

Special town Meeting: articles for warrant will include buying a new police cruiser, purchasing the Daniele property and increase the salary of the Assessor’s clerk position when Moderator read the wrong line for the vote. TA will include “raise and appropriate or fund from other sources” in the wording of the first two articles.

Old business: speed signs should be erected shortly, one on each side of the Town Center and the other 2 sites to be determined.

No new business

Curt motioned to adjourn, Tonya 2<sup>nd</sup>; vote 3-0 and meeting adjourned at 8:15pm

Minutes respectively submitted by:

Duane Pease  
Town Administrator

Minutes accepted with/without changes by:

Ann Marie Visconti, Chair

Tonya Santaniello

Curt Robie

Selectboard minutes  
November 3, 2021

Meeting opened at 6:30pm

Present: Ann Marie Visconti, Chair; Tonya Santaniello; Curt Robie  
Duane Pease, Town Administrator (TA)

Also present: Joe Kearns, Finance Chair; Ken Murray, Suzanne Lemieux,  
Town Clerk; Adair Laurel-Cafarella; Crystal Kruzyna; Tom Scanlon

Warrants reviewed and signed; Payroll: \$14,900.40; Expenses: \$5,437.84

Carrie Petrik, Regional Coordinator for MVP program, called in to address the board regarding 2 sequential grants that are available. The first is Planning, looks at the vulnerability of climate change and effects on the town; 2<sup>nd</sup> is the Action Grant that allows for culverts, etc. She said these grants are easier to obtain as they do not use FEMA funding. Discussion ensued, outside vendors are used and must be related to climate change. She will send additional information to board via email.

Board met with Tom Scanlon of Scanlon & Associates to discuss the possibility of his firm performing an audit. Curt had many questions for Tom and also let him review the management letter from his previous audit. Discussion on items ranging from Free Cash certification, grant funds, revenue receipts, how long audit would take and how much could be done electronically. Tom said his firm does around 67 audits a year and the earliest he could do Middlefield would most likely be in May and it would take 2-3 days to complete. Board thanked him for his attendance.

Minutes were approved on motion by Ann Marie, Tonya 2<sup>nd</sup>; vote 3-0

TA had board review warrant he prepared for Special Town Meeting scheduled for Wednesday, November 17<sup>th</sup> at 7:00pm. Warrant articles were discussed with board members at various times. 3 articles: 1. Police cruiser raise and appropriate \$51,558 or use other available funds, amount was based upon the State Comm Buys bid and supplied by Marcotte Ford; 2. Daniele property on Skyline Trail, \$59,000; 3. \$1,492 for the salary account of the Assessor Clerk. Board reviewed the warrant and then signed. They will be posted tonight.

Old business: discussion of Free Cash and when to expect to be certified, should be completed prior to STM and money can then be used to fund articles.

New business: none

Public input: Crystal Kruzyna questioned the ATV that is housed in the Emergency trailer and if it necessary for the Police and Fire to have both. There was brief discussion and this to be coordinated between departments.

Ann Marie motioned to adjourn, Tonya 2<sup>nd</sup>; vote 3-0 and meeting adjourned at 8:15pm.

Minutes respectively submitted by:

Duane Pease  
Town Administrator

Minutes accepted with/without changes by:

Ann Marie Visconti, Chair

Tonya Santaniello

Curt Robie

Selectboard Minutes  
November 17, 2021

Meeting opened at 6:00pm

Present: Tonya Santaniello; Curt Robie; Ann Marie Visconti, Chair, arrived at 6:07pm  
Duane Pease, Town Administrator; David Irwin of Adelson & Co

Board met with David to discuss possibility of his firm doing Town Audit. Dave gave an overview of the firm, has been in business since 1934 audits a number of towns, regional school districts and non-profits. Curt let him review management letter from our last audit. Discussion of various topics similar to discussion with Tom Scanlon at previous meeting. Dave said he would request some electronic files as well as in person meeting with departments. He would be able to do audit after the 15<sup>th</sup> of December and cost could be between \$17,500 and \$20,000. If his firm was to be retained on a yearly or bi-yearly basis the cost would be less. He recommended audits be done at least every other year. The initial audit would probably take between 120-140 hours, the blended rate would be \$125-130 an hour.

Board thanked him for attending the meeting.

Curt motioned to adjourn so board could open the Special Town Meeting, Tonya 2nd; vote 3-0 and meeting adjourned at 6:59pm.

Minutes respectively submitted by:

Duane Pease  
Town Administrator

Minutes accepted with/without changes by:

Ann Marie Visconti, Chair

Tonya Santaniello

Curt Robie

Selectboard Minutes  
December 1, 2021

Meeting opened at 6:31pm

Present: Ann Marie Visconti, Chair; Tonya Santaniello; Absent: Curt Robie  
Duane Pease, Town Administrator (TA)  
Tamarin laurel-Paine, Assessor Chair; Assessors Laura Lafreniere and Ken  
Murray; Suzanne Lemieux, Town Clerk; Joe Kearns, Finance Chair; Skip Savery,  
Highway Superintendent; Adair Laurel-Cafarella

Tax Classification hearing was opened by Ann Marie: Marin gave handout to  
Board. Explained reasoning for single rate versus split rate (Middlefield has  
limited commercial property). There was discussion on rate and board voted for the  
single rate on motion by Ann Marie, Tonya 2<sup>nd</sup>; 2-0.

Warrants reviewed and signed; Payroll: \$8,584.16; Expenses: \$15,509.50

Minutes of 11/17/21 approved on motion by Ann Marie, Tonya 2<sup>nd</sup>; vote 2-0  
Minutes of 11/3/21 approved on motion by Ann Marie, Tonya 2<sup>nd</sup>; vote 2-0

Mail: TA advised he had previously reviewed state web site “Find my Cash” and  
noted that Middlefield was listed sent preliminary to site and received paper work  
for seeking the money. Was not a significant amount, under \$900. Paper work  
completed and returned.

Old business: Discussion regarding audit and choosing company, brief discussion  
and both agreed to hire Adelson & Co. on motion by Ann Marie, Tonya 2<sup>nd</sup>; vote  
2-0. Ann Marie will contact David Irwin and request written proposal.

New business: TA advised that he and Curt had reviewed the lighting proposals  
submitted under the Green Grant and found them to be acceptable. Ann Marie  
motioned to proceed with the light replacement, Tonya 2<sup>nd</sup>; vote 2-0.

Skip Savery had list of road closures for the winter: West Hill from #39-#68; Cone  
Road from #830#111; Arthur Pease Road from #63 to the Peru line; Clark Wright  
from Chipman Road to # 40. TA will send to Country Journal for Legal  
Publication. He is also planning on changing the turnaround at the Chester line to  
an area that is owned by the town. Skip also spoke with the seller of the Western

Star truck the town has ordered, production is suppose to start on 12/16/21 and he may have the truck by march.

There was no public input.

Tonya motioned to adjourn, Ann Marie 2<sup>nd</sup>; vote 2-0 and meeting adjourned at 7:20pm.

Minutes respectively submitted by:

Duane Pease  
Town Administrator

Minutes accepted with/without changes by:

Ann Marie Visconti, Chair

Tonya Santaniello

Selectboard Minutes  
December 15, 2021

Meeting opened at 6:30pm

Present: Ann Marie Visconti, Chair; Tonya Santaniello; Curt Robie  
Duane Pease, Town Administrator (TA); Ed Fahey, Health Inspector; Bill Girard,  
Building Commissioner

Also in attendance: Sherri Venditti; Joe Kearns, Finance Chair; Suzanne Lemieux,  
Town Clerk; Skip Savery, Highway Superintendent; Adair Laurel-Cafarella;  
Crystal Kruzyna

Warrants reviewed and signed; Payroll: \$19,951.53; Expenses: \$20,302.06

Minutes approved on motion by Ann Marie, Tonya 2<sup>nd</sup>; vote 2-0 with Curt  
abstaining as he was absent at meeting.

Board met with Ed Fahey, discussion regarding having set hours at the Town Hall, this would come with an additional cost to the Town. Process seems to be running much smoother of late so hours may not be needed. Ed had emailed his job description and TA will forward to webmaster for posting. Also, Berkshire Health has hired a full-time person to answer phone calls, this gives another option other than email. Ed expressed a desire for the town to join the Permit Eyes which allows all health, septic issues to be submitted on line for his review. Berkshire has obtained a grant that would pay for the cost of joining, \$2,800 and the first-year membership, \$1,400 and maybe also cover the 2<sup>nd</sup> year. Board agreed to participate. Also, Ed requested the board approve using the FDA Food Standards as this will also open up additional grant opportunities, Massachusetts Standards are the same as the FDA so there would be no change testing, etc. He will forward documents to board. Also, fee increases that were approved previously have not been posted on line effective 1/1/22, TA will have this done. Board thanked Ed for his attendance and input.

Board next met with Bill Girard, they had questions on whether there was some illegal building in some areas. Bill said he was aware of some and had posted notices on the properties to contact him as no one was around when he stopped at the properties and the next step is to send them letters. The building at 25 Bell Road is an issue as Bill had issued a permit for the owner to build a garage and admitted he “blew” it by forgetting to check for the wetlands and then found the set

back was incorrect as the owner had measured from the road and not the property line. Since the permitting was done on line, he then denied the permit, the owner had already had the garage foundation poured and was in the process of erecting his garage. The owner was able to have the Conservation Committee approve the building but now is waiting to have a hearing before the ZBA regarding the set-back issue. The property owner, Frank Lopinsky has been very patient and is proceeding through all the right channels to get his garage approved.

Sherri questioned the RV's and campers that are appearing on undeveloped land, the Zoning by-laws need to be enforced. Bill said if he gets a written complaint he follows up, he does not act on verbal issues.

James Burns attended the meeting to discuss a drainage issue he has with his property on Cone Road, he purchased the former Preserve property a couple of years ago and alleges the town changed a culvert that is not discharging water on his property, they also dug a trench that divert additional water and is threatening his barn. He is worried that mold will become an issue, he stated no one lives there but he uses the barn for storage. It was explained that the culvert has not been changed and that the trench has been there for years and the town usually cleans it once a year. He said he had photos but could not find them at this time. Also, this has been an unusually wet year.

Accountant Bev Cooper, could not make it to the meeting. She has been in contact with David Irwin of Adelson regarding the audit and has been sending him the requested info. She said she will resume having Saturday hours in the Town Hall.

Old business: TA will follow on the Green Grant light replacement with Darek Chomiak. Crystal Kruzyna advised the infant CPR dummies had been found, they were in the firehouse and had gotten buried under some other articles.

Curt said the Open Space Committee is moving along; the House Doctor request resulted in one submission. He and the TA reviewed the proposal and contacted the references and all went well. The company has a niche for doing business with small towns and will meet after the holidays. The bids for the fish culvert on Root Road will be reviewed on Tuesday at 9am. The crack sealing has been completed on the basketball court and the paving will be completed in the spring. Also, the court will be lined for Pickleball as well as basketball. He will be in contact with Hill Engineering to see what will be necessary for them to bring their engineering report on the Town Hill Road bridge up to date.

There was no public input.

Curt motioned to adjourn, Tonya 2<sup>nd</sup>; vote 3-0 and meeting adjourned at 8:25pm.

Minutes respectively submitted by:

Duane Pease  
Town Administrator

Minutes accepted with/without changes by:

Ann Marie Visconti, Chair

Tonya Santaniello

Curt Robie

Selectboard Minutes  
December 29, 2021

Meeting opened at 6:30pm

Present: Ann Marie Visconti, Chair; Tonya Santaniello; Curt Robie attending via phone

Duane Pease, Town Administrator (TA); also present: Adair Laurel-Cafarella; Joe Kearns, Finance Chair; Kirsten Henshaw, Treasurer; Jim Burns

Warrants reviewed and signed; Payroll: \$17,292.20; Expenses: \$10,445.78

Minutes approved on motion by Ann Marie, Tonya 2<sup>nd</sup>; vote 3-0

Ann Marie said she had spoken with Bev, accountant, regarding the past rollovers from previous FY. There was further discussion among the board and agreed that there will be no more rolling over of unspent funds to the next fiscal year unless there is a pending bill that has not been submitted prior to end of fiscal year.

Board next met with Kirsten Henshaw, Treasurer, she said she is comfortable with the upcoming audit. She's been a treasurer in various towns for over 20 years and is happy to help in this audit. Board told her they appreciate her work and if she had any issues that needed to be discussed. Kirsten said all is fine so far and if anything arose, she would advise the board. Adair questioned why all the payroll accounts were not paid in the last fiscal year, Kirsten said if the employee does not submit a request, she won't issue payment.

Mail: only one bid received for the Root Road culvert engineering, bid was from C.E.I. bid is being handled by Carol Waag, Conservation Commission chair.

Agreement with Berkshire Alliance was approved on motion by Ann Marie, Tonya 2<sup>nd</sup>; vote 3-0.

Curt addressed the Board regarding the upcoming budgets for Fiscal '23. He said the department heads need to draw up their budgets in advance so the Selectboard and Finance Committee can review prior to the Annual Town Meeting, and not be seen at the last minute. Capital expenses/major equipment needs also have to be addressed. Also, departments must be made aware that there will be no rollovers on unspent funds to the next fiscal year, any dollars not spent will go into the Free Cash account.

The House Doctor bid request resulted on one firm submitting a proposal, BTA, Brett Thibault Architect. Bid was opened and reviewed by Curt and TA, bid meet all the requirements, does small municipal work, he is not interested in large jobs. 2 references listed were called and both gave excellent endorsements for him. Hourly rate was very competitive, \$100/hour for all work. Curt motioned to award to BTA, Ann Marie 2<sup>nd</sup>; vote 3-0.

Old business: Curt and Skip viewed the Cone Road drainage issue. The culvert the owner claimed was recently replaced has been in place for a number of years and is not on his property, the water turn out may be causing water runoff onto his property but because it is winter and the ground is frozen it can't be corrected until spring.

Curt has completed the credit application for Graybar Electric, they are a state bid firm. The Open Space Committee is moving along.

New Business: Ann Marie said the EMPG grant is being used to purchase an AED for the police. Carrieanne Petrik is reviewing our Mitigation Plan to see if it may be used to satisfy the Climate Change grant.

Public input: Adair questioned the status of the Bobby Miller retirement; he was advised the Bev was helping him.

Curt advised that Hilltown Ambulance, Hinsdale Ambulance, Becket Ambulance and the Russell barracks of the State Police were all given Christmas gifts as a token of thanks from Middlefield.

Ann Marie motioned to adjourn, Tonya 2<sup>nd</sup>; vote 3-0 and meeting adjourned at 8:02pm

Minutes respectively submitted by:

Duane Pease  
Town Administrator

Minutes accepted with/without changes by:

Ann Marie Visconti, Chair

Tonya Santaniello

Curt Robie

Selectboard Minutes  
January 12, 2022

Meeting opened at 6:30pm

Present: Ann Marie Visconti, Chair; Tonya Santaniello; Curt Robie  
Duane Pease, Town Administrator (TA); also in attendance: Joe Kearns, Finance  
chair; Adair Laurel-Cafarella

Warrants; Payroll: \$11,066.70; Expenses: \$26,937.96

Board met with Larry Pease, Interim Fire Chief and Ron Radwich. Dept. has 2 AED's. there was discussion regarding First responder and CPR courses, COVID has put a damper on courses last year but they have scheduled First Responder for 2/5 and 2/6 with Hinsdale. Member Steve Baker is certified to train but they did not hear back from him. Currently there are 28-30 members of the dept, and 15-16 are certified in CPR and First Responders. Many of the members do not respond to medical calls. Ron believes there is only one member that is over 65, Larry said he will be turning 65 in March but will still continue to respond to calls. He was advised he may have to sign some type of waiver. TA will follow with town counsel at a later date to see if this is possible. As far as training goes, they will take members out to practice driving and train on how to operate the pumps. They do not have a Jaws of Life but they are available from neighboring communities and Ron doesn't believe he could justify the cost. They have 14 Scott air packs with 14 spare tanks, they are tested regularly. One of the biggest challenges when a call comes in is availability of members. There is currently enough space for their equipment. Hinsdale is one of the towns that provide mutual aid when needed. Ambulance response in a problem in the area as manpower is not available. Board asked then to prop are a realistic equipment request. Ron said the dept. had received a \$10,500 grant to be used for turnout gear.

TA to post 1/21 meeting to meet with BTA and go over needs at the Senior Center. Immediate needs will be addressed and availability of funds. Propose taking 75k from Free Cash and 75k from stabilization at this time for any repairs.

Board voted to increase hourly wage of TA to \$18/hr and custodian to \$17hr; both retroactive to 1/1/22 on motion by Ann Marie, 2<sup>nd</sup> by Tonya and Curt; vote 3-0.

Old business: Curt said the School Committee is working on a new formula for the Alternative budget for the school, Middlefield currently has 22 students in the

system. He toured the buildings and found them to be in good shape but the roof is approaching 20 years and replacement time is nearing,

The legislature is considering funding public safety complexes after a long hiatus. Curt said if this passes, he will submit a grant for the town. Reimbursement may be up to 50%

Ann Marie has been in contact with Carrieanne Petrik and she is reviewing our Hazzard Mitigation Plan as it may qualify for the next step in the Climate Change initiative.

The next all board Saturday meeting is tentatively scheduled for 4/9 from 8:30-noon.

Ann Marie motioned to adjourn, Curt 2<sup>nd</sup>; vote 3-0 and meeting adjourned at 8:30.

Minutes respectively submitted by:

Duane Pease  
Twin Administrator

Minutes accepted with/without changes by:

Ann Marie Visconti, Chair

Tonya Santaniello

Curt Robie

Selectboard Minutes  
January 26, 2022

Meeting opened at 6:30pm

Present: Ann Marie Visconti, Chair, Tonya Santaniello; Curt Robie  
Duane Pease, Town Administrator (TA)

Also present: Skip Savery, Highway Superintendent; Adair Laurel-Cafarella; Dave DiNicola; Tamarin Laurel-Paine; Joe Kearns, Finance Chair

Warrants reviewed and signed; Payroll: \$20,969.01; Expenses: \$23,126.51

Minutes of 12/29/21 approved on motion by Ann Marie, Tonya 2<sup>nd</sup>; vote 3-0  
Minutes of 1/12/22 approved on motion by Ann Marie, Tonya 2<sup>nd</sup>; vote 3-0

Pole hearing scheduled for 7:00pm so some old business discussed prior.  
Curt said he testified via zoom hearing regarding the Public Safety Complex bill that was introduced by Natalie Blais. Would require matching funds from towns, of interest was Police Chiefs stand against regionalization of departments.  
He also was in contact with Dept. of Agriculture regarding the generator grant for the Senior Center, no decision yet but because the cost is so little compared to other requests, town may fall into the 5% allowed for small projects.  
Curt spoke with Brett Thibault; he should have his report by the end of the week.

Ann Marie said she was contacted by the Daniele's regarding the property on Skyline Trail. They have taken property out of the realtor's hands and will be looking to sell it on their own but must wait 6 months before negotiating with the town.

TA said the initial Cherry Sheet provides \$138,648 to the town, this figure will most likely change as it is negotiated within the state legislature and governor's office. Also, the town hall boiler has been serviced.

Pole hearing held at 7:00pm: Eversource has requested installation of one pole on Chipman Road to provide service to proposed new residence, contact cards had been sent to abutters and no one spoke against the pole. Board voted 3-0 on motion by Ann Marie, Curt 2<sup>nd</sup> to allow pole. Approved request given to Town Clerk and hearing adjourned.

Selectboard meeting moved to auditorium for joint meeting with Finance Committee.

Curt scheduled meeting to try and take a different approach to preparing the town's finances for the Annual Town Meeting by having joint meetings. Adair had prepared finance sheets for each department that showed a 5-year history of appropriations and expenditures. There was extended discussions regarding the forms, schedule of departments, etc. to meet with S/B and F/C. There will be decisions on Cost-of-Living adjustments, additional monies set aside for ambulance, free cash offset. Meetings will be held on the off weeks of the S/B meetings, 2/16, 3/2 and 3/16.

Curt motioned to adjourn, Tonya 2<sup>nd</sup>; vote 3-0 and meeting adjourned at 8:30pm

Minutes respectively submitted by:

Duane Pease  
Town Administrator

Minutes accepted with/without changes by:

Ann Marie Visconti, Chair

Towny Santaniello

Curt Robie

Selectboard Minutes  
February 9, 2022

Meeting opened at 6:300pm

Present: Ann Marie Visconti, Chair; Tonya Santaniello; Curt Robie  
Duane Pease, Town Administrator

Also in attendance: Joe Kearns, Finance Chair; Adair Laurel-Cafarella; Judy Hoag;  
Crystal Kruzyna.

Warrants reviewed and signed; Payroll: \$16,649.56; Expenses: \$14,151.35 &  
\$2,135.76.

Public input went first as Judy and Crystal wanted to alert the board to a  
community effort the Fire Dept. is going to do by supplying 2.5 gal pails of sand to  
the seniors in town. There are approximately 60 seniors and they would be notified  
by a CodeRed phone call. The buckets are being donated by L.P. Adams. This will  
bring good will to the Fire dept. and town.

Ann Marie asked when the last “meet and greet” for new residents was held, it was  
believed it was about 5 years ago. Perhaps another one should be considered; it is a  
fun way for new residents to get to meet each other and other residents.

Review of Senior Center findings by architect was discussed next. Brett Thibault  
had inspected the building and submitted report. He felt it would cost in excess of  
\$12,000 for him to do a complete report (120 hours @ \$100/hr). Discussion on  
what funding or grants may be available, check with PVPC to see if they have  
grants available.

MVP, Chester, Huntington and Blandford are doing a regional grant for dirt and  
paved roads and culverts and Middlefield may join in the grant. Curt said he had  
been inContact with Doreen DeFazio of Commonwealth Consulting and they  
would be willing to prepared grant application at no cost to the town and if  
awarded their fee would be part of the grant.

Annual Town Meeting will be held on May 7 with voting held in the morning. Site  
of meeting to be determined at a later date. Gateway is available at no cost to the  
town.

Curt said there are grants available to construct charging stations and the town should consider installing a couple of them and reap the benefits of vehicle using them. Payment is made by credit card.

Also, the town should consider setting up stabilization funds for the school and capital fund. The school fund would protect the town from any unexpected steep increases in yearly assessment. Capital could be used for equipment for highway, fire, etc. these could be set up at ATM.

Hinsdale ambulance has had some staffing issues and town should see if there is anyway we could help them. Curt will have Ron check with them.

Old Business: there still are a couple of the radar speed sign to be erected but will have to wait until the frost is gone. Also, Transfer Station has need for couple of new signs.

New business: Open space survey is ready to go out, stamps are needed for mailing.

Public input: Judy suggested the highway dept. be given bonuses as they worked continually during the pandemic.

Curt motioned to adjourn, Tonya 2<sup>nd</sup>; vote 3-0 and meeting adjourned at 8:23.

Minutes respectively submitted by:

Duane Pease  
Town Administrator

Minutes accepted with/without changes by:

Ann Marie Visconti, Chair

Tonya Santaniello

Curt Robie





## Town of Middlefield Board of Selectman

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~~March~~  
Feb  
March 16, 2022

### MINUTES

Board Members present: Chair Ann Marie Visconti, Tonya Santaniello, Curt Robie

Meeting opened at 6:30

**Senior Center:** The town can use the building maintenance account to maintain the senior center. The House Doctor, Brett Thibeault needs 6 weeks to complete the drawing and specs needed to go out to bid. In order for the project to begin in June, a special town meeting needs to be scheduled now for the residents to approve the use of free cash and stabilization for construction costs. The project would begin by August having it approved at the Annual Town Meeting on May 7. After discussion, it was agreed to schedule a Special Town Meeting on March 14 at 7:00. A motion was made and seconded to call a special town meeting to discuss the senior center repair project. Motion approved unanimously.

Meeting adjourned at 6:45 to go to Finance/Selectboard joint meeting.

**Finance/Selectboard public hearing for Budget requests for Town Employees**

Free Cash: \$85,000

**Assessors:** Tamarin Laurel-Paine and Laura Lafreniere spoke to their budget. A new computer will be ordered for Lafreniere's desk. Total FY 2023 request is \$30,000.

**Tax Collector:** Mary Ann Pease is asking for a small raise. Total request is \$19,019.

**Board of Health:** Witness Fee raised from \$65 to \$125, Installation \$250, Installer \$50 to \$125, Septic pump \$50 to \$125. Will check on computer fees. Increase of \$100 requested. Total \$5,000

**Disposal Area:** Increase request for HRM to 3,300. Salary not shown. Will be looked into. Total Request: \$29,300

**Treasurer:** Increase requested Total Request \$30,253

**Accountant:** Increase requested Total Request \$12,152

**Selectboard:** Ann Marie Visconti requested that each member of the board receive equal salary. Total salary request is \$6,825 divisible by three. Curt will ask Duane what his salary is.

**Miscellaneous Expense:** social security/town share increased to \$6,000, insurance increased to \$48,000.

**Incomplete budgets:** Building commissioner, Veterans and Town Clerk

**Adjournment:** Meeting adjourned at 8:00.

Respectfully submitted,  
Suzanne C. Lemieux  
Recording Secretary

Selectboard Minutes  
March 9, 2022

Meeting opened at 6:30pm

Present: Ann Marie Visconti, Chair; Tonya Santaniello; Curt Robie  
Duane Pease, Town Administrator (TA)

Also in attendance: Skip Savery, Highway Superintendent; Suzanne Lemieux, Town Clerk; Joe Kearns, Finance Chair; Ken Murray; Adair Laurel-Cafarella

Warrants reviewed and signed; Payroll: \$12,044.93; Expenses: \$38,496.02

Minutes of 1/26/22, 2/9/22 and 2/23/22 approved on motions by Ann Marie, Tonya 2<sup>nd</sup>; vote 3-0.

Skip met with board to have them sign Chapter 90 requests.

Mail: nothing of importance

Conflict with all boards meeting on April 9<sup>th</sup> as MMA is holding their regional meeting in Easthampton the same day. Board opted to attend MMA meeting and postpone All boards meeting.

Discussion of articles to appear on the Annual Town Meeting warrant, Curt will draft articles relating to establishing stabilization funds for school as well as Capital Projects. Special Town Meeting on March 26<sup>th</sup>, will have architect attend so he may give explanation of repairs needed and have handout available.

Municipal Vulnerability Plan grant, town's Hazard Mitigation Plan does qualify for grants but should have a separate MVP plan. Commonwealth Consulting is willing to do plan at no cost to town as cost would be built into plan.

Freedom of Information charges were discussed next. TA said anything that takes less than an hour to perform is not eligible to charge requester. There have been incidents when a charge is required that most have dropped their requests. The hourly charge is \$25.

Curt is attempting to set up a face-to-face meeting with the Director of PVPC, they are currently only doing remote/Zoom meetings.

Old business: Curt advised he was in Contact with Tom Dunphy and Matt Barstow regarding the possible switch in emergency dispatch to Northampton. The cost of dispatch is currently free but there would be associated costs with converting the radios. There would be a call protocol in dispatching ambulance response that the town would be able to make, i.e., first choice 2<sup>nd</sup> and further choices to respond. Northampton will also be able to make mutual aid call outs.

Green grant, TA has been in constant contact with Darek Chomiak at Energy Resources as time is running short on the grant. He was advised all is with Eversource for final approval.

Curt motioned to adjourn, Tonya 2<sup>nd</sup>; vote 3-0 and meeting adjourned at 8:04pm

Minutes respectively submitted by:

Duane Pease  
Town Administrator

Minutes accepted with/without changes by:

Ann Marie Visconti, Chair

Tonya Santaniello

Curt Robie

Selectboard/BOH Minutes  
March 23, 2022

Meeting opened at 6:30pm as Board of Health meeting

Present: Ann Marie Visconti, Chair; Tonya Santaniello; Curt Robie  
Duane Pease, Town Administrator

Also present: Adair Laurel-Cafarella; Ken Murray; Joe Kearns, Finance Chair;  
Skip Savery, Highway Superintendent; Loren Devine Public Health nurse of  
HPHPC; Kristen Smidy, Gateway Superintendent.

Loren advised board of Public Health Excellence grant that has been awarded to  
Northampton, it is a 3-year grant and covers the HPHPC communities. This grant  
allowed for the hiring of Public Health Nurses, compiling health data and analysis,  
running health clinics. The next phases would include providing health inspection  
services, food inspection and septic.

There is also a trailer that is available for various functions, i.e., clinics, CPR  
classes, etc. There was continued discussion as to the positives of the grant and that  
the COVID outbreak showed the weaknesses in the State's health system.

Loren was thanked for her attendance and the BOH meeting was adjourned at  
7:03pm on motion by Ann Marie and Curt 2<sup>nd</sup>; vote 3-0.

Selectboard meeting opened at 7:03pm

Warrants reviewed and signed: Payroll: \$19,935.41; Expenses: \$176,430.87

Minutes approved on motion by Ann Marie; 2<sup>nd</sup> by Curt; vote 3-0.

Kristen met with Board to review upcoming budget for Gateway, there is a .48%  
increase. She has been promoting the welding and early childhood education  
programs. They also are capable of providing braille embossing for children with  
sight deficiency. Gateway has received \$380,000 grants so far this year. There was  
continued discussion regarding COVID and masking. Curt said he was impressed  
with the physical condition of the schools when he walked through. Kristen was  
thanked for here participation.

Snow budget overage discussed next; this account may be deficient spent and board voted to increase budget by additional \$15,000. This should cover the reset of the winter expenses.

All boards meeting to be held on April 30 8:30am-noon.

Senior Center project cost to increase by \$200 as Brett will provide handouts at the meeting.

Selectboard report due for the Annual Town Report.

Curt provided information from PVPC; they do not receive any direct funding from the state but funding is provided as part of grants that are awarded. He met with some of the staff and found it helpful.

Commonwealth Municipal Consulting will assist in our MVP grant at no charge.

Old business: EV charging station could be constructed on Town property and grants are available to cover the costs.

Adair questioned if paper ballots could be requested at the Special Town Meeting this Saturday.

Curt motioned to adjourn, Tonya 2<sup>nd</sup>; vote 3-0 and meeting adjourned at 8:35pm.

Minutes respectively submitted by:

Duane Pease, Town Administrator

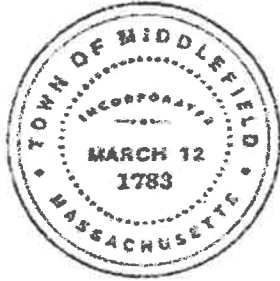
Minutes accepted with/without changes by:

Ann Marie Visconti, Chair

Tonya Santaniello

Curt Robie





## Town of Middlefield Board of Selectman

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April 04, 2022

### MINUTES

Board Members present: Chair Ann Marie Visconti, Tonya Santaniello, Curt Robie .

Meeting opened at 6:30

**Emails:** HRMC: Board was advised not to sign waste contract. Kathleen Casey advises signing a 45 day bridge contract with USA to have time to work everything out. Board will call Casey.

Mass Recycle wants renewal. Casey recommended not to. Contract has lapsed.

Bridge Academy asked the town to document expenses up to \$3,000 used in training for reimbursement at completion of courses. The Chief will be asked to document her expenses.

MBI Is town okay with agreement to make payments to MBI. Curt will call Peter Larken.

Cyber security's requests for missing information on application was given to Steve Harris.

PVPC wants to tell the town what they can do for them. Municipal heads will be invited to attend Selectboard meeting when schedule is established.

Verizon is moving on request. Email was given to Tonya.

**Dump Closure:** DEP's information has been forwarded to water testing company. Written proposal will be sent in the mail.

#### **Town Warrant:**

Articles were reviewed and accepted Changes made included art. 5 & 7 that were approved, art. 8 expenses increased \$950, setting up an OPEB trust will be looked into, art. 21 needs to be finalized, art 22 is removed resulting in numerical changes with the following articles, art 22 becomes funds and gift acceptance and so on, art 25 SB recommended raising stabilization to \$60,000 from \$40,000 taking \$20,000 from \$36,500 and putting remainder of 16,250 into art 27 which changes \$45, 000 to \$61,250, FC will review increase.

**Town Report:** Discussed putting together the town report. Needs to be done by April 30. Paradise Copies in Northampton has done the printing.

**Easter Egg Hunt:** April 18 at 2:00

**Basketball Court Paving.** \$25,000, left from the paving could do the court , the firehouse and handicap parking .Warner has the contract .Numbers could change due to fuel prices.

**Grants:** Culvert assistance program through Westfield Wild & Scenic could provide grant to fix Cone Rd, east of Mains', Town Hill Rd tributary to Factory Brook and East River rd to Middlebrook. Curt will give Wild & Scenic the list tomorrow. Discussion included description of the process of applying for the MVP grants. MVP helps put together what's needed. Curt will write up three letters.

**Annual Town Meeting:** Ann-Marie motioned to begin meeting at 1:30 at Town Hall. Brief discussion. Tonya 2<sup>nd</sup>. Vote 3-0. Northampton Visiting Nurses will conduct covid booster clinic. Grinders will be sold as fundraiser for Middlefield Fair

**Adjournment:** Ann-Marie motioned to adjourn at 8:30. Tonya 2<sup>nd</sup>. Vote 3-0. Board announced entering executive session.

Respectfully submitted, Suzanne C. Lemieux

*Ann Marie Visconti*  
*Tonya Santaniello*  
*Curt Robie*



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April 20, 2022

### MINUTES

Board Members present: Chair Ann Marie Visconti, Tonya Santaniello, Curt Robie, State Rep Natalie Blais, Highway Dept Skip Savery, Town Admin Duane Pease .Finance Com:Chair Joseph Kearns, Adair Laurel-Cafarella, David DiNicola, Gita Jozsef-Harris and Steve Harris. Meeting opened at 6:30

**Warrants:** 3 outstanding: SB & FC approved increases to Article 5 Hosting & website 2,800; technology support 5,000 , ComComExpenses decreased to 0. Article 10: SB&FC approved increase to Disposal Area of 34,000 because of upcoming contract increases; SB & FC agreed to delete Article 21 in lieu of further information, FC approved Articles 25 and 26.

Article 8 increase in operating expenses was due to an increase in dispatch software with Berkshire County, Hampshire County dispatch will be discussed further at another time. Line item 18,000 in Compensation account is needed to cover online training and patrolman's hours for several more months. According to Patrolman Santaniello a call to 911 concerning a robbery will be answered by state police as requested, otherwise will be picked up by Chief Dion. Steve will update the warrant and Gita will update the reconciliation sheet.

**Town Administrator:** Duane will work from 9:00 to 12:00 next week. Doreen Black will become his emergency assistant, her wages will be covered by the administrative salary account. **All Dept Spring Meeting's Agenda** was discussed for Saturday, April 30 from 8:30 to 12:00.

#### **Emails:**

Contract was signed for regional vocational education transportation for 5 years.

Root Rt Grant Program's bill of \$27,650.00 was submitted. Reimbursement was requested.

MIAA Grant Invoice for \$2,652 was received , Deadline to spend is May 12 .

MVPP Grant application will be discussed more at this Friday's meeting.

A state retirement benefit trust fund needs to be established for OPBE benefits.

**State Rep** Natalie Blaise attended a hearing about the federal governments' proposal to close the Leeds Veteran's facility. The final decision will be forthcoming.

Funds have been increased for the pilot program. Legislation has been introduced to bring Western Mass up to par as they are disproportionately represented.

Summertime flood damage assistance was reduced. MFD received \$9,017. Winter road assistance of \$120,685 will be forthcoming to supplement Chapter 90 funds. Photographs of upcoming road damage need to be submitted to continue receiving recovery assistance.

Natalie will continue to represent us till January. Tours of farms and municipal buildings were discussed.

**Article 21:** \$17,1230.00 was reported as the overage to the Snow Removal Account by HDS Skip Savery. Discussion resulted in Article 21 being reinstated and concurrent numbers adjusted. FC vote in favor 4-0. The town will be asked to vote to transfer \$8,000 from the fuel account and 10,000 from free cash in Article 22.

**Mosquito :** Town is asked to fund state mosquito spraying. This will be on next agenda.

**Center Cemetery:** 150 ft of wall should be taken down, repaired and replaced. To be discussed.

**Old Business:**

Police Dept's fax machine's line was cut. Verizon was here last week to fix it.

Senior Center: Results of water test at Senior Center revealed low hard water, high iron sediment content. Filter installed would result in drinkable water. Estimate: \$3,900. One estimate of \$5,000 from another company has already been done. Three estimates are required.

**Adjournment:** Tony motioned to adjourn at 8:20. Curt 2<sup>nd</sup>. Vote 3-0. Opened a Board of Health meeting at 8:21

Respectfully submitted,  
Suzanne C. Lemieux

*Ann Marchese*  
*Chris Santomello*  
*Curt A. Polio*

Selectboard meeting notes May 11, 2022 meeting open 6:33 2022-05-11  
Ann Marie, Tonya, Curt

Town Administrator gave written retirement effective June 30, 2022

Town Center parking H.P. 2014, Carol prelim plantings, bench- minimum plaque, Skip granite curbing, fencing, landscaping

Judy- 4 names Center, Commons,

Duane left at 7:05  
(These notes begin from where Doreen started notes)

Ann Marie- suggested the name of Town Common  
Kurt-we need final plan to get resources, (e.g.) donations- get a pic of what is needed, put it in the paper (Country Journal), dedicate the donations

Jay Swift- committee sidewalk resolved

Kurt- skip prefers concrete, asphalt, he wants solid surface  
Kurt- Skip easier to price all new granite from Chester and easier to put in and nicer

Kurt- Size trees. Someone can also make donation,

Jay- handicap parking is a thorn in their side (Town Center Committee)

Judy- spoke with building inspector Bill Girard - if there is one parking space at the park then by law a handicap parking space must also be placed.

Conversation around having 2 parking spaces at the park or continue utilizing the parking at the Senior Center

Judy- we need an account for donations to fund the park, not just checks to the Town of Middlefield.

Ann Marie asked Jay and Judy about previous accounts for the Town Center Committee project.

Response from Town Center committee members- Mitch and Maureen opened it. Donations to contribute to Building Removal. It is in Escrow account

Ann Marie asked the TCC to get more information on that account (where is it, how much is in it?)

Ann Marie needs to talk to Skip about the sidewalk.  
Kurt will check on Handicap parking with Chris Palames in Northampton

Ann Marie Town of Middlefield Revitalization 2014 (opened 9 years) Account # 3100 \$1,750. Is this for the park?

Jay- Skip ok with putting in hose bib

Kurt - We're going to have to talk about electricity, someone wanting Christmas Tree

Judy Need specific Account Name formally donations

Ann Marie- We need to schedule VA agent to come in, he didn't submit an annual report, we are sending money to the VA agent, He handles benefits for veterans. We want him to come in to town and talk to us about his services

Kurt- OPEB 15th or 29th OPEB scenario to set up / calculate our account

Next Selectboard meetings scheduled for June 1st, 15, 29, July 13, 27  
Next meeting add to Agenda disposal fees, Assign tasks to fix items on Audit

Tonya appointed as PVPC representative

Personnel Committee:

1 Select Board - Tonya

1 Finance Committee - to be announced

1 20 hour employee - (Tonya will ask Chase, other possibility is Matt)

Admin requested to order Safe to be bolted for Disposal Fee money collected

Discussed the need for formal receipts handling cash. Finance Committee.

Kurt- The Fair members expressed gratitude for allowing grinder sale at annual town meeting

Ann Marie counted 40 people in attendance at the annual town meeting

Kurt- next year discuss the spread of money for ambulance service as we are paying Hinsdale services an annual \$4000

Created Code Red file. \$1725.00 per year 3year contract. Talk to Steve set in the cloud

ARPA Representative 3 positions. Kurt 2 people Ann Marie and Tonya

Contact all Boards, bldg inspector, BOH (Ed), electrician to attend June 15 Selectboard meeting to discuss illegal construction and non-conforming lots. Agenda to discuss Bylaws and enforcement at each location. Town will develop a form for each department for residents to sign off. And a checklist signoff for future projects, even if, home office (to include activities that are not outdoors). Currently there are formal complaints made to an inspector with addresses and violations of building (to be discussed on June 15. 2 on Skyline, 2 on Chipman, and 1 on Cone Road)

Discussed Administrator Position

Kurt- We need a Job Description and Benefits written.

Tonya- Cruiser will be at the Chevy dealership on Wed the 18th for maintenance,  
Meeting closed at 855

Approved June 1 2022 by Selectboard Anne Marie, Tonya, Curt Robie

## Selectboard Meeting

June 1, 2022

Meeting open 6:35

Tonya Santaniello, Ann Marie Visconti, Curt Robie

Selectboard elected and voted Ann Marie Visconti as Selectboard Chair.

VA Representative Steve Connor presence in Middlefield

Covid 19 struggled with outreach. Veterans don't know what they are eligible for benefits.

Almost all communities eligible for Chapter 115 Veterans Benefits

Steve has a TV show, local access tv. His channel can be found on You Tube – Central Hampshire Veterans Services. Northamptonma.gov open media

Ann Marie asked for his assistance to determine who Middlefield war veterans are for the town to set up monuments.

Steve- Town Clerk has record

Duane- Records stop at WWII

Steve- Information is recorded by the Town Clerk on the Death Certificates. He has work study students he could utilize for project to research War Veterans for Middlefield memorial

Curt- Vet with medical condition can you help?

Steve – Yes, exactly what we do. Any vet needs assistance, determine if eligible. Town pays and gets reimbursed 75%

Steve – BuildingBridges.org started with a veteran. Outdoor ministry for homeless veterans began with lunch program. Steve spoke about the impact of Covid 19 on the veterans who participated in the lunch program being stopped. Steve spoke about expanding the program throughout the state.

Selectboard voted and signed agreement to Legislative changes to Ron Radwich's extension as Fire Chief. Duane sending out certified mail.

Discussion with Skip regarding replacement signs for dump and cost. \$175 each

Discussion highway department truck and the wiring in the new highway department truck. Skip recommends keeping old truck due to low value on resale.

Skip got signs for road and will put up

Skip- Huntly proposal test wells and other requirements by next week

Curt- Town Common no requirement for handicap parking. Recommended to put one in. Selectboard decided to put one. Landscaping will have to move 3 trees

Skip – Town Common recommend hard surface walkway. Cleans better. Selectboard voted hard surface walkway

Selectboard discussion on pedestrian signs to be continued

Curt updated board HRM Insurance working with Kathy

Carol Waag Conservation Commission presented board with quote for spraying Japanese knotweed. Result of culvert study on Root Road

Decided Personnel Committee will be Tonya, Gita (finance), and Skip.

Review and agree to Legislative changes to Ron Radwich's extension as Fire Chief

Discussion Financial Planning Manual, Gita- recommends contacting Division Local Services (DLS) they will give town a template to complete

Winter Recovery Assistance Program (WRAP) \$192,225 we have until next June to utilize. Skip we have to put bid out for blacktop, dirt roads most beat up, West Hill.

Historical Commission donation \$1174.00, need curation.

Disposal Fees (extra money in budget) to keep the fee same

Need to assign tasks from audit

Ann Marie ordering lock box for transfer station

Curt we need to type up what town response is to Adleman.

Curt- Green Grant Inspection next Tuesday. Eric has done his inspection and sent to state. Insulation done

Old Business: MVP grants State received both. Curt sent in another for Highway and Fire today.

3<sup>rd</sup> week August at Gateway Bobby Garriepy active shooter. Ann Marie- want Police and Fire to participate in active shooter training. Recommending incident command training for fire and police

Tonya reporting for police unpaid invoice for details done last year with Rykor construction work in Blandford. Total over \$6000.00; amount to town \$1600.00. Tonya will follow up with Attorney General.

Resident Matt 13 Becket Road approached SB regarding septic fee. Ed Fahey (BOH) recommended he speak with SB and Middlefield BOH. Curt will check with Ed.

Close 8:00

Meeting notes approved on \_\_7/13/22\_\_ SB mbrs : \_\_AM\_\_ \_\_CR\_\_ \_\_TS\_\_

2022 Selectboard Meeting Notes June 8, 2022 6:35 open  
Ann Marie Visconti, Curt Robie, Tonya S., Duane Pease,  
Notes by Doreen

Westfield River culvert – Cone Road Ann Marie will ask Carol if she will be contact.  
Curt- need grant. Ann Marie- possible mitigation or MVP. Curt not for what we applied for. Small bridge  
money 20' or under, convert culvert to small bridge.

Curt received paperwork resident requesting grant money for old Cobb House replace windows.  
Documented as Kelso House National Historic District. Curt it is not National Historic Register. Tonya will  
follow up with PVPC.

Ann Maire call Chris for Grant EMPG (emergency management funds) for certification. National  
Preparedness Goals.

Selectboard members approved Hilltown Hikers request for parking on June 25<sup>th</sup>. Also, approved  
Tanglewood runners July 2<sup>nd</sup> to use town hall facilities.

Town Administrator Job:

Duane- KP Law 4/2/19 approved personnel committee, everything except hiring and firing.

Curt we can post but we can't interview

Duane (no free cash) choice stabilization account or R+A September

Ann Marie and Tonya agree post job in Country Journal and Eagle, Curt abstained

Duane- 25 hours, 13,000 hours a year @ \$26.70 hr \$28,000 plus Benefits \$44,000-\$50,000. Chester  
\$60,000. Becket \$80,000

7:45 cancelled advertising job. Selectboard voted to have Special Town meeting to Raise and  
appropriate for Town Administrator position July 11<sup>th</sup> 7:00 p.m.

7:46 Skip- update on Plow, \$7,500, run truck \$10-12,000

Ann Marie- couldn't get into ARPA portal

Judy Town Center Committee- 1 Handicap parking requested grass continue to curb. Selectboard had  
already agreed to hard surface side walk along park

Close 8:00

Meeting notes date approved: \_\_\_\_7/13/22\_\_\_\_ By board members: \_\_AM, CR, TS\_\_\_\_

## Selectboard Meeting Notes June 15, 2022

Open 6:32 p.m.

Selectboard heard complaints of alleged zoning violations

Sheds being built on properties without residence, trailers on property without residence  
Agricultural storage shed wires everywhere. Allegations people living in sheds.

Building Inspector

Selectboard will identify the locations with the assessors and file a written complaints to the Building Inspector Bill Girard.

Selectboard recommending all residents pulling permit go to every board and get sign off (boh, bldg. inspector, conservation commission, zoning) and site visits to every permit application.

Building Inspector: No residence No Shed, If you have a residence you can put a shed on it (less than 200 sq ft no permit required) Bill needs in writing from Selectboard: Name, address, map lot number. Once received he can inspect violations

Maureen Sullivan (zb) - we don't have definition of Agricultural Storage Shed. We need definitions of buildings \*

Mary Courtney (zb) – should be, Residence is defined you have to be here X # of days a year, non-conforming use prior to new bylaw retroactive or prospective and check with Town Counsel so it is legally enforceable.

Selectboard planned action on complaints:

1. Complaint letter to Building Inspector Bill
2. Bill will talk to residence and inspect sites
3. Rather than creating another committee request Planning Board to create clear specific definition for conforming residence.

Bill if you want people to stop people from dropping trailers you need to let people know

Discussion of Non-Traditional Construction

Discussion of Legal Roads in town (Eric – Bylaws say if it's not o a Town Road you can't build on it)

Maureen- we need to know which roads are Legally closed, proceed with caution.

Mary Courtney – ZBA struggle, when someone files building application should be checklist and site visit.

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July 10 Ice cream Social Cultural Council

Cobb House – Curt Concerned to clarify Center Town is Not National Historic District. Tonya will follow up with MA State Historical Commission and make sure PVPC understands it is not National Historic District

ARPA – Ann Marie, Curt, Tonya. Take Duane off.

Next meeting: What accounts close out, call Bev for trial balance. Audit review (completed comments and recommendations) Root Road project closed by June 30<sup>th</sup>. CEI document

Meeting closed 9:30

Meeting notes approved \_\_\_\_ 7/13/22 \_\_\_\_ by board members \_\_\_\_ AM, CR, TS \_\_\_\_