

TOWN OF MIDDLEFIELD
PO BOX 238, MIDDLEFIELD, MA 01243
SELECT BOARD MEETING MINUTES: JULY 13, 2022

PRESENT: Ann Marie Visconti, Chair, Tonya Santaniello, Member, Curt Robie, Member, Dorren Black, Temp Admin Assistant, Finance Members, Kent, Town of Washington, Jeana Briggs, Chester PTO.

CALL TO ORDER: 6:40 P.M.

JEANA BRIGGS ATTENDING FROM CHESTER PTO REGARDING PLAYGROUND FUNDING: Jeana Briggs discussed raising funds for a new playground in Chester. So far, the Chester PTO has raised \$36,000 which consists of \$10,000 from Chester, \$10,000 from Blandford, \$10,000 from Gateway School, and \$6,000 on their own. Jeana stated that the PTO is looking to see if Middlefield will donate \$10,000. Ann Marie asked if the playground would be made out of wood. Jeana stated that they are hoping to construct it prefab with ground insulation. Jeana stated they would like to start asap with a slide which would be approximately \$12,000. Ann Marie asked if Jeana researched if ARPA funds can be used. Jeana stated that she did not but Gateway Superintendent, Kristen Smitty said they could be used. Ann Marie said the ARPA money needs to be used for COVID related items. Discussed anticipated start date, Jeana said before school starts, they will pick and buy. Curt recommended going by bid laws because funds are from the government. Ann Marie said the Selectboard will get a clear answer if ARPA funds can be used and get back to her.

REVIEW AND APPROVE MEETING MINUTES FOR 6/1/22, 6/8/22, AND 6/15/22: Ann Marie made motion to approve 6/1/22 meeting minutes, Tonya seconds, All Agree. Ann Marie made motion to approve 6/8/22 meeting minutes, Tonya seconds, All Agree. Ann Marie made motion to approve 6/15/22 meeting minutes, Tonya seconds, All Agree.

APPOINTMENTS FOR YEAR: Ann Marie put on hold, need list.

JOINT MEETING WITH FINANCE REGARDING FY AND CLOSE OUT OF ACCOUNTS: Curt discussed balance of Senior Center Construction, Town Accountant, Bev has figures. Bev discussed that only funds that can carry over are budget ones, all others will automatically roll. Curt stated the new Police Cruiser delayed again by the dealer. Bev will carry over. Discussed Highway Dept. new truck, the Town voted to do a loan at the June 30th town meeting, the Town paid \$25,000 this year. Bev stated that there are 2 more bills to be paid so Chapter 90 money will stay. Gateway school was 99.8 % paid, and Vocational was 73% paid, both accounts close. Basketball Court be carried over, War memorial going free cash, Ann Marie will check on emergency siren, property will be carried over, Software will be transferred from reserve fund in the amount of \$3,000.00. This year the BOH was allotted \$1200, BOH is in negative so Bev will transfer \$950. COVID grant closed, keeping ARPA, COA grant will be spent, keep historical donation.

KENT FROM TOWN OF WASHINGTON TO DISCUSS TOWN ADMINISTRATOR STATE GRANT: Ken discussed that the Town of Washington does not have a Town Administrator. Discussed Grant for Collins Center, state agency housed with UMass, request to do organizational structure which would be beneficial to town. Phase 1 would be surveys and interviews. Phase 2 would be the Job Description. Washington needs a partner. Discussed basic structure of position as fulltime with benefits as to attract someone with qualifications. Discussed Berkshire Regional's role in Grant would be the structure of the agreement, comparable salary recommendations and help with recruitment and contract necessary. Discussed grant is for the startup cost, salary with benefits. Ann Marie stated the Selectboard will discuss and schedule combined meeting with Washington, Berkshire Planning, and Middlefield Selectboard.

OLD BUSINESS/NEW BUSINESS: none

ADJOURNED: Ann Marie made motion to adjourn, Tonya seconds, All Agree. Meeting adjourned 9:30 P.M.

Ann Marie Visconti, Chair



Tonya Santaniello, Member



Curt Robie, Member



TOWN OF MIDDLEFIELD
PO BOX 238, MIDDLEFIELD, MA 01243
SELECT BOARD MEETING MINUTES: JULY 19, 2022

PRESENT: Ann Marie Visconti (Via Phone), Chair, Tonya Santaniello, Member, Curt Robie, Member, Dorren Black, Adair Laurel-Cafarella, Tamarin laurel-Paine, Joe Kearns, Finance Chair.

CALL TO ORDER: 9:00 A.M.

TOWN ADMINISTRATOR POSITION: Discussed options going forward for Town Administrator Open Position. Discussed that Select Board members have been doing work in Town office that should be done by a Town Administrator. Discussed that very few if any grants will be applied for, major projects could be potentially set aside due to time constraints, communication will continue to be issues, may be a lack of consistency in decision making, and lack of coverage for town.

Discussed working on plan to share Town Administrator with the Town of Washington. Curt said he has reservations about split office hours and remote work and that Town Council should be involved and review information pertaining to the position to protect the Town. Discussed that both towns would need to agree on things. Discussed keeping \$17,000 for Administrative Assistant who would do most of the day-to-day office work and communications while the TA works on higher level to run the Town, Grant Applications and Managing of grants, etc.

Discussed bringing a modified proposal back to the town to present revised position with new salary and justification, a more detailed presentation, attempting to fill the position as funded and hope for the best, and possibility of resigning as selectboard. Curt discussed the need for a definition of what is Full Time for the Town, Ann Marie said that Kirsten (Treasurer) spoke with Suzanne (Town Clerk) who stated if you average 20 hours for one position or multiple positions combined you can apply for benefits. This is why Duane was only 15 hours per week.

Ann Marie stated that if we're not going to investigate a shared position with the Town of Washington then we need to make a case to the townspeople because the Selectboard can not keep up with Duane's position while working full time at other jobs. Ann Marie discussed going to the town and say we can still use the 17k from Duane's position and find someone without as much experience, propose advertising for 15 hours a week position, or go back to the town with another proposal. Curt asked where we are going to get money for a second position. Ann Marie said we can use the 17k from the current position and change job description to basic Town coverage.

Ann Marie discussed all the available funds through grants that are out there and after 2024 will go away. Curt checking with Secretary of State regarding any restriction on time frame of bringing an issue at a STM back to the town. Curt asked how long we wait, do we hire KP Law because of nuances with another town or fill the current position and hope for the best. Ann Marie said do both, advertise now and get someone in town for the 17k for limited coverage of office.

Discussed in process grants and what to do about them. Ann Marie said she would call MEMA about generator, but she can only do so much working a 40 hour per week job. Curt discussed emailing PVPC to see if they can help in any way with the Senior Center. If more ARPA money, then use it or just the possibility of tearing down the Senior Center. Ann Marie will check with Kent at the Town of Washington for a meeting on August 10th or possibly go to their meeting on the 8th.

OLD BUSINESS: Curt discussed speaking with Skip and Huntley Engineering who will be coming up to do well testing tomorrow and that DEP doesn't have to be onsite for the well testing.

NEW BUSINESS: None

ADJOURNED: Ann Marie made motion to adjourn, Tonya seconds, All Agree. Meeting adjourned.

Ann Marie Visconti, Chair



Tonya Santaniello, Member



Curt Robie, Member



Approved at July 19, 2022 Selectboard meeting

2023 Appointments

Appointed Boards

Agricultural Commission 3yr terms

Glennis Austin 2024
Mitch Feldmesser 2023
Cheryl Harper 2025
Maureen Sullivan 2023

Communications Committee 3yr terms

Steve Harris reappointed 2023
Joseph Kerns reappointed 2023

Conservation Commission 3 yr terms

Kim Baker 2023
Mitch Feldmesser 2025
David Fuller 2025
Wayne Main 2023
Carol Waag 2025
Barry Bernard Alt 2025

Council on Aging 3 yr terms

Lois Leonardo Bell 2023
Judith Hoag 2023
Sharon Barry 2024
Charlene Gero 2025
Patricia Jones 2025
Laura Lafreniere 2025
Crystal Main 2023
Marge Pierre 2025
Noreen Suriner 2025

Cultural Council 3yr term

Sharron Barry 2025
Christine Ciosek 2025
Elenor Doyle Chair 2024
Lary Pease 2023
Kathleen Rock Nakaya 2023 Secretary
Andrea Tosi Treasurer 2024

Historical Commission

John Savery 2023
Jane Craker 2024
Julian Craker 2024
Doreen Black 2025

Approved at July 19, 2022 Selectboard meeting

Registrar of Voters

Lois Leonardo Bell
Tamarin Laurel Paine
Suzanne C Lemieux
Charlene Gero

Zoning Board of Appeals

Mary Courtney
Maureen Sullivan
Sharon Venditti
Jay Swift-Alt

Accountant	Beb Cooper
Administrator	Vacant
Animal Control Officer	Terry Donovan
Animal Inspector	Terry Donovan
Board of Health Agent	Ed Fahey
Building Commissioner	William E. Gerard
Electrical Inspector	Eric Main
Emergency Mngmnt Dir	Ann Marie Visconti
Emergency Mngment Serv	Crystal Kruszyna
Fire Chief	Pending State Approval
Fire and Forest Warden	Pending State Approval
Police Chief	Jen Dion
Recycling Coordinator	Joseph Kearns
Recycling Coordinator 2nd	Skip Savery
Recording Secretary	Suzanne C Lemieux
Tax Collector	Mary Ann Pease
Town Clerk Assistant	Lois Leonardo Bell
Transfer Station Attendant	Wayne Suriner
Treasurer	Kirsten Henshaw
Tree Warden	Skip Savery
Vetran's Agent	Steve Connor
School Committee	Vacant

Selectboard Meeting Agenda

Aug 10, 2022

6:30PM Open Meeting

Review and sign warrants, Review and approve minutes, Review Mail

TA Position

Carol Waag Knot Weed Discussion

Highway Dept Questions

Police Dept Questions

Town Credit Card

IT Email Issues

Old Business

New Business

Public Input

TOWN OF MIDDLEFIELD
PO BOX 238, MIDDLEFIELD, MA 01243
SELECT BOARD MEETING MINUTES: September 7, 2022

PRESENT: Ann Marie Visconti, Chair, Tonya Santaniello, Member, Curt Robie, Member, Skip Savery, Highway Superintendent, Ken Murray, Dorren Black, Adair Laurel-Cafarella, Dave DiNicola, Joe Kearns, Finance Chair.

CALL TO ORDER: 6:02 P.M.

REVIEW AND SIGN WARRANTS: All board members reviewed and signed Warrants

REVIEW AND APPROVE MEETING MINUTES FOR 7/13/22 AND 7/19/22: Tabled for next meeting

REVIEW MAIL: No mail to review

HIGHWAY DEPT.: Highway Super discussed applicants for the Administrative Assistant position and temporary summer help. Skip recommended Tonya Santaniello for the administrative assistant position and Nicholas Geddis as temporary summer help. Curt asked if the State Ethics Board had been contacted. Tonya had already called and spoke to them. Ann Marie made motion to approve Tonya Santaniello as the Administrative Assistant, Curt seconds, Tonya recused. All Agree. Vote 2-0. Ann Marie made motion to approve Nick Geddis as temporary summer help, Curt seconds, All Agree. Vote 3-0. Discussed Speed Sign was installed on Skyline Trail near the Chester Town Line. Discussed work being done on Alderman Rd, Chipman Rd, and Cone Road. Discussed additional material that needed to be put on Reservoir Rd. Discussed the possibility of using money from the Winter Road Recovery to pave some of the worse roads. Discussed bids for untreated and treated salt increased with untreated being \$82/ton and treated \$97/ton. Ann Marie discussed possibility of repairing old signs at Townhill & Skyline Trail and near Arthur Pease. Curt discussed what Skip thought on sidewalk for the park, Skip discussed putting a berm will just plow off but could possibly use aggregate. Discussed fence and walkway.

GET UPDATE ON FINANCE COMMITTEE MEETING, ISSUES/QUESTIONS REGARDING AUDIT, POLICE, AND DPW: Ann Marie discussed speaking with the auditor, Dave Irwin, everything for the interim audit is financial, nothing procedural. Discussed the sample selected of cash disbursements, focusing more on Highway and Police Department expenses, for the period of 7/1/2021 through 6/30/2022. Discussed reviewing for authorization, allowability, and proper amount. Dave Irwin will report any significant deficiencies to the Select Board.

DISCUSS BASKETBALL/PICKLE BALL EQUIPMENT: Curt discussed funds for Pickle Ball will be taken from Recreation and any left over from older accounts. Discussed following up with Bev to determine where the money can come from. Looking to purchase full size and junior size basketballs, 4 rackets for pickleball along with Rubbermaid container and Nets.

UPDATE ON GRANTS: Discussed State Ceremony with Governor Baker and Lt. Governor in Williamsburg. Discussed Mass Vulnerability Grant, Hazard Mitigation Grant that needs to be updated next year, and 3 Town Grant for the study of roads. Curt discussed requesting proposal from PVPC for the MVP Grant due in a little over a week, emailed the Erica Johnson at PVPC about possible FY22 funding left from the Community Development Grant but hasn't heard back yet. Discussed that there has been no news on Roof Grant for Fire House and Highway Garage.

OLD BUSINESS: Dorren discussed an issue with the GIS map for Open Space. People wanted to just put a line on the map which is not in the correct location. Dorren said she was not in favor of a line on the map. Discussed using the one we have or put exception on the map. Discussed meeting every 3 weeks instead of 2. Discussed goals will be discussed and set at next meeting.

NEW BUSINESS: Resident Tosha Strong would like to volunteer for represent Middlefield on the School Committee. Selectboard approved and thanked her for volunteering her time.

ADJOURNED: Ann Marie made motion to adjourn, Tonya seconds, All Agree. Meeting adjourned 8:45 PM.

Ann Marie Visconti, Chair



Tonya Santaniello, Member

Curt Robie, Member



TOWN OF MIDDLEFIELD
PO BOX 238, MIDDLEFIELD, MA 01243
SELECT BOARD MEETING MINUTES: September 21, 2022

PRESENT: Ann Marie Visconti, Chair, Tonya Santaniello, Member, Curt Robie, Member, Skip Savery, Highway Superintendent, Doreen Black, Joe Kearns, Finance Chair.

CALL TO ORDER: 6:32 P.M.

REVIEW AND SIGN WARRANTS: All board members reviewed and signed Warrants

REVIEW AND APPROVE MEETING MINUTES FOR 7/13/22, 7/19/22, AND 9/7/22: Curt made motion to approve minutes 7/13/2022 minutes, Ann Marie seconds. All agree. Vote 2-0. Ann Marie made motion to approve 7/19/2022 minutes with corrections, Curt seconds. All agree. Vote 2-0. Ann Marie made motion to approve 9/7/2022 minutes, Curt seconds. All agree. Vote 2-0.

REVIEW MAIL: Discussed Invoice from Eversource for the Emergency Siren that does not work. Ron Radwich recommends shutting the power off, Curt will contact Eversource. Tonya made motion to disconnect electrical service, Ann Marie seconds. All Agree. Vote 3-0. Discussed possibility of replacing the siren and also purchasing a bigger generator for the Fire Station. Ron to follow up with Select Board on estimates for a both. Discussed status of Fire Dept. Roof and Highway Dept. replacement of screws. Ann Marie discussed email received from the Treasurer, Kirsten Henshaw requesting to speak to the board regarding a few items. Board will put her on the agenda for the next meeting.

HIGHWAY DEPT.: Skip discussed staying with Morton's and ordering salt now. Ann Marie asked if it was harmful to the environment, Skip said no. Discussed the new speed sign has been installed on Chester Road near the bridge at the Middlefield/Chester town line. Discussed progress on repairing signs in the center at intersection of Town Hill Road.

DISCUSS NEXT STEPS FOR TA POSITION AND EXECUTIVE ASSISTANT POSITION: Discussed possibility of having the assistant there 4-5 days per week. Ann Marie discussed using Middlefield's benefits since they are better. Discussed evaluations, need for an outline, and memorandum of understanding. Discussed applicants for the Assistant position should fill out an application and submit it along with a cover letter, resume, and references.

FLAGPOLE UPDATE-CENTER OF TOWN: Curt stated that the new flagpole has been ordered from Carrot-Top Industries along with new pulley, flag, and light. Veterans Agent did not have anything to provide to Middlefield.

CULTURAL COUNCIL HISTORICAL COMMISSION APPOINTMENTS: Ann Marie made motion to appoint Susan Schneller to the Cultural Council and Doreen Black to the Historical Commission. Curt seconds, All Agree. Vote 3-0.

UPDATE ON GRANTS: Curt discussed 2 bids for the MVP grant, one from Commonwealth Municipal Consulting for \$25,900, and one from GZA Engineers for \$27,000. Both companies are certified. Curt recommends going with lower bid. Curt made motion to go with GZA Engineers, Tonya seconds, All Agree. Vote 3-0. Curt said the new Town Administrator in Chester would get in touch with him about the grant in Chester. Discussed locating ADA Plan.

DISCUSS NEXT STEPS FOR DUMP CLOSURE AND PURCHASE OF LAND: Curt discussed speaking with Tom Speight, representative from DEP who said Middlefield can move forward with purchasing land from Anita Myers which requires paperwork to be filed. Tom stated that the land would need to be monitored for several years and recommended a line item be added for the FY24 Annual Town Meeting in the amount of \$10,000 to cover expenses. Ann Marie discussed possibly getting estimate for other 2 dump sites in town. Curt will follow up with Anita and K.P. Law.

DISCUSS FUTURE CAPITAL PROJECTS AND SENIOR CENTER: Curt said there were no bids on the Senior Center project the second time. Discussed speaking with Susan Goldfischer from MA Division of Capital Asset Management and

Maintenance who said the Town can submit an emergency waiver instead of a formal bid again. Curt will reach out to the one contractor that was going to bid. Discussed options for Senior Center if nobody bids again.

STATUS OF PERSONNEL COMMITTEE: Ann Marie discussed speaking with Gita regarding the Personnel Policy. Ann Marie would like all information by next Wednesday. Gita will go over with Skip and Tonya and schedule meeting.

BUILDING INSPECTOR FOLLOW-UP OF LAND INSPECTIONS: Bill was not in attendance for the meeting but stated he would be at the October 5th meeting. Bill emailed update on land inspections and said nothing has happened except for a few owners.

OLD BUSINESS: Dorren discussed an issue with the GIS map for Open Space. People wanted to just put a line on the map which is not in the correct location. Doreen said she was not in favor of a line on the map. Discussed using the one we have or put exception on the map. Discussed meeting every 3 weeks instead of 2. Discussed goals will be discussed and set at next meeting. Discussed Dark Skies initiative. Doreen discussed email received to approve the initiative which will be discussed by the Planning Board and an update will be given to the Select Board. Doreen said there will be a committee formed. Discussion on new regulations that only 1 bin can be at the Transfer Station for clothing which the Town already has. Joe Kearns discussed preliminary visit from Inspector Linda Cernik for an initial visit on 9/29/22. Curt discussed speaking to the House Architect, Brett who recommended developing shelf projects. Curt will review.

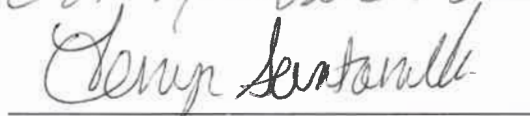
NEW BUSINESS: Ann Marie and Curt reviewed and approved Section 20 exemption for Tonya. Discussed email from Health and Human Services regarding distribution of Covid-19 at home test kits. Ann Marie will call MEMA. Discussed emails regarding opioid crisis money. Discussed phone call on 9/20/22 with MIIA regarding Accident coverage.

ADJOURNED: Ann Marie made motion to adjourn, Tonya seconds, All Agree. Meeting adjourned 8:45 PM.

Ann Marie Visconti, Chair



Tonya Santaniello, Member



Curt Robie, Member



Select Board Meeting Agenda

6:30 – 9:00

September 28, 2022

Treasurer, Kirsten Henshaw-few items to discuss with board

Middlefield Days Committee - discuss request to open Museum for one day

Discuss possibly applying for opioid grant money

Discuss information from Personnel Committee Meeting

7:00pm

Joint Meeting with Town of Washington for shared TA Position

Discuss next steps for shared Town Administrator Position

Old Business

New Business

Meeting Adjourned

TOWN OF MIDDLEFIELD
PO BOX 238, MIDDLEFIELD, MA 01243
SELECT BOARD MEETING MINUTES: October 5, 2022

PRESENT: Ann Marie Visconti, Chair, Tonya Santaniello, Member, Curt Robie, Member, Joe Kearns, Kristen Smidy, Doreen Black, Adair Laurel-Cafarella, Bldg. Inspector Bill Girard, Lois Bell, Tamarin Laurel-Paine

CALL TO ORDER: 6:37 P.M.

Review and Sign Warrants: All board members reviewed and signed Warrants

Review and Approve Minutes for 9/21/2022: Ann Marie made motion to approve 9/21/2022 minutes. Curt seconds. All agree

Review Mail: Reviewed & discussed mail for the week.

Discussion on Capital Projects: Curt contacted Carrot Top regarding order status for the flag, there has been a delay in shipping, but the order did ship last Thursday. Flag will be put up when it comes in. Discussed the dump and reached out to Anita Meyers to make sure she still agrees with the price. Discussed contacting contractors for the repairs to the Hwy Garage roof and Fire Dept. roof, Curt is waiting for a call back and will call one more out of town contractor. Discussed Senior Center waiver and that there still needs to be 3 bids from the state list. Discussed reaching out to two companies to replace the library sign. Received quotes from Chester and one from Bushy Signs. The sign is 10 years old, and the funds come from the library gift account. Curt discussed attending an 8-hour training for FEMA for the Hazard Mitigation Plan. There are new regulations coming out, so it makes sense to go with the new regulations instead of the old regulations. Discussed call from PVPC, there is a new person working on grants in our area. Discussed meeting with Chester Town Administrator to talk about MVP grant.

Building Inspector: Follow up on land inspections: Bill stated there was nothing really new to announce. Discussed the charge of \$20.00/day for violations and the need for additional letters to be mailed that include the charge. Discussed that a few families complied and there are 9 violators that have not. Discussed filing with court. Discussed status of families who didn't comply. Bill said he would send a list. The board will follow up with the Town Council to discuss.

Curt explained to Bill that the museum is going to open for one day. Discussed that Judy Hoag would make sure entrances were clear. Discussed filing a waiver with the state because there were no bids on the Senior Center Project. The waiver allows the town to not have to go out to bid again. Discussed reaching out to contractors for estimates to repair leaks in the Highway Dept. roof and Fire Station roof. Discussed new houses being built in town.

Discuss possibly applying for opioid grant money: Discussed opioid grant money and if worth jumping through hoops to get approximately \$600.00 broken out over several years. All board members agreed not to move forward and give the funds back to the state so they can use it for programs.

Discuss updated Personnel Policy: Discussed if the updated Policy needs to be brought to the town or can the Select board approve it. Curt stated it should be the Select board.

Meet with Gateway Superintendent for update on a few items: Lois Bell swore in Tosha Strong for the School Committee Rep. Kirsten Smidy discussed that the school received new welding grant for equipment. Discussed working aggressively for Vocational programs due to grant. Discussed award for Continued Summer Programing for kindergarten through tenth grades. Discussed planning with Westfield State for Emergency and Safety Preparedness, signed MOU with them. The first lockdown drill will be in a few weeks. Discussed that the state is low on Troopers so only one person is in charge of schools. The Huntington Chief has taken on the role. Discussed a student intern program for Junior Water Operator with the Town of Chester. Discussed that Gateway has a number of Staffing vacancies with no applications. Discussed having 4 students with vision impairment but they do have a teacher to work with them. Discussed donations for playground through ARPA funds.

Meet with Middlefield Days Committee: discuss request to open museum for one day: Discussed opening museum for one day. Judy contacted the Board of Health, Ed Fahey regarding food permit. Discussed sale items will be located at the front of the Senior Center. Dusting and Cleaning will be done for anyone needing to use the bathrooms in the Senior Center. The café will be open. Skip cleaned up area out front and the circle for the new walkway to be installed will be painted before Middlefield Days. Three Police cruisers will possibly attend.

TA Roles and Responsibilities: Discussed specific details for the TA Position. The TA will work 20 hours per week. Discussed the open Town Assistant position. The assistant will work 18 hours a week, which will include at least 3 hours on Monday & Friday. Tonya recused herself from discussion. Town insurance information has been sent to the Town of Washington's selectboard for review.

New Business: Discussed date and time for Halloween this year. Last year was from 4pm – 7pm. Curt and Chief Dion suggested Saturday, October 29th from 5pm-7pm. Discussed the Library's Amazon Business Account will no longer be offered. Curt will follow up with Kirsten. Discussed developing a plan to fund a line item on the annual budget for the Architect & plans. Discussed Accountant regarding Free Cash and an email sent to her regarding picking one day a week that she will be at the office.

Old Business: Chief Dion discussed the status of the new Police Cruiser. She said the car has been made and has been sitting for about a week waiting to be shipped from the factory. Discussed speeding complaints and having a lead on who is doing the burn outs on Skyline Trail. Discussed handyman posting, which would be an on-call basis to do odd jobs such as painting, mowing, etc. Discussed Final Stretch Regulations which will need to be looked at. Discussed that the power shut off to the siren is in the works. Ann Marie contacted Senator Hines office for an update on the Fire Chief's extension.

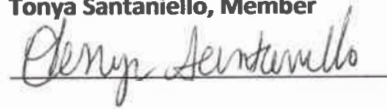
Public Input: None

MEETING ADJOURNED: Ann Marie made motion to adjourn, Tonya seconds, all agree. Vote 3-0. The meeting adjourned at 8:34 P.M.

Ann Marie Visconti, Chair



Tonya Santaniello, Member



Curt Robie, Member



Select Board Meeting Agenda

6:30 – 9:00

October 12, 2022

Joint Meeting with the Town of Washington for shared TA Position

6:30pm Open Meeting

- Discussion on forming Committee regarding the Administrative Assistant Position.
- Discussion for shared Town Administrator Position
- Old Business
- New Business
- Meeting Adjourned

TOWN OF MIDDLEFIELD
PO BOX 238, MIDDLEFIELD, MA 01243
SELECT BOARD MEETING MINUTES: October 19, 2022

PRESENT: Ann Marie Visconti, Chair, Tonya Santaniello, Member, Curt Robie, Member, Joe Kearns, Doreen Black, Adair Laurel-Cafarella, Skip Savery, Doreen DiFazio, Robert Polsinelli

CALL TO ORDER: 6:35 P.M.

Review and Sign Warrants: All board members reviewed and signed Warrants

Letter to Selectboard regarding first right of refusal on land sale: Curt discussed letter to the selectboard regarding first right of refusal on property located on Becket Road. Board members discussed and agreed not to make an offer. Curt made a motion to notify the owner that the Town is not interested in purchasing the land, Tonya seconds. All agree.

Senior Center Update: Curt met with another contractor out of Hadley, MA who will get back to him with further information. Curt contacted 2 other contractors to see if they were interested in bidding. The State recommended he keep reaching out.

Town Mass Vulnerability Grant & Plan – Doreen DiFazio: Skip and Curt took Doreen DiFazio and Robert Polsinelli around town to get a sense of the community. Doreen discussed background and that they did a few MVP & HMP projects in the Berkshires. Discussed that their main goal today is to talk through a timeline and present what they believe would be the best.

Tri-Town & MVP Grant update: Tri-Town Grant: Curt discussed additional meeting will be held on 11/2/2022 from 10:00 AM to 11:30 AM for the Tri-Town Grant. Curt said the new Town Administrator in Chester is still learning the job and grant writing.

MVP Grant: Doreen DiFazio discussed that it makes sense to follow the new regulations and requirements from FEMA and MEMA for the Middlefield's MVP grant. Any plan not approved by date will be required to use the new guidelines anyways. The process is more involved under the new requirements. Discussed the big purpose of the MVP plan is to focus on climate change.

Doreen and Rob are looking to put together one committee with people from Emergency Management, Selectboard, Highway, Fire, Conservation, etc. One requirement is to hold an 8-hour workshop on climate change which is usually done on Friday evenings and/or Saturday. They would like to do this in January. Ann Marie recommended Saturday mornings. Doreen said this is an invitation only workshop. They would like to start reaching out to people in November, she will email the board. The board needs to decide who they want to invite for the Core Team which would meet bi-weekly prior to the selectboard meetings. Topics to discuss at these meetings would be comprehensive outreach, review old town reports, review old Hazard Mitigation plan section by section, hazards effecting town, weather that affected town and what was done, risk assessment, how everything ranks, providing updates to the community, and providing 2 opportunities for public input either in person or remotely. The first public input needs to be before the workshop. The CRB workshop will happen next which Doreen and Robert will facilitate. Then Doreen and Robert will work to put together a draft to present to the community within 45 days. Deadline for the final report is March 2023. Once the board approves the final report it will go to agencies for approval. The first Core Team meeting will be November 2nd at 6PM prior to the Select board meeting. Doreen stated they have someone on their team for note taking. Doreen will send out final schedule to the board. Curt requested a list of what he needs to provide to them.

Report on condition of Highway Roof and Fire Station Roof: Curt discussed calling 3 firms, one didn't call back, and one said they weren't interested. J. D. Rivette called and sent a representative to Town to look at each roof. The Fire Dept. roof has some holes and the Highway roof had issues with fasteners. Funds will possibly come from ARPA and would be at prevailing rate.

Executive Assistant Discussion: Ann Marie discussed that a committee has been established to interview candidates for the position. Kirsten Henshaw (Chair), Mary Ann Pease, and Mark Lipton. They will be meeting Friday, October 21st from 10AM – 11AM to review resumes, cover letters, and applications of 3 applicants. Interviews will start next Friday and give their recommendation in early November.

Town Administrator – Advisory Search committee members, draft MOU to KP Law for review: Draft MOU was received and forwarded to KP Law for review and get back to us by 10/31/2022. Discussed that Middlefield's Personnel Committee will meet with the Town of Washington to review 3 resume's for the TA position. Berkshire Planning will be putting together interview questions. The advisory committee will meet either on 11/9/22 or 11/10/22. Both Middlefield and Washington selectboard members will possibly conduct interviews on 11/21/22.

Update on trailer situation: Curt said that Bill (Bldg. Insp.) sent copies of letters this morning. Curt will forward to Town Council so they can draft letters to residents in violation with Court Action.

Discuss request to appoint Howard Knickerbocker to Historical Commission: Discussed that Howard has a lot of knowledge and a lot of material about Middlefield that would be beneficial to the museum. The term would be for 3 years. Ann Marie made a motion to appoint Howard Knickerbocker to the Historical Commission, Curt seconds. All agree.

Update of Skyline Trail Dump: Appraisal was done, and a copy will be sent to KP Law. Past selectboard changed the acres from 7 to 9 for the amount of \$20,000. Anita Meyers would accept it. Discussed the rest of the land that Anita owned. Discussed that at the time of the agreement Anita was in the process of a divorce (5 yrs. ago) and his name was on the deed. He did get remarried but has since passed away. The board is unsure if the widow has any rights to the 10% the ex-husband was entitled to after the divorce. Anita wants to make sure there are 3 separate lots for her children. Curt stated there is a need to discuss the other 2 dumps in Middlefield. DEP said the town doesn't need to do anything until they hear from them. Curt thinks we should be proactive and start looking at it now.

Town Flag and Library sign update: Curt discussed that the 6x10 flag has been installed but the solar light might need to be raised. There are extra flags in case of damage. There are 2 proposals for the library sign. Each proposal is for a different construction. Lois picked the one she liked best.

Brief discussion on FY 2024 Town Meeting Warrant, date, and finance meetings: Discussed procedure for FY24 ATM warrant. On the first of December Adair has a note to forward budget request forms to departments. Discussed email from Accountant who said she is busy closing books and working on the re-cap sheet. They should have it all together soon. Adair is at a standstill until he gets paperwork from the accountant. Budget requests should be returned by January 15 to start the review process.

Old Business: Ann Marie asked Skip about a meeting regarding mattresses on Monday. Skip has not seen it yet. Discussed new contract for Transfer Station. All signs are up to date. Discussed the poor condition of containers from Waste Management and the possibility of getting different ones. Skip said that the Town owns one compactor box and the bottles and cans box. Skip will follow up with Waste Management. Curt spoke with Kirsten regarding a town credit card. Kirsten will follow up with the bank to see about other options from the bank besides putting someone's personal information on the application. Discussed that some of the phones are not working. Curt will contact Verizon.

New Business: Discussed getting more COVID test kits from the state and will be delivered to the Highway Garage. Ann Marie made a motion to approve meeting minutes for 10/5/2022, Curt seconds, all agree. Doreen Black gave a letter that she was stepping down from the Open Space and the Recreation Committee. Doreen stated there are other board members and they are fine and don't need her.

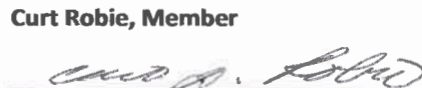
Public Input: None

MEETING ADJOURNED: Curt made motion to adjourn, Ann Marie seconds, all agree. Vote 3-0. meeting was adjourned at 9:02 P.M.

Ann Marie Visconti, Chair

Tonya Santaniello, Member

Curt Robie, Member



TOWN OF MIDDLEFIELD
PO BOX 238, MIDDLEFIELD, MA 01243
SELECT BOARD MEETING MINUTES: November 2, 2022

PRESENT: Ann Marie Visconti, Chair, Tonya Santaniello, Member, Curt Robie, Member, Joe Kearns, Doreen Black, Adair Laurel-Cafarella, Skip Savery, Doreen DiFazio, Robert Polsinelli

CALL TO ORDER: 7:10 P.M.

Review and Sign Warrants: All board members reviewed and signed Warrants

Review Mail: Discussed email from Assessors regarding Tax Classification Hearing Meeting. Marin needs information & figures from accountant. Discussed possibly meeting November 30, 2022 at 7pm. Discussed notification of hearing to the public.

Review & Approve meeting minutes for 10/19/2022: Meeting minutes for 10/19/22 need to be corrected. They will be presented to the selectboard at next meeting.

New Library Sign update: Curt stated the new sign has been purchased and is the process of being made.

Senior Center Update/PVPC conversation on future Community Development Block Grant funding for Senior Center Projects: Curt discussed phone call from PVPC, there is no money left from Community Development Block Grant. Next round will be in March under Russell. Curt will discuss with the House Architect since estimates will need to be provided. There is one contractor, Marois Construction, coming to look at the job again.

Possibly discuss interview/recommended Administrative Assistant from Committee: Ann Marie discussed that the Screening Committee which included Kirsten Henshaw (Town Treasurer), Mary Ann Pease (Town Tax Collector), and Mark Lipton (Town Resident) interviewed 3 candidates for the vacant Administrative Assistant position. The Committee recommended Tonya Santaniello to the board to fill the position. Curt and Ann Marie discussed. Ann Marie made a motion to hire Tonya Santaniello, as recommended by the Screening Committee, Curt seconds. Vote 2-0. Tonya recused.

Skyline Trail dump update: Discussed conversation with Anita Meyers, she has no problem with the agreed upon \$20,000 sale price but there needs to be 3 buildable lots for her children. There is a shortage of ½ acre. Tom Speight from DEP stated he has no problem moving the boundary line to reflect additional half acre. Discussed ex-husband on deed issue.

Legal matters update: KP Law working on letter for land violations with deadline.

Discuss Cost estimate to repair Highway roof & Fire Station roof: Curt is waiting to get the estimate from J.D. Rivet Co. out of Springfield.

Discuss final draft of TA Employment Contract before sending to attorney for review: KP Law had TA Employment Contract to review and made notes. Board discussed.

Discuss Town Council recommendation for Mutual Agreement between towns: KP Law has Mutual Agreement and reviewed with notes. Board discussed. Ann Marie made motion to approve the Mutual Agreement & Employment Contract, Tonya seconds. All agree.

Green Communities Annual Report: Curt discussed that the report is 2 years behind and that there is a lot of information for the report and he will need to investigate it. There is no password to get into the report to update. Not applying for 2023.

Discuss Dark Sky Initiative: Discussed the International Dark Sky Association Information. This needs to be reviewed & discussed further. There is a fee to take part. This is not a government agency. Discussed the effect this would possibly have on tourism and possibly the need to update bylaws. Discussed the cost to change flag lights to downward facing which could cost up to \$1000.00. This will need Town Approval. Ann Marie said that if Steve would like to bring information to the board at a meeting, we can discuss it further. Discussed that Steve was going to purchase a meter out of the technology funds account which the board would need to give permission to do.

Capital Project Planning: Curt said that we need to start talking about this and putting together lists.

FY 2023 budget, finance hearings, town warrant articles: Discussed that we are still waiting for financial data from Accountant.

Need for All-Boards meeting: Meetings usually take place in March or April. Will discuss in a future board meeting to set date.

MVP Planning Grant and Muti-town Grant update: Tri-Town meeting was cancelled for today and rescheduled for 11/30/22.

Town Hall Maintenance: boiler cleaning, HVAC system service, plumbing repairs, replace/update handicapped ramp, asbestos tile issue, window caulking, handicapped elevator, etc.: Curt discussed that he is trying to get someone to come and do a Boiler cleaning. It will need to be a HVAC Installer to inspect/clean. Discussed that the Handicap Lift can only be serviced by Garaventa Lift. Discussed trying to get a local Plummer to give estimate on some repairs. Discussed working on specifications for asbestos tile bid. Discussed contacting original company that caulked the windows for estimate to come and caulk again. Discussed that the generator needs to be serviced annually. Discussed asking Brett (Town Architect) about the handicap ramp.

Discuss furniture, computer needs for new TA and Administrative Assistant: Discussed cleaning up Select Board office and possibly start scanning old documents. Discussed possibly getting used equipment for a TA desk along with the need to a new laptop.

Discuss need to purchase equipment for remote meetings: Curt said he would get price for software to have remote meetings. There is no camara for the projector. The State could make it mandatory for meetings.

Future of Town Center Park: Discussed that nothing has been done on the Town Center Park. The painted lines for the walk way have washed away. Will discuss having point person at next meeting.

Old Business: Ann Marie discussed that the Fire Chief's Extension Bill was enacted in the house and is back in the Senate. It will then go to the Governor's desk for signature. This should be done within the week.

New Business: Ann Marie spoke with Bev, Town Accountant. In addition to Middlefield Bev also covers Savoy & Adams. Ann Marie discussed with Bev that if she was overwhelmed with her work, she needs to communicate with the Selectboard. Ann Marie also discussed office hours with her. Discussed Accounting system and possibly looking into new program. Tonya, speaking as a Police Officer on behalf of the Chief of Police requested the Boards approval to move forward with the hiring of a new Police Officer, Alex Seid. Ann Marie and Curt discussed and approved.

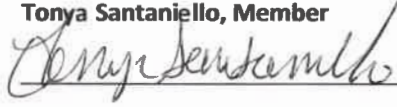
Public Input: None

MEETING ADJOURNED: Ann Marie made motion to adjourn, Tonya seconds. All Agree. Meeting Adjourned 9:00 PM.


Ann Marie Visconti, Chair



Tonya Santaniello, Member



Curt Robie, Member



Joint Washington & Middlefield Select Boards with Town Administrator Screening Committee

Minutes
November 21, 2022
12:45-5:30pm

Attendees:

Representing the Town of Middlefield:

Select Board: Curt Robie and Ann Marie Visconti

Screening Committee: Joe Kearns and Skip Savery

Residents: Adair Laurel-Cafarella (Finance Committee) -via Zoom

Representing the Town of Washington:

Select Board: Kent Lew, David Ellis, and John Fish.

Screening Committee: Tricia Drugmand-via Zoom and Meg Megas

Residents: Dave Drugmand (Finance Committee) - via Zoom, Dick Spencer (Finance Committee) - via Zoom, and Mary Jarvie (Assessor)

Representing the Berkshire Regional Planning Commission:

Ken Walto and Thomas Matuszko

Two Town Administrator candidates:

George Zoukee

Mark Seigers

Agenda Items:

1 Organize

The meeting was called to order in the Washington Town Hall at 12:50 pm by Kent Lew. He outlined that the purpose of the meeting was to interview two candidates for the Town Administrator position to be shared by the Towns of Middlefield and Washington. The meeting was conducted in this location as it had the necessary video capability to allow for participation via Zoom. Kent reviewed the format of the meeting. The first interview was to be conducted via Zoom (as the applicant lives in Tennessee) at 1pm. It was to have duration of between 60-90 minutes. Following the interview there would be a 15 minute break before the second candidate's interview. The second interview was to start at 3 pm. It would be conducted in person. It was to have the same format as the first interview.

The interviews were to be conducted as follows. Kent Lew would introduce the candidate and explain that the Select Board members would take turns asking a series of 16 questions followed by two scenarios. Prior to asking their first question, each Select Board member would introduce themselves to the candidate. The candidates would be informed that the answers should be concise and not to exceed 4 minutes. A discussion was held whether to set a timer, but that suggestion was dismissed. It was stated that follow-up questions would not be asked at this point in the interview. Time allowing, follow-up questions would be asked at the end, giving first priority to Select Board members, then to the Screening Committee members. Kent announced that the general public would not be allowed to ask questions.

2. Interview

1:00 pm interview with George Zoukee

The interview began at 1:01pm. Kent welcomed George and shared that 5 Select Board members, Screening Committee members, and representatives from Berkshire Regional Planning Commission were in attendance as well as some residents of the two towns. He then explained the format which was related earlier in these minutes. He stated that the Select Board and Screening Committee members had read his resume and would not ask him to expound on that per se, but that throughout the course of the interview information contained in his resume would come to light. The series of 16 questions were asked of the candidate first by a member of the Washington Select Board, then one from Middlefield, and on and on. The candidate kept to less than 4 minutes in responding to each question and each scenario so that there was ample time for follow-up questions.

Responses to Questions 1-15 (see addendum for the list of questions):

1. George replied that he was looking to return to the area (New England) to live, and loves the area. He referred to his diverse career. He had worked in both large cities and small communities and has a passion for small communities. The position appealed to him as it was paving new ground (shared services and first Town Administrator for both towns). He referred to the Collins Center Report which he had read and said that it shed a lot of light on what the Town of Washington was coping with.
2. He stated he has a strong financial background and is a good negotiator but that he has not done any labor negotiations. He acknowledged that he did not have grant writing experience, but that he had handled grants from the other end (financing and receiving grants). He was confident that he would have a short learning curve in this area.
3. He felt his being available 5 days a week in the Town Halls would allow him to funnel things to the Select Boards and hopefully take some of the pressure off of them.
4. He shared an innovative solution to a problem he had encountered while working in NY City for NY Water. Also, when he ran the NH Bond Bank, he came up with a compromise to take advantage of accelerated state building aid and low interest rates to fund construction projects.
5. He referred to inheriting a job with no leadership that involved 60 employees and 5 offices. Very quickly, within 2 months, he filled vacant positions, instituted cross training, met with department heads and office managers regularly and restored morale and leadership.
6. He responded that he has had little experience with coordinating part-time staff with varying schedules, but referred to his strong organizational skills as being helpful in managing staff. His being available 5 days a week, would allow him to get everything scheduled, and would allow him to assign work, get it back, and check it.
7. He said he has always worked with the governing body to make changes. He likes to make sure that he and the board have the same goal in mind. If the board approved of a change he proposed, he said he would employ metrics to measure that it is was being implemented as hoped.
8. He referred back to his example of the water system NY City and the changes he made to the collection of water fees, for which he garnered support from the council. He referred to changes he made in the Bond Agency in NH.
9. He described the qualities that he possesses that would make him a good Town Administrator. They included that he is accessible, transparent, loyal, and operates with a high degree of ethics and integrity. From reading the Collins Report he knows how important it would be to become part of both communities quickly.
10. He repeated that his experience with grants was in working on the financing end. He acknowledged how important grants are to the towns as they operate so closely to their levy limit.
11. He recounted two challenging situations in which he worked under pressure while in the bond bank position in NH regarding changes in how schools were financed, and again when he was a director of finances during challenging economic times in California.

12. He held several positions that required his reporting to elected officials and appointed boards and sometimes multiple boards. He also mentioned that he made presentations to boards he reported to. Although he sees his job is to implement what the board requests, he will speak up if he doesn't agree.

13. He didn't feel there would be a problem dealing with two towns and would represent both towns equally well. His biggest challenge would be the financial limitations that Proposition 2 ½ imposes on the towns.

14. He has worked on diverse projects over his career. He upgraded offices technologically when he was in NH. At another position he held, corporate trust banking fees were very high. He proposed a change to the board. It resulted in a smaller bank coming up with a bid that saved a great deal of money.

15. He cited his unique and varied background. He also said that he has made a special commitment to small communities sharing his expertise with them. He also referred to his work ethic and dedication. He shared that he was looking to make a 10 year commitment to his next position and hopes to make a difference.

Question 16: The last question gave him the opportunity to ask questions of the Select Boards. He wanted to know if the Collins Center Report represented the situation in the communities. He noted that he had read up on the communities. He thought our Broadband was a very good investment. He asked about whether second home owners were growing. He noted that local option taxes for businesses such as Air B&B's were limited. He acknowledged that we had challenges due to limited land development potential. He also acknowledged that we have to be innovative with what we have.

In response to scenario #1, he said he would first try to get the facts very quickly. He would talk to the selectman and come up with a solution that appealed to everyone. He said he's good at negotiating and feels he communicates well. He said is good at keeping calm when others aren't.

In response to scenario #2, he would tell the staff member "no", to her request because the deadlines were immovable. He would assist with getting the work done, and his strong financial background would be very helpful in this situation.

Follow-up questions and answers:

Ann Marie Visconti asked about George's understanding that this position was granted. She also asked about how he would motivate volunteer staff. He said he would motivate and organize department chairs who are primarily volunteers by selling them on the concept that we are all there for the same goal which is the good of the community. He referred to being a good motivator in the past.

John Fish asked George to answer what he was criticized for (the second part of Question 9). He said that in his early career he was criticized for not being a good delegator. He added that he became much better at this once he got farther into his career.

Curt Robie asked George if he had any experience as a project manager in MA and asked about his familiarity with Ma statutes regarding procurement. George was not familiar with MA Chapter 149, 30B, or Chapter 7C. He shared that in one position he held in NH he was the procurement officer. There was a state requirement that he was required to pass a test which he studied for during a 7-10 day period. He passed the test.

Meg Megas asked George what place his real estate business would take in his life should he become the TA. He indicated that it was time to step away from his real estate business.

In answer to another follow up question, he said he was aware of the 1-stop grant program. He said he would quickly educate himself in regards to grant writing. He gets up to speed quickly, and gave an

example of having to learn quickly about the maritime industry when he worked for the federal government.

He answered another follow-up question by saying that he sees the value in open space particularly if there is plenty of buildable land.

In regards to a transition plan, he acknowledged that finding housing in the community may be difficult and he thought he would try to rent first.

The interview concluded at 2:12pm with George being told that someone would be in touch with him.

At this point, Tom asked the group to discuss where we go from here (i.e. who calls the candidate back, makes the offer, sends out the employee agreement, determines the starting, and if salary needed to be further discussed). It was decided that Ken Walto would be the conduit. The starting date would be January 1, 2023, but preferably sooner. After some discussion, it was determined that the salary would stay as advertised.

After a break, there was a brief follow-up discussion about the groups' general impressions and thoughts regarding George. Concerns expressed were whether he realized the TA position is granted. His primary shortcoming was brought up, as well, which is his lack of grant writing experience.

Kent Lew reconvened the meeting at 2:58pm

3 Interview

3 pm Interview with Mark Seigers

Kent welcomed and introduced Mark and repeated for Mark's benefit the format of the meeting, and who was in attendance.

Answers to questions 1-15

1. He shared, to fully disclose, that he has also applied for the Town Administrator position in Lanesboro. He referred to bad press regarding his work there on the Water District and Road District. He expressed interest in the TA position because he is moving to the next part of what he does in his life. He wants to end his legal practice with the exception of the work he does for the two Districts. He is familiar with the area and loves public service. He likes small towns especially ones that don't get bad press in the newspaper.

2. He shared that he has never done collective bargaining. He said that he needs to do more outreach. He tends to get answers on his own without a lot of engagement with others. This sometimes makes others feel left out, he shared.

3. He referred to the fact that Lanesboro has had 3 TA's in the past 6 years. One was very engaged with the Select Board and the community, but two were not. He said it was crucial to have harmony in town hall. Otherwise, people are reluctant to express their feelings and what is important to them.

4. He responded, at first, to what he felt Middlefield and Washington have done that is innovative. He felt the combining of the TA position and using the services of the Berkshire Regional Planning Commission were both innovative. Other innovative ideas he had were to combine services, specifically, broadband services, snow plowing, ambulance, and fire. He referred to the overlap between the Water and Road Districts in terms of things that needed correcting. He had to know everything that a TA

would have to know to run the Prudential Committee of the Districts. So, although he's been worked primarily in one community, he felt he could apply what he has learned in any town.

5. He responded that many discussions were held between the Road District and the Select Board in Lanesboro about the future of the Berkshire Mall (when it closed) and how to retain local control of the property. He has a background in Economic Forecasting and Community Economic Development. He was able to help and determine what it might cost to take the Mall over and redevelop it. Along with Berkshire Regional Development, he has been involved in the re-use study. He obtained a grant for a sewer analysis. He was able to get the community leaders excited and move them along in the process. A second example he gave was his work on the Water District. Many grants were obtained by the Water District to correct water problems in an area of Lanesboro. He spoke of working with Select Board to connect new water lines and the fire department to get hydrants put in.

6. One idea he had to manage part-time staff was to have a common calendar showing everyone's schedule. He said he trusts people to be where they are supposed to be when they are supposed to be there as well as to do what they are supposed to. He suggested having a monthly meeting to make sure there were no gaps in communication.

7. If there were an internal perception that a change needed to be made, he would speak with the appropriate Dept. head and ask for suggestions about how the change could be implemented. If the Dept. head came to him with a proposed change, he would go to the Select Board and have it authorized before it would happen. If the change comes from the Select Board he would gently bring the message to the appropriate person. He referred to institutional history in towns that sometimes results in grudge matches that he would not be a part of as it doesn't help the community.

8. He has had to gain support for a new idea several times in different capacities. He has tried to find out as much about the issue as he can. He works to understand the underlying issue. He will do research and lay out alternatives to address the change. Once a decision is made, he will find resources to make it happen. He shared an experience when he was in Alaska in which this didn't happen, and he learned from that. He said he is not afraid to reach out to elected officials through many different means.

9. His positive qualities, he said, are listening, and an unusual loyalty to his client which in this case would be the community. He said he has an unusual connection to public resources. He doggedly pursues money and the answers to questions. On the negative side, he has been told that when he raises his voice some people shut down.

10. He gave an example of getting a grant from the Executive Office of Housing and Economic Development for a sewer analysis. He applied to 1-stop on behalf of the Road District. When they didn't qualify, he worked with the Select Board to submit an application. They were successful in their pursuit of the grant. He is presently working on an RFP grant for a pavilion at the senior center. He named some other resources for small town grants: Cultural Councils, ARPA, and State Representatives/Legislature.

11. When he worked in Washington, DC early in his career he had a deadline that resulted in a ban on oil and gas pipeline leases in National Wildlife Refuges. He worked 16-18 hrs a day with a congressional committee. In retrospect he might have spent more time researching the issue before he made a recommendation. He also spoke of having last minute situations arise in his law practice that required his working late into the night to prepare for. Regarding stress, he shared that he runs his own practice with no office staff. He does everything himself.

12. He has been under the direction of boards several times in his career. He ran Krofta Water and reported to a Board of Directors in that capacity. He currently reports to 2 Prudential Committees (Water and Road Districts). He reports to the Lanesboro Select Board when he has been asked to work on something for them. If he does not agree with a decision, he seeks to have an honest conversation and try to find a way to get to the best outcome. If a red flag goes up, he tries to get clarity to make sure he understands the governing body's position.

13. Because he doesn't know enough about the two communities, his biggest challenge would be hearing from enough people in the community so as to hear all views, and not those limited to a few vocal residents.

14. He referred back to the Water District project and described getting grants to connect people to the new water main. He went into detail about how the funding was obtained for this as well as for the fire hydrants that were installed as part of the project.

15. He offered information about his personal background and how he was on his own at an early age. He spoke about his schooling and initial jobs once he graduated. He shared that he spent a few years in Alaska doing work with salmon hatcheries. He then went to graduate school. He spent time working in Washington, DC. Soon after that he decided to go to law school. Although, he has some regrets about choosing that career, he felt he learned a lot. Ultimately, he always turned back to public service.

16. He wanted to know why the two towns joined together for the TA position. Kent answered for Washington and Ann Marie for Middlefield. He also asked if there was an inter-municipal agreement that defined the relationship between the 2 towns. It was explained that there is. He wanted to know if both towns have Town Counsel and who they were. He was given that information. He asked questions to clarify which district the towns are considered part of for different sources of funding. He asked if the towns were under a Dept. of Revenue order to hire a TA.

Scenario #1: He responded that he would ask the foreman where he/she was on the schedule to get the storm drains cleared. Initially, he would tell that person to keep doing what they are doing. He would call the Selectman and ask the reason why he felt they needed to go someplace else. Depending on the outcome of that call, he would call the foreman back and either suggest they change their plan to address a more immediate need or tell him/her to continue what they are doing. He would also call the state to make sure they pre-treat the road.

Scenario #2: He would first assess what the status really is and see if he could help the process move along in that person's absence, if they were to go away. Or he would see if they could get the warrant process to a state where everyone would be comfortable with that person going away. He would try to

satisfy both needs. If he could not, he would have a dialogue with that employee to see if they could reconsider and go away some other weekend. Assuming the employee did not have a pattern of behavior of taking long weekends, he felt it would be important to try to meet their needs. If that was not possible, he would shoulder that person being upset with him if he had to deny their request. He would also reach out to Select Board for their input.

Follow –up questions and responses:

Ann Marie Visconti reiterated Mark's experience and strengths, particularly in grant writing. She, then, offered her perspective that he was very invested in Lanesboro. She asked again why he would like this job here. He said that part of the reason he was invested in Lanesboro was that he represented them with Berkshire Mall. Also, the Road District had asked him to stay on when Pyramid left. He looks at the TA job as a fun opportunity. He reflected that he doesn't feel he wants the TA job in Lanesboro. He wants to feel appreciated. Coming to a small community, he gets along well with people. He said he likes the connection we have with BRPC, and likes the resources they have. He continued by saying that he likes people and likes to get things organized so they can go off on their own. He also expressed that he is tired of the attacks he gets in the newspaper and Facebook.

John Fish asked Mark to restate the water main project he was involved in, specifically the process of obtaining funds for getting water into Berkshire Village, as well as the installation of fire hydrants. Mark reiterated much of which he explained in another question. They received a USDA grant to install the water mains. He then looked into a grant to hook up the houses to the main. MA DEP issued a grant to make the connections from the water main to the houses. In the meantime, the fire department said they were required to have fire hydrants. The Select Board approved funds to pay for the fire hydrants. It ended up that the USDA paid to install the fire hydrants because they felt it was a good idea, so money provided by the Town for hydrants was used to fund the gap for connecting Berkshire Village homes to the main. At the time, Mark's position was and still remains Legal Counsel for the Lanesboro Village Fire and Water District.

Curt Robie asked Mark about his request, in the documents he provided to the towns, to continue to working 10-15 hours/ month with the Lanesboro Water and Road Districts. Curt wondered, given this, how this would affect how he would meet the needs of the two towns as TA. Mark said that he would be involved in two evening monthly meetings for the Road and Water Districts that would total 3-5hrs. Mark referenced the TA position as like that of a client, as he also viewed the Water and Road Districts. If he took time during the day to work on District matters, he would make up the time. He indicates that he needs the income from that to supplement the salary the TA position would pay him. Curt then asked him about the Baker Hill relationship and if that would continue. Curt said that there was a lot of bad press about that project. Mark said that the allegation of misappropriation of funds by the Road District misappropriation of funds allegation was not shown to be true by the State auditors. He also made sure that all members of the two Districts take the open meeting law and ethics training prior to the State audit. He said he would continue the Baker Hill relationship in the sense that he is Legal Counsel for the Water and Road Districts.

Meg Megas asked Mark how he would use town counsel, and how he would deal with any conflicts of interest. Kent Lew piggy backed on the question to ask what clients he had in town. He has one current

client in town that doesn't create a conflict of interest. If he had legal questions as TA, he said he would ask town counsel. He said that he would not be the lawyer for the two towns. He saw clearly the difference between Town Counsel and Town Administrator.

The follow-up questions ended at 4:30.

Mark asked a series of questions at this point. He wanted to know when he would hear from committee members as to a decision. Kent Lew said the committee members would be deliberating tonight, and that he would be contacted by Ken Walto.

Mark asked what our vision of his transition would be. Curt Robie cited the one month transition plan Mark mentioned in his application. Curt felt the sooner the better for a start date. Ann Marie Visconti said we are shooting for the beginning of the year. Kent Lew said that it was also expected that any final agreement between the town and the candidate would be completed in a couple of weeks.

Mark asked who the part-time administrative assistants report to and would report to once the TA was on board. Kent Lew responded that the Administrative Assistant would have some functions he/she perform for the Select Boards, but would generally report to the TA.

Mark asked about staffing, full-time vs. part-time. Kent Lew briefly summarized the staffing for the Town of Washington.

Mark asked if the Select Boards attended training. Curt Robie referred to some training he took for a prior position he held. Kent Lew said that he had taken advantage of training materials, but did not attend in-person trainings. John Fish shared that for Select Board members working full time, attending trainings was difficult.

Kent Lew thanked Mark for coming. The interview concluded at 4:40pm

A break was taken. The meeting reconvened a few minutes later.

Kent Lew asked for the members to reflect on the statements made by Mark Siegers. The discussion that followed contained comments about both candidates, and compared and contrasted them. These were as follows.

John Fish was concerned about the ethics around the Water District actions in Lanesboro that Mark was involved in. The town appropriated money for a purpose even though it ended up being paid for through a grant. He questioned whether the money should have been given back to the town. Others in the group felt that it was creative funding, but didn't necessarily see it as unethical.

Curt Robie also had questions about that transaction. In addition, he has issues with the Baker Hill project and the relationship that Mark has with the mall and its redevelopment. He expressed concern about Mark's time commitment to these endeavors with the Water and Road Districts. He also observed that Mark has a lot of ties to Lanesboro.

Kent Lew, in response to Curt, restated what Mark had said about his loyalty to Washington & Middlefield. But he also questioned if Mark's ongoing commitment to the two Districts would affect his work as TA. He asked how the group interpreted Mark's answer that he would work until 10 pm if necessary. He wanted to make clear how many hours a month he would be giving to the towns and how many to the two Districts he represents.

Ann Marie Visconti brought up Mark's work with grants and the legislature, and his willingness to travel as strengths. Also, she felt he demonstrated self-awareness. She didn't feel that he would micro manage. She mentioned his big personality. She was concerned he would conflict with other large personalities on the Select Boards.

John Fish brought up Mark's statement that he can manipulate people. He felt George was more malleable.

Ann Marie wanted to make sure the candidate we chose was a fit for our town. She contrasted Mark to the other candidate, George, who seemed more low-key.

David Ellis quoted an excerpt from Mark's writing sample that troubled him. The quote was: "in any organization there is a boss, then, there are the others". He was concerned that Mark wouldn't get along with others if he had the attitude that he was the "boss" and the other employees were "the others".

Ann Marie Visconti countered with the answer Mark provided in Scenario #2 that seemed to support the opposite view of how he would treat other employees. He said he would try to find a way to allow that employee to take two days off for personal reasons.

John Fish also referred back to scenario #2. He pointed out that Mark's response was the opposite of George's.

Meg Megas expressed that she felt his answers to the scenarios were spot on. She was disappointed that he didn't describe himself as demonstrating honesty and integrity as strengths. She felt the questions he asked of the committee were very good whereas George had few questions.

John Fish pointed out that George had studied up on our town situation, and Mark had not.

Meg Megas said that Mark brought up a lot about discord in Lanesboro and hoped he wasn't bringing that mentality with him.

Tricia Drugmand pointed out that we have not had a lot of conflicts and egos in town. She felt Mark's answers to the scenarios were better than George's, as were the follow up questions he asked. She saw George as more worldly and that he had a broad variety of experience, whereas Mark was more provincial and that the majority of his experience was in one community. She observed that he didn't do any homework regarding the towns. She felt George would be better on financial matters. She also said that George was looking to make a 10 year commitment which she liked.

Skip Savery felt Mark would be the better candidate on grants but that he felt dealing with George would probably be easier.

David Ellis pointed out the typos that were found in Mark's resume and wondered about the quality of his writing in applying for grants.

Kent Lew felt that Mark interviewed stronger than how he thought he would based on the information in his application. His direct experience with grants, and that he was familiar with the 1-stop process,

were positives. Mark also struck him as very resourceful and someone who would stay with it to get a project done. He'd be persistent in pursuing whatever we set him out to do, Kent felt. In addition, Mark has practical experience with the types of infrastructure projects that we are in need of. However, he felt that he comes with baggage and drama. He didn't get that sense from George. He felt George would be more impartial and more of a blank slate. The positives of Mark are stronger but so are the negatives, he felt. George's financial background is stronger, but Mark has more transferable skills. And Mark has experience getting projects done. Regardless of their strengths and weaknesses, he felt they were both strong candidates.

Ann Marie Visconti suggested we write a pro and cons list. She also asked if we should bring them back for a second interview. She expressed that she wants to get the right person, one who will quickly show results to the townspeople.

Curt Robie disagreed. He didn't feel that either candidate would show a lot of results from January through May. They basically would just be getting acclimated during that timeframe, he felt. They are both going to have to learn an awful lot about the towns. He sees baggage with both candidates. He also cited how slowly the grant process works. He's concerned about how much Mark wants to give up (in terms of his legal practice). His understanding is that George would be closing his real estate business and will not be asking for any time to continue that. He felt learning the grant process takes some time, regardless, and that George would pick it up.

John Fish raised the point that Mark viewed us as one of his 3 clients, and he didn't like that.

David Ellis said that George asked for \$60,000, while Mark referred to an amount of \$50,000 given his maintaining hours as an attorney.

Kent Lew was still unclear as to whether Mark would work 15 less hours a month. Kent preferred that we spend the \$60,000 to get someone totally devoted to the towns.

Kent Lew asked if we could make a choice or if we needed more process. He asked for a straw poll. The straw poll showed all but one person was willing to give the nod to George.

Kent Lew had two further points. He brought up that funding would likely require the same appropriation for the coming year from the towns due to the creative use of the grant money and that the candidate would work only half of the fiscal year the first year. He felt that this bought the candidates more time to prove their worth. He pointed out that George would have a learning curve in relation to grants but his background with the funding of loans was strong.

John Fish brought up a possible decrease in the salary for George because his grant writing experience was weak.

Kent Lew suggested that we stress that grant writing is a high priority, rather than decreasing the salary.

Tom Matuszo shared two resources for the towns. The first being the District Local Technical Assistance program which is available to the towns. There's funding and assistance specifically with grants. In

addition there is a new website, Berkshire Funding Focus, which offers 1 stop shopping for grants. Those resources would be there for George.

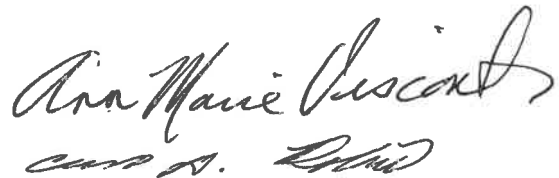
This portion of the meeting concluded with the decision to offer the position to George.

Prior to adjourning the meeting a vote was taken to approve the minutes from the 11/9/22 meeting of the Screening Committee. This passed unanimously.

Next, the Washington Select Board members voted to enter into the final Intermunicipal Agreement that had been approved by town counsels. The Middlefield Select Board members voted similarly. The Chairs of each Board signed two copies of the agreement. Washington Town Counsel had already signed approval as to form. Kent Lew would get Washington Town Clerk to certify his signature and then transmit the documents to Middlefield for them to get Town Clerk and Town Counsel to complete.

The two Boards voted to approve the draft Employment Agreement for the Town Administrator position so that it could be provided along with the offer letter. This passed with the understanding that modifications might follow based on negotiations with the candidate.

The meeting adjourned at 5:42 pm



ANA MARIE PISCOT
COUN. S. BOARD

TOWN OF MIDDLEFIELD
PO BOX 238, MIDDLEFIELD, MA 01243
SELECT BOARD MEETING MINUTES: November 30, 2022

PRESENT: Ann Marie Visconti, Chair, Tonya Santaniello, Member, Curt Robie, Member Absent, Joe Kearns, Doreen Black, Adair Laurel-Cafarella, Skip Savery, Carol Wagg, Ron Radwich, Jenny Dion, Tamarin Laurel-Paine, Board of Assessors Chair, Laurie Lafreniere, Assessor's Secretary, Ken Murray, Assessor Member, Suzanne Lemieux, Town Clerk

CALL TO ORDER: 7:10 P.M.

Review and Sign Warrants: Warrants reviewed and signed. Payroll Warrant not available for meeting

Review Mail: None

Review & Approve meeting minutes for 11/2/2022: Tabled for Next Meeting

Tax Classification with Board of Assessors: Tamarin presented a page to the Board which explained the purpose of the meeting. This public hearing is required for the DOR to approve Middlefield's tax rate and to vote on the options for the DLS form LA-5. Tamarin stated that there needs to be a decision on a single rate or split rate, and if there will be any exemptions. Tamarin explained that the exemptions only work if you have a large range of classes in the Town's residents. Tamarin does not recommend exemptions. Discussed the recap and where it stands now is how you get the tax rate. The tax rate stands now at \$16.55. This is largely due to the Town valuation increase, which drives the tax rate down. Ann Marie made a motion to go with the Single Rate with no exemptions, Tonya seconds. All agree. Vote 2-0. Discussed Assessor's ATB case that took place. They are waiting on the court's decision.

Discuss point person for Town Center Park: Tabled for another meeting. Ann Marie requested that if anyone can think of anyone enthusiastic about be the point person let the Select Board know.

Discuss FY22 Year End: Ann Marie asked if Bev (Accountant) has anything regarding year end. Bev stated that she needs to meet with the Tax Collector to sign off on one of the forms and then she can send it to the State. Bev said that the State is so backlogged with Recap sheets that she is probably at the end of the line. The State will email the Town and Bev will let the Board know. Discussed Carryovers on Expense report and overages. Bev stated that she does not push them over until she gets the okay from the State.

Continue budget and ATM planning: Tabled for next meeting

Review Town Hall office changes and needs: Tabled for next meeting

Plan meetings & Town Hall office hours over Christmas/New Year's: Tabled for next meeting

Need for All-Boards meeting: Meetings usually take place in March or April. Date will be set at future board meeting.

Old Business: Ken Walto discussed speaking with Mr. Zoukee regarding sending him a written offer for the TA Position by Friday if he is still interested. Mr. Zoukee said he was interested and will review the paperwork and let the Boards know by Monday if he would like to move forward with the process. Mr. Zoukee asked about Retirement Benefits and Medicare. Ken stated that Mr. Zoukee has decided not to accept the offer due to a few things. First was there was no assurance of funding after the grant was done, second was making the move to MA, and the third was the Retirement benefit issue. These all weighed in on his decision. Kent discussed speaking with Mr. Zoukee that afternoon to have a more personal outreach from a Select Board member to ask some questions and maybe persuade him to reconsider. Mr. Zoukee did return his phone call this afternoon and Kent asked him if there was any room to reconsider, acknowledging it was a big decision and commitment with some risk involved. Kent said he kept the conversation very informal so he could get a sense of who we are. Discussed that the grant could possibly be stretched into the next year. Mr. Zoukee said he would think more about it and get back to Kent tomorrow or first thing Friday. Mr. Zoukee did not ask about Retirement. Discussed the employment agreement and how retirement was handled in there. Discussed what to do next if Mr. Zoukee does not reconsider. Discussed options to move to the next candidate and make offer which one board member was not in favor of, Board's could decide to request second interview. Discussed a new applicant that came in after the deadline so it was not considered but it can be reopened and forwarded to the Selection Sub Committee for review. The Board's should follow the same procedure as before. The Board's will wait until they have Mr. Zoukee decision, and if it is a no move on to the 2nd interview and the interview for the new applicant. Brief discussion on dates.

New Business: None

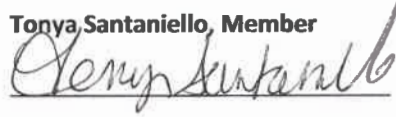
Public Input: None

MEETING ADJOURNED: Ann Marie made motion to adjourn, Tonya seconds. All Agree. Meeting Adjourned 8:51 PM.

Ann Marie Visconti, Chair



Tonya Santaniello, Member



Curt Robie, Member

NOT Present

**Joint Washington & Middlefield Select Boards with
Town Administrator Screening Committee**

(The meeting was held via Zoom due to the snow storm impeding travel)

**Minutes
December 16, 2022
4:45-9pm**

Attendees:

Representing the Town of Middlefield:

Select Board: Curt Robie and Ann Marie Visconti

Screening Committee: Joe Kearns

Residents: Adair Laurel-Cafarella (Finance Committee) and Tamarin Laurel-Paine (Assessor)

Representing the Town of Washington:

Select Board: Kent Lew, David Ellis, and John Fish.

Screening Committee: Tricia Drugmand and Meg Megas

Resident: Dick Spencer (Finance Committee)

Representing the Berkshire Regional Planning Commission:

Ken Walto

Two Town Administrator candidates:

Mark Seigers

Bill (William) Sisk

Agenda items:

1 4:45 pm Organize

The first order of business was the acceptance of the minutes from the Nov. 21, 2022 meeting. Kent Lew shared that Ann Marie had raised the question about whether "AARP" in the minutes (in question 10 being answered by Mark Seigers) should have been "ARPA". After a brief discussion, it was decided that it should have been ARPA. A motion was made by Kent Lew to accept the minutes with the amendment. John Fish seconded that motion. No further discussion ensued. The motion was passed unanimously. Meg Megas, the note taker, will forward the amended minutes to Kent Lew.

Kent Lew went over the agenda for the evening. He explained that at 5pm Mark Seigers would join the Zoom meeting for a one hour second interview. The purpose of the second interview was to ask him follow up questions that arose out of the first interview. The format would be fairly informal, he said. Kent would call on Select Board members one at a time to ask their questions. Turns would be taken, first from a Middlefield Select Board Member, then Washington and so on ending with Kent Lew. Select Board members would have approximately 10 minutes each to ask their questions. It was stated by Kent that additional follow up by other Select Board members should be kept to a minimum and should be directly related to what had just been said. He continued by saying that holding those questions to their turn would be best. If time remained after all Select Board members asked their questions, then the

Screening Committee members would have an opportunity to ask their questions. There would not be any comments allowed from the public. After a brief discussion, it was decided that Curt Robie from Middlefield would start. Ann Marie Visconti asked about whether anything Mark Seigers brought up in the first interview was fair game to ask him about in the second interview. It was agreed that it was. Kent asked Ken Walto if that sounded appropriate and he agreed it was. Ken suggested that referring back to and reminding Mark of what he said in his first interview as a prelude to asking a follow up question would be advisable. Some specific comments regarding comments Mark made in the first interviews were brought up by Select Board members as possible follow ups (raising his voice and his view on who was the boss).

Kent said the interview would end at 6 pm. If there were important elements of the interview to discuss, then it would be done so then. If possible, however, Kent wanted to hold that discussion to after the end of the interview with William Sisk. A 20 minute break would take place, and the group would reconvene 5 to 10 minutes prior to the next interview to prepare for William Sisk. The format of that interview would be the same as that used at the Nov. 21, 2022 interviews. It would consist of the same 16 questions and 2 scenarios asked of the other two candidates for the Town Administrator position during their interviews. The same approach of Select Board members taking turns to ask questions would be used. Follow ups by Select Board members would be saved for the end. The Screening Committee members would be allowed to ask questions following the Select Board members.

Kent continued with describing the format by saying that the Select Boards would deliberate following the conclusion of the interview with Bill Sisk. Ann Marie asked how we would respond if the candidates asked when we would be getting back to them. Curt Robie asked about reference checks on the applicants. They had not been requested during the application process, Ken Walto explained. Tricia Drugmand asked Ken what he had said to Mark Seigers following his first interview; specifically, whether we told him we had selected the other candidate. Ken shared that he did not share that; he merely offered him a second interview. Back to Ann Marie's initial question, Ken said to tell Mark, if he asked, that we are interviewing another candidate and then we will deliberate following the conclusion of that interview. Curt suggested we let the candidates know that we may be asking for references. Ann Marie was in agreement with Curt and followed up with the suggestion to check references before we offered the position to either Mark or Bill. Ken said when we offered the candidate the position, it was stated in the letter that this was conditional upon background check and reference check. David Ellis suggested we get them after we selected the candidate. Ken said that Tom Matuszko favored narrowing the field of candidates to one and doing background checks (including references) at that time. The consensus of the group was to ask the applicants at the conclusion of their interviews to contact Ken and give him 2-3 references.

2. 5:00 pm Interview Candidate 2, Mark Seigers

Mark Seigers joined the Zoom meeting shortly after 5pm. Kent welcomed him back. He explained that the Select Boards had follow-up questions to ask him following reflection on the first interview and also based on his responses to the essay questions. Kent briefly described for Mark's benefit the format of the one hour meeting (these were described earlier in these minutes). Kent then deferred to Curt Robie to begin asking his questions.

Curt Robie first asked about Mark's thoughts on the responsibility of a TA on a day like this (winter storm). Mark answered by asking if the head of DPW phone number would be readily available. If not, he said that he would then be fielding phone calls about plowing and salting. He also said he would be finding out whether people could get into work (assuming it was a work day at the Town offices), and

posting notices about what was going to happen as scheduled and what was not going to take place. His primary concern would be that everyone would be safe and that there would not be any issues with employees whether they were driving trucks or coming into the office.

Curt next asked about Mark's comments in his last interview that he had strong grant writing experience and abilities, namely EOHED grants for the Mall, Sewer, and Water project analysis he worked on and the Berkshire Water Main grant. Curt asked him to explain the steps necessary for advertising and posting a project for public bid in Ch.149 and Ch.30B and State Trades Persons contract. Curt asked if he had any experience with those. Mark replied yes, and went on to describe a project he worked on through the MPO which was a full depth reconstruction of the Berkshire Mall Rd. He worked with the engineer to get the project shovel ready. He went through the permit process in Pittsfield. This project was funded with stimulus money. Grants for the water and sewer were based on proposals solicited before they applied for the grant. Curt followed up by asking Mark what his role was in the project; specifically if he was the lawyer or actually wrote the application. Mark answered that he was paid by Pyramid to work with the engineer of the MPO to get a design finalized through the state. He was paid to be the Clerk of the Works. He was on the job every day meeting with the state to make sure that everything was done according to the plan. He also worked with the on-site engineer regarding problems that arose during construction. The Water project grant was a grant through USDA. The Water District Board hired an engineering firm. They advertised for bids, reviewed them, and then negotiated any change of terms. He inherited the project from the Town, because the then TA of Lanesboro said the town couldn't do the project. Mark maintained this was not true, and that she just didn't understand what the application was asking for. The project was taken over by him, the funding was completed, and Tighe and Bond provided the construction services. He was the Project Manager.

Curt next asked about Mark's working knowledge of Information Technology Systems, hardware and software. He further asked to what degree Mark could help the Town of Middlefield with connectivity, internet, software upgrades, equipment, website, and other needed changes. Mark replied that he built his own website, but has no formal training as a consultant. He said he could fix simple problems but did not know how to fix server problems.

Curt referred to a recent article in the newspaper that Mark had applied for the TA position in Lanesboro, but that they had decided to go with another candidate. Curt said that Mark had expressed concern about the process which was reported by the newspaper. He asked Mark to explain what the issues were and why they were raised. The Selection Committee, Mark explained, was comprised of 5 of the 6 Town employees in Town Hall and one citizen of the town. Four of the employees had worked for the Town less than one year and they did not live in Lanesboro. The TA, who was named the Chairman, was from Pennsylvania and had been in Western Ma less than one year. For the past month and a half, he had not been in the community. Excluded from the Committee were the Chief of Police, the head of DPW, and the head of the EMS services. Mark felt the process to be unfair because the Committee failed to meet their stated objectives which were to look for someone local, someone with experience, and someone who knew the Town of Lanesboro.

John Fish asked about Mark's response to an essay question regarding his philosophy about supervising the Town and its agencies, specifically the comment that "there was a boss and others". As the TA, John asked him who he would perceive to be the boss. Mark replied that it would be the Select Board. In the Town Hall, he stated further, that the TA would have general management of the Town Employees. His role would be to make sure the functions specified in their statutory mandates were being carried out.

John then asked about the fire hydrant situation in Berkshire Village. His understanding was that the money that the Town voted to appropriate for fire hydrants was used, instead, for connecting the water to the homes from the water main. John asked if it was acceptable to mislead taxpayers about what the money would be used for. Mark answered that, no, it was not. He reiterated that he did not and that it was not his idea. He said you should always tell people the truth because doing otherwise destroys trust.

Ann Marie Visconti asked Mark what ARRA stood for because some in the group thought he said AARP in the last meeting we had with him. He responded that it stood for: American Recovery and Reconstruction Act.

Ann Marie added that she was glad he had experience with grants. She shared that the Town of Middlefield has had difficulty getting grants due to such things as the median income being too high or the townspeople living too far from each other. He referenced his experience in Lanesboro as being similar up to a couple of years ago. He mentioned the One-Stop process that has now earmarked funds just for small communities.

In regards to working with staff, Ann Marie brought up what he had said in the last interview; specifically, that he has been known to raise his voice and that others have expressed discomfort with that. She asked him to expound on that. Mark said he expects everyone to have a learning curve. However, if the person is in charge of something but never gets past the middle of that learning curve, he feels frustration because he ends up being asked to do more and more. That would be an instance of when he has raised his voice. Of three different chairmen he reports to, only one has said something to him about his raising his voice (that he shuts down when Mark does so). The other two say he has too much passion. Mark said that passion is misinterpreted as his being negative. He sees it as the consequence of his being very committed to the project at hand. When the person in charge of the project cannot grasp what needs to be done, Mark said he tends to take on the project and complete it himself.

Ann Marie shared a situation in her Town whereby people who work on commissions or committees either volunteer or get very little pay. Some are critical to the Town's operations. She asked him how he would deal with people who don't commit to being available for certain hours or who are not responding to questions from residents or other Town employees. Mark said that he would sit down with the person so as to figure out what it is that was impeding them from meeting their obligations. He emphasized how important it is to really listen to the person. If they are willing to reveal why they have been unable to meet the expectations, then he feels he would be able to coax them into the desired action. Or he would arrange accommodations for them, such as allowing them to work via Zoom for instance.

Dave Ellis passed on asking any questions. He felt the ones he had were already asked.

Kent Lew asked for clarification of the times Mark would be involved with the 2 districts (Water and Road). He asked for the time commitments he had to them and how that would interact with his time in the 2 towns at TA. In addition, Kent asked about Mark's role on the COA and Assessors. Mark shared that both districts have day time meetings. The Road District meets the second Wednesday of every month from noon to 1 pm. Additional time would be necessary if there's an emergency and for the once yearly daytime annual meeting. The Water District meets on the first Friday of the month from 10 am-1pm plus an evening annual meeting once yearly. He stated that he intends to resign from the COA and the Northern Berkshire Cultural Council. There are a couple other projects he has been doing for

the town, but he would not be able to continue doing those and wasn't sure if they still wanted him to continue those projects anyway given the hiring of a TA. He offered that he could ask if the Water and Road District meetings could be moved to evenings, then it wouldn't be an issue. If this was not possible, he would take personal time to attend those meetings. He said he would be committed to working the 40 hours (and more, he said) as TA.

Kent's second question was to clarify Mark's role on the Water and Road Districts. Although he was named on record as legal counsel, following the first interview, Kent walked away with the impression that Mark's role was somewhat more like being that of a TA. Kent asked if he had experience managing employees in the Road and Water Districts or if he felt he had the breadth of knowledge that a TA would have based on his work with them. Mark responded, "Both". There are no Road District employees, he said. However, when Pyramid left, he and the Treasurer of the Board were charged with hiring new Accountants, setting up the books, and making sure processes were followed. In the Water District, Mark said he deals with employees and consultants. He referenced an employee that had to be disciplined then later discharged and that there was not a good employee policy for guidance, so this was charged to him to take action on. Kent commented that the prudential committees appear to keep charging him with tasks and managerial responsibilities similar to that assigned to the role of Executive Director /Manager in an ad hoc sort of way. Mark agreed with that summary description. He shared that he enjoyed that role more than that of being a lawyer.

Kent wanted to know if Mark had municipal experience/familiarity with budgets, cherry sheets, Proposition 2 ½, levy limits, and the tax recap process. On the Board of Assessors and on the Road District, Mark said he had experience with the tax recap. He had budgeting experience to a small extent for the town because the COA has its own budget that has to be voted on in Town Meeting. Also, there are generally questions about the money that the Road District provides to the Town to which he responds to at the Annual Town Meeting. He said he is very familiar with cherry sheets due to his association with the Road District and their giving the Town some funds for projects. He knew that the cherry sheets were based on the miles of road the towns have and the number of people in the town.

Curt had an additional question for Mark about grants. He asked when Mass Works, One Stop or any other grant program is open for proposals, what would Mark do as TA to secure some of the grants available? Mark said he would ask the Selectmen to provide him with a priority of what needs funding. He would put out a preliminary proposal (Expression of Interest) based on that priority to which the state would respond with recommendations of what you might do or not do. For instance, he would shape the town's (assuming they have them) economic plan, plan for recreation or open space, or strategic goals into a compelling proposal and submit an Expression of Interest. The state would respond with the type of grant they recommend the Town pursue. Prior to the state response, he would obtain proposals to determine what the project would cost. BRPC is helpful to communities, he said, in putting together a planning document that would hook most grant sources in the State. Having a written plan is essential, he found from experience. If the Town didn't have a plan, he would work with the Select Board to write one. Curt asked if he has actually filled out state grant applications. He said he had. He wrote and submitted some for Lanesboro when a Select Board member gave him access to the Town's account where he could fill out the application. Once the Select Board member approved the application as written, he submitted it. He also completed the application request for the Water Main project.

Curt asked Mark about his experience in personnel management. Mark had stated on his resume under Other Employment that he had worked for Krofta Waters later known as Krofta Waters International with over 300 employees. He started out as General Counsel. He was hired to re-organize all of their

offices throughout the world. That was just when 9/11 occurred. They ran into financial difficulty. They then named him President to handle their bankruptcy reorganization. He left that company because Pyramid contacted him about helping them with the expansion to the Mall (the addition of Target).

As there was time remaining, Kent offered for Select Board members to ask any follow-up questions, followed by Screening Committee members.

Ann Marie Visconti asked again why he would want this job considering that his legal practice would be more lucrative than the TA position. Mark said he saw this as a perfect project to bring his skills and interest to. He loves public service, he said. He sees this position as a great opportunity to do something that would provide an example to other communities. He feels it is a great idea and feels energized to help accomplish it.

Tricia Drugmand asked Mark whether, since we last met, he had spent any time in the Towns, or looking at our websites and newsletters. He said he spent more time looking at the websites, and he drove through Middlefield on his way to Springfield yesterday. He would spend more time familiarizing himself with our towns if he knew he would be working here, he said. Tricia then described the proposed schedule of twenty hours a week per town, five days a week in addition to evening Select Board meetings plus the commute to and between the towns. She asked Mark if he was ready to commit to that. He said, yes, he could commit to that.

Kent thanked Mark again for attending and for his flexibility in accommodating to the change of venue. Mark expressed that he likes in person meetings better. He then exited the Zoom meeting.

Kent asked for observations before a break was taken. Ann Marie shared that she felt he interviewed better this time around. He didn't seem as anxious and was more laid back. She liked his answers to the questions. David Ellis felt that he seemed more sincere and his answers were better than they were the first time. John Fish acknowledged that interviewing before a room full of people must be intimidating and that this Zoom meeting allowed for Mark to be more relaxed.

At 5:59 pm the meeting was recessed. Kent asked participants to return at 6:20 pm.

The meeting was reconvened at 6:25pm

Kent admitted that he had forgotten to ask Mark for references. He asked Ken Walto to follow up on that.

William Sisk joined the meeting at 7pm. The first thing Kent did was to ask William if he preferred to be called Bill, to which he replied affirmatively. Because of that, he will be referred to as Bill throughout the remainder of the meeting minutes

He introduced to Bill the 5 Select Board members present: Ann Marie Visconti and Curt Robie from Middlefield, then himself (Kent Lew), David Ellis and John Fish from Washington. Kent shared that Tonya Santaniello, the third Select Board member from Middlefield, was not in attendance as she is also a Police Officer and she was out performing her duties in the storm. He also introduced the Screening Sub-Committee members: Tricia Drugmand and Meg Megas from Washington and Joe Kearns from Middlefield. Skip Savery, the third Middlefield member of the Screening Sub-Committee and the Middlefield Highway Superintendent also was absent from the meeting due to the storm, he explained. Members from the general public in attendance were Ken Walto, from the BRPC, who has guided us through recruiting Town Administrator candidates, Dick Spenser (Washington Finance Committee

member), and Adair Laurel-Cafarella and Tamarin Laurel-Paine who are from Middlefield and serve as Finance Committee member and Assessor, respectively.

Kent explained to Bill that there are 16 questions that will be asked of him and 2 scenarios. Kent went on to describe the length and format of the meeting that was reported earlier in the minutes. Kent thanked him for being flexible and joining the meeting via Zoom.

Questions (see the addendum for a list of the questions asked):

1. Asked by Kent Lew. Bill shared that he has studied Public Policy and local government as an academic (he just completed his PhD), and that he is looking to get involved in the local day-to-day of government. He feels he has a good skill set in terms of his analytical abilities and interpersonal skills. He loves the Berkshires. He is familiar with Western Mass and the Albany area. He would be comfortable here and not too far from family. He's looking for some financial stability, as well, he shared.

2. Asked by Ann Marie. His greatest strengths are in analytical, organizational, and interpersonal skills. Where he said he could improve would be in building out a schedule and coming up to speed. He said that he needs to learn the dynamics and interplay of the two towns and how resources are shared between them. He would want to meet everyone, and get acclimated to the Town functions and norms. In terms of his leadership qualities, he feels he needs more experience. He would like to build his skills in professional setting such as in leading larger teams and with HR and interpersonal or conflict management.

3. Asked by David Ellis. He sees the TA position as a very facilitative role. He feels it's important to have an open door policy. He would facilitate communication between the different stake holders. He would make himself available when needed, make sure people know to whom they need to talk, and make sure there is an exchange of information, coordination, and awareness. With residents he feels he needs to be affable and a good listener as well as an advocate on their behalf and a sympathetic ear.

4. Asked by Curt Robie. The place to start, he said, was to get a sense of the greatest challenges in the individual Towns. Generally, most towns are dealing with, post covid, filling in the gap as covid relief funding is drying up. Many have issues with growing local businesses and the economy, and aging. Keeping an eye out for grants and opportunities to bring in more funding would be important. Figuring out ways to get more people into the Berkshires, he cited as an innovative idea. Trying to make housing more available and finding ways to grow the local tax base he said he would be interested in looking into or expanding. It's a matter of coming up to speed and figuring out what the actual needs of the Town are before he comes in with a million ideas.

5. Asked by John Fish. Bill answered that he does this all the time as a teacher. It's the most important thing to him to be aware of. He gave an example of a student he had who had challenges. He was housing insecure and was considering quitting. Bill helped him with a plan to finish the semester and to get the internship he really wanted. Getting somebody back on track was a proud moment for him as a teacher. He acknowledged that different people need a different set of motivators. Some really need empathy; others need an extra nudge or a kick. It's really about getting to know people and what they need to motivate them. In his professional setting, his experience has been working with students who are motivated as it is a setting of higher learning. He has not had much experience with people who foot drag, he said.

6. Asked by Kent Lew. In terms of monitoring part-time employees, Bill said it's all about scheduling and making sure that you get in contact with everyone and have a contingency plan should someone's

schedule shift. The sharing of part-time and full-time work depends on the situation and how essential the services are. He said that it's hard for him to do this in the abstract.

7. Asked by Ann Marie. Change can be difficult. It depends on the nature of the change. The first thing, he said, was to make sure the change is essential. Is it something the Town really needs, is it unavoidable due to a budget restriction, or is it a change in a process that will make things more efficient. Part of the evaluative process is both budgeting and looking at outcomes. Are we meeting the goal and if not, are we communicating the need for that change? It's important to follow through on it. Sometimes you have change in name but not in actuality.

8. Asked by David Ellis. He recently had an idea to change the way that he was running his course at Fitchburg. Lecturing was not working as he'd hoped, so he ran some ideas by his students. He asked what was working and what wasn't. The group agreed that they wanted something different. So he built in some simulation games of different scenarios. An example was: What would you do if you had a major snow event? He found that this worked very well. It turned out to be a better way to get his students engaged and build in the theories that he really wanted them to talk about. Once they experienced these situations directly, it sensitized them to the concepts he wanted to cover.

9. Asked by Curt Robie. Bill said he is a fast learner and that he had to be as he finished his PhD. He's had a wide number of experiences in different policy areas and problems and referenced work on education policy and charter policy. He also worked on law enforcement and tax policy. He has a wide range of information on different areas. The areas in which he felt he could be criticized were that he could be more organized and sometimes he talks too much.

10. Asked by John Fish. Bill said that he's experienced going for academic grants. As far as the grant process, most of his experience has been through the state through contracting and purchasing. When he worked for Ma DOT, there was a bidding process; there was a bid opening, the contract was put out to bid, and the legal criteria were met. The latter was his area; specifically making sure that minority and disadvantaged businesses were represented. He wasn't in purchasing but he worked directly with purchasing. Finding the right sized contract was the challenge as most state contracts are large. So he would search out smaller grants more suitable to the Towns. That, he said, is the ongoing and big challenge. He hasn't put in for grants for a state or town but he understands the process. He knows where he would start to look as far as getting that process going. He has some contacts at BRPC, and he said he would be proactive in seeking out help.

11. Asked by Kent Lew. He said there were many pressure situations in finishing his PhD. One thing he has learned is "Don't let perfect be the enemy of the good", he said, in regards to working toward perfectionism. "A good plan today is better than a perfect plan tomorrow". The most important thing, he said in hindsight is to trust his gut, make a decision, move it forward, and live with the consequences.

12. Asked by Ann Marie. Ethics, he said, is very important to him. His role would be to serve the Town and the Select Board the best way he could. But, if the Board suggested something that was unethical and illegal, he would try to dissuade them from taking that action, first in-house. But if they decided to move on with that action, he'd do his due diligence and go through the necessary reporting steps to prevent that illegal or unethical action. He said it is important to first give people a chance. They may not understand the implications of what they're doing or realize that what they're doing is not above board.

13. Asked by David Ellis. His biggest challenge will be making the transition from academics to now being in a direct, practical environment. In terms of balancing the needs of two towns, he'd have to find out the differences between the two Towns. That resource sharing process will take some time.

14. Asked by Curt Robie. It always starts with a goal, he said. He told a story about wanting to play baseball, but he was deathly afraid of being hit by the ball. He described the steps he took to get over that fear. It took a lot of work, some discipline, and there were some humbling moments, he admitted.

15. Asked by John Fish. Bill said it is really important to him that he have a network of support or trust in his carrying things forward. If he took this position it would be collaborative, not so much confrontational. Between the two towns it would help him to know that there's a good relationship there. He also wants to know that there is desire and/or a shared vision to move the Towns forward and that everyone's on the same page. He's motivated to help. He is interested in learning about people and places and real commitment to helping people. What can I do for you based on my skill set? He goes above and beyond (long hours and extra work). He puts others ahead of himself sometimes to his own detriment.

16. Asked by Kent Lew. Bill asked three questions. In the first he was curious as to the split of time he would spend between the two towns. Would there be two office settings, and how often would he be in those settings, he asked. Kent responded that the conception was of two part time jobs merged together into one. He would be in each town 20 hours per week barring emergencies. The proposed schedule would be that he would spend time in each town each day. Kent described the frequency and days the two Select Boards meet, and that Bill would be expected to attend each, so that hours spent in the two towns those days would be adjusted accordingly. Ann Marie added that any Special Town Meetings or the Annual Town Meeting would take place on a weekend in Middlefield.

Next, Bill stated his plans to move from Fitchburg close to the Towns of Washington and Middlefield. He wondered what the time table was for relocating. He shared that the commute for him would be two hours, so he is cognizant of the need to acquire housing quickly. Kent responded that there is no specific requirement that he live in either town but the expectation is that Bill would reside in the area. It would not be tenable to sustain a permanent two hour commute, Kent said. Once terms were agreed upon, there would be a process started to figure that out. The transition shouldn't take three to four months. That would be too long. As soon as possible would be the bottom line realizing there are exigencies that may affect the transition. When asked by Kent, Ann Marie agreed with all that he had said in regards to Bill's relocation should he be offered the job.

Last, Bill asked the top 3 goals to be completed within the first year for each Town. Kent said that the Select Board has not gotten to that point yet, but from his experience being very hands-on with the day-to-day management of the town he sees three practical projects that need to be addressed in the next year. The first is the need to transition the Assessor's office as the Town recently lost its head assessor. Second, there needs to be an overhaul regarding the building inspector and other inspectors. Third, the Town has an untenable financial situation regarding vocational education. The Town is required to provide transportation. Kent briefly explained the present situation (4 student transported to three different schools). Conversations, Kent said, need to be had regarding the regionalization of transportation.

Ann Marie said that there may need to be some updating of department personnel as some may be retiring or thinking of retiring in the near future. Middlefield's two buildings are in poor shape. The roofs of DPW and the Fire Dept. have been repaired, but there is asbestos in the Town Hall floors and

the Senior Center is waterlogged underneath. An architect gave the Town some quotes. Grants for their Town are a huge thing, Ann Marie said. It's hard to get grant funding. The median income of the townspeople is too high to qualify for some grants, she shared. Bill said that the state has announced some redevelopment funding, and he thought abatements may be available. He would be interested to see if the Town qualifies for these.

Scenario 1 – Bill felt that the highway crew should finish their immediate job before they moved on. He would encourage them to try to move along quicker. He would also feel things out with the Selectman. He would approach it diplomatically and recognize that the Selectman sees a need for them to move to the next location. It may be better to let them carry forward the present task then move on, he would tell the Selectman.

Scenario 2 – He'd be polite, but would tell the staff member that they have to meet a deadline. He would say that everyone is working long hours as a team and that the employee will have to sacrifice their weekend away.

Kent Lew then asked the Select Board Members for their follow-up questions.

John Fish asked about Bill's answer to question 15, specifically when he referred to a network he draws on. He asked him to explain. Bill said having worked in a Public Administration Dept. he has colleagues who work in local government in Albany and others that have expertise in public finance and emergency preparedness. He could consult with them as needed. There are also student interns who could come from the Fitchburg and Albany area whom, he felt, would love to work for local government.

John also wondered about Bill's understanding of the schedule. He wanted to make sure that Bill understood that he would be expected to drive back and forth between the two towns nearly every day. Bill said, yes, he did, and followed with a question about how long it takes to get between towns. It was determined to be 15 -25 minutes depending on whether the dirt road or paved road was taken. A brief discussion on the best type of vehicle to have to traverse the dirt roads ensued.

Kent reminded Curt that he had earlier wanted to ask a follow up question on question 14. He wanted a real world example of how Bill would approach a project to get it completed. Bill gave an example of a policy paper he wrote on one homeless ordinance in Springfield, Missouri. He approached the project by starting with a theory and building out from there. It involved setting a goal and planning phase, breaking it down into tasks, creating a time line, and then sticking with it.

Curt referred to some projects Bill had listed in his resume. He wanted to know Bill's role in these projects regarding direct input. In the gun research project Bill said he worked directly with a team of first responders. Some training information was shared, questions answered, and help provided as to different ways to triage in certain circumstances. In the fracking project, his role was one of research, primarily.

Ann Marie shared that she liked the idea of interns as having them makes you keep up to date with the latest information. She asked Bill if he was familiar with Ma State regulations for municipalities and for bidding on contracts. Curt added that Ch 149 and Ch30b deal with municipal procurement related to capital projects. On the Mass DOT project there were multiple parts, Bill said. There was purchasing, then a good faith effort to have a fair bidding project by considering diminished and minority businesses. He has some familiarity with the bidding process for things like road improvements. He said he would have to brush up on other regulations related to capital planning and building inspections.

Ann Marie referred to his work on Climate Change Policy. Middlefield is working on Municipal Vulnerability and Hazard Mitigation plans. She asked him what he did while working on this project. He worked on that project with Dr. Sadler at Northeastern University. They looked at the contributors to climate change, ways to estimate various emissions, and ways to mitigate their (carbon) foot print. Towns with old buildings should be eligible to receive grant funding for better insulation, new windows, and new roofing, he said. Ann Marie mentioned that it is important to include the terminology "underrepresented communities" in the wording of the applications for this type of grant.

Davis Ellis asked Bill a further question about grants; specifically whether he had experience with implementing, tracking and completing them. He wanted to know if Bill has gone through the whole process. Bill said he's carried out the steps in the grant. Once the grant is approved there are fewer parties involved. He also said that built into the grant application itself is a time table, a suggested budget, and who's responsible for carrying out X, Y, and Z. There are people available at the state and federal agencies to assist with the application process, Bill added.

Kent Lew asked what his current course obligations are and if he were offered the position how he sees the transition process playing out. Bill said his present course obligations end in a couple of days. He said he is looking at some other positions; most don't start until next fall so there is a gap right now. If he were offered the position, he would see himself transitioning during January and February.

Kent also asked and alluded to work with BRPC, preliminary capital budget planning strategy. He attended a function in SUNY Albany. He spoke with Paul Sieloff, a former TA in Lanesboro, about how he designed his budget for Lanesboro. They discussed the kinds of things to think about in the present and long term when forming a budget. It was determined that the event was sponsored by BRPC and that he did not work directly with BRPC.

Kent asked him what prior experience or any familiarity he might have with overall municipal finance; specifically, the cycle of budgeting, the Annual Town Meeting, the Prop 2 ½ levy limits, and the tax recap process. Bill was aware Ma has a cap on how much you can collect and anything over that cap has to be refunded back. He thought that the first budget is due in Nov/Dec and that another one kicks off in June. He acknowledged that he doesn't have a ton of experience going through that process. He repeated that he learns pretty quickly. He said he has some experience with research on state budgets and state budget planning, but has less experience on a local and municipal level.

John Fish asked why Bill was leaving Fitchburg. Bill responded that he is in talks for a 1-year appointment that could possibly turn into a tenured position. However, school budgets are tight, and many may not be filling their tenured positions. There are no guarantees, so he's looking for more financial security, despite loving teaching.

Meg Megas observed that he has worked in several large cities. She asked what experience he had with very small communities such as our town and what he knows about our two towns and what they are like. He said he comes from a small town of 5,000 people. He said he was very impressed with our websites. His experience in the Berkshires is that it has a lot to offer and is, he felt, underrated. He gave examples such as the opportunities for hiking, being outdoors, and attending venues such as Tanglewood. Meg commented that young people are leaving the area as is not suited to young people for several reasons. He said he would not write off the opportunities to make the area more accommodating, affordable, and attractive to young people.

Tricia Drugmand followed up with another question regarding our communities. She shared with Bill that we have a lot of older residents. We also get resident complaints, she added. She wondered how

he would respond to complaints and daily interactions with residents. Bill said is quite used to interactions that can be contentious and is good at de-escalating them. He is affable, patient (he's learned that as a teacher), and tries to find common ground. Also, he said he is professional and sympathetic without being confrontational. He comes from a town that is similar to our two towns, particularly when it comes to the aging population. He is aware of the need for a network of care available to them and accessibility to the care they need.

Tricia went on to talk about our Highway Depts. and how important they are to our communities. She referred to the Highway Dept.'s budget as a large piece of the Town's overall budget. She said it's critical for the TA to, not only become familiar with the Highway crew and their equipment, but also to form a connection with the crew. She wondered how accessible he would be. He replied that it is his biggest strength. He's committed to outreach and the value of local knowledge. It is critical to have knowledge of equipment and vehicles, he said. He also knows the importance of having a Plan B in regards to such things as a truck breaking down. He recognized that he won't have critical information unless he talks to people.

Kent said there were 15 minutes of allotted time remaining and asked for additional follow-up.

Ann Marie Visconti talked about her experience with 12 years of academia after high school and likened it to Bill's history. "It's a totally different animal" running a small town, she said. She asked him what his understanding of this job might be. He said that it would be very different than the day to day in academia. He would miss academia, but he would be able to put some of his skills to work in a way he hasn't been able to. He would be able to talk as part of his job and he wouldn't have to feel bad about that. He found himself in the past gravitating to projects that included talking with others. Writing all day is very isolating, he found. Having persons he was accountable to would be helpful for him. He likes thinking on his feet. That is when he's at his best. He realized there will be a learning curve. He thinks he has the skills and patience to learn the job quickly. He will humble himself and know when to ask for help. Teaching for him is rewarding but the opportunities there are somewhat limited.

Curt Robie asked what Bill would do in each of the towns in the first 100 days. First, Bill said he would make an appointment to meet with everybody, have then bring him up to speed by finding out what they do, and asking what he can help them with. He would make a point off immediately sensitizing himself to the budget and budget line items; where the most essential spending is apart from the highway and education. He would work on reconfiguring departments (he mentioned Assessor's Dept). Other top priorities and target goals going forward would be making sure to fix the major problem items: the school transport issues and funding some redevelopment issues. He would introducing himself, learn the towns, and get a feel for the ebb and flow of town operations.

Bill had a question. He asked what the favorite part of living out here was. Each of the Select Board members shared. Comments included: having the woods nearby, knowing everyone in town, being close enough to others to care and pitch in without being in everybody's business, wanting a small town that would be safe and rural for children to grow up in, getting pulled out of the mud by the highway boss, diverse professional backgrounds represented among the residents, townspeople wanting to work together, neighbors blowing out snowed in driveways with their tractors, cookie swaps where no one gets mad at each other, land (hard to find land that is not really expensive), hiking and the outdoors, the community coming together, long time residents as well as those new to the town doing well together, and the ability to call DPW to sand your road because you have to go to work.

Bill said his hometown was like that. Cities, he found, were very different.

That concluded the interview. Bill was thanked and he exited the Zoom session.

A recess for 5 minutes was taken with reconvening at 8:06pm

An hour remained on the schedule for deliberation, Kent observed. He asked for comments regarding Bill.

Ann Marie had the same concern with Bill as she had with George. She didn't know whether Bill knows that this is a one-year granted position. Kent said that he had asked Ken that question off line. Ken said that, in writing, he told him it was a one-year grant-funded position with continuation having to be approved by the Towns. Curt shared that teaching positions at universities were much the same in regards to uncertainty. Kent pointed out that basically all Town jobs are one-year positions and are dependent on funding by the townspeople at the ATM.

Next comments on Mark Seigers were asked for from Kent Lew.

David Ellis felt Mark interviewed much better this time. He worried after the first interview whether Mark would be able to get along with everyone. He brought up the latest conflict over the TA selection process that Mark objected to (as reported in the Berkshire Eagle). Kent felt his clarification of why he objected was helpful. David felt he could do the job and that his grant experience was very positive. He still has a slight reservation about his personality, however.

In contrast, Kent asked for overall impressions of Bill.

John Fish said he interviewed better than he thought he would. His resume was unimpressive for the position, John felt. Bill definitely wouldn't hit the ground running, John said. John found him to be a nice person and he liked several of his comments. He thought his responses to the scenarios were the best of all three applicants. John felt that Bill understood the chain of command, which he liked. In contrast, John said that Mark would hit the ground running and he thought we could work with his personality.

Curt Robie was concerned that only one candidate was asked to come back for a second interview. He felt that what the candidate learned and processed in the first interview would help them in the second. He felt that put Bill at a disadvantage. He prefaced his second concern by acknowledging that Mark interviewed better. He didn't feel won over, however, because he said that Mark had "acted up" in Lanesboro shortly after our interview with him. This was in reference to the complaint Mark voiced about the appointment process of a new TA in Lanesboro. He didn't feel Mark learned anything from our questioning in the first interview regarding Pyramid and the Mall Road. He also questioned whether Mark's grant work was as extensive as he implied. He didn't always feel that Mark answered the questions. A case in point was that he wasn't explicit on what his role as Clerk of the Works was. Curt felt he didn't answer whether he followed a grant from start to finish, and that his answer wasn't strong. He liked that Bill was honest about his not having much experience. Curt liked Bill's recall of the first 100 days; especially that he remembered the three priorities that had earlier been communicated by the two town Select Board Chairs. Curt felt that because he was able to articulate these issues, he was the stronger candidate. Curt expressed that he still has reservations about Mark.

Kent brought up the second interview process, and suggested we level the field and have a second interview with Bill. We could defer the selection of a candidate until after that second interview, he said.

John Fish brought up the fire hydrant installation in Lanesboro and said that he felt that it was illegal to use appropriated money for one purpose for another. He felt Bill was more ethical than Mark. Kent expressed that he had more concerns about that situation (fire hydrant installation) after hearing what Mark had to say in the second interview.

Kent Lew, after hearing Mark's responses to our questions, felt that he had more direct familiarity with the areas of top priority for the two towns than did Bill. Mark understands the One-Step grant process and had experience participating in a project from start to finish. Mark is passionate about seeing things through, Kent said, but he expressed lingering reservations on how Mark's "passion" can manifest, especially in regards to how he would interact with other town employees. On a practical level, he felt that Mark has a familiarity with the fiscal process through such activities as participation in Town Meetings and participation in the tax recap process in his role as an assessor in Lanesboro. He also did some budgeting for one of the commissions on which he served. He didn't feel Mark would add to the cohesion of staff, however, and that he tended to work as a "lone-wolf". Bill, on the other hand, Kent felt, was very collaborative, empathetic, and responsive. His approach was one of consensus seeking which Kent felt would be well received in our Town. Kent acknowledged that Bill lacks practical experience so that there would be a lot of getting him up to speed.

John Fish asked, in reference to Bill, if we have to take the funding of the TA to the ATM in May, would we run into trouble if we didn't have any results to show to justify the expense.

Ann Marie Visconti mentioned that she had brought up that point after the last pair of interviews. She wished we had a candidate that was a combination of both Bill and Mark. She had a variety of other thoughts that she expressed. One was that Mark has a huge personality that will conflict with others. Yet, she did think he would get things done. But she wasn't sure if it would always be ethically done. She felt Bill would fit in better with our towns. She thinks we need some new blood in town. She didn't think we should base our decision on which candidate would be more negatively impacted if funding for the position wasn't approved. She wondered if Bill would get bored after a time once he had acclimated to and assimilated to the job. She liked that he could call on interns. She supported a second interview with Bill, although she said she would like the position to be filled as soon as possible. If she were to vote today, she would pick Bill.

David Ellis revisited the conversation about having any visible results in May. He didn't feel there would be anything by way of results (for either candidate, it was implied) as most of that time would be a transition period. He felt it would be easier to get the position funded if the Townspeople liked the candidate vs. someone who has already "stirred the pot". It would just take Mark alienating one or two staff members for "word to get around"; David said. Kent agreed with that sentiment.

Kent Lew said despite Mark wanting to get out of the spotlight and expressing a desire to be appreciated, it seems that the spotlight follows him. And, he observed, that despite each member of the Select Board admitting that they all think Mark has a lot to offer, there continues to be some reservation on everyone's part. Kent summarized a conversation he had with a colleague he has in DLS who was working on a project in Lanesboro. Without referring to Mark by name, she knew the exact situation in Lanesboro. As she was interviewing various people related to her project, Mark's name always seemed to come up with strong feelings one way or another. That tracked with Kent's experience with Mark. To some he may present as an energetic, interesting, relatable guy, but he could see others feeling that "I don't get who this guy is" in regards to his energy. He said this could complicate the conversation about, after a short period of time (from Jan-May), coming up with funding may be a harder ask.

Ann Marie Visconti agreed with Kent. She referenced the recent article in the Berkshire Eagle. One Lanesboro Select Board member refused to vote because he felt there was a qualified person in town (in reference to Mark) who wasn't considered for their TA position.

Meg Megas was more impressed with Mark just because, in contrast, Bill was "incredibly green." She was concerned that Bill would see everything as a research project. He's very data-gathering oriented and she worried that he wouldn't look at things with the perspective he ought to. Also she was concerned he wouldn't stay at the job for very long. She referenced his comments about having some possibilities in the wings (for employment). Her impression was that the TA position was just one of many he was considering. She was not even sure if he would accept the position. She didn't feel he knew what he was getting into. Our small town is not like a small town of 5,000 people. She felt he was naïve to what the job would be like and for that reason he would not be happy. Mark would hit the ground running, not without concerns, she said. She felt it might take up to a year to get Bill up to speed. She expressed surprise at her impressions as she had not been in favor of Mark as the candidate selected after the first set of interviews.

Tricia Drugmand said she was thinking similarly to Meg. She felt the best way to go forward was to ask Bill back for a second interview. She felt we could use that opportunity to drill into some of those questions we had about him. She liked Bill and felt he could be formidable in time. But she was concerned he wouldn't stay at the job very long, and being "boots on the ground". Others qualities she commented on were that he was "super smart" and that he has the right personality to make the fit. In terms of Mark, she had all of the concerns expressed by the Select Board members. Despite all the skills he would bring to the job, "there is too much drama".

David Ellis stated that you never know how long someone is going to stay at their job. Mark could decide to retire for that matter and Bill could get a teaching job, he said.

Kent Lew commented that a second interview may allow us to probe that. And to Meg's point, he said, would Bill be able to let his research orientation go. There would be times those skills would be valuable to get the large picture, where gathering more data is necessary. But many decisions that are made in town are done so by getting information then acting on it. Bill recognized that for change to happen, you've got to follow through, Kent pointed out. He felt that was a valuable response on Bill's part.

Ann Marie Visconti said being a professional student is not the real world. Bill is saying that he wants to put what he has learned in school into action. Basically, she said, he wants to grow up and enter the real world. Her concern was, when he gets into the real world does it "blow his bubble".

Kent Lew said he understood Bill to be saying that he wants to put all the theory he's learned into practice, and "test his mettle" in that way. In much the same way that he introduced his students to simulations to make their experience more real, his wanting to work as a TA with real world problems would do the same for him. His work experience has been more on the assisting side and not to the degree of responsibility that this job would require. Kent suggested the Boards probe further into his declaration of being a fast learner and what that means. That could mean he could absorb concepts quickly but make the same mistakes over and over again which would not demonstrate truly being a fast learner.

Ann Marie Visconti said that if Bill comes back for another interview and has researched our towns that would impress the Boards.

Kent thought that Bill "whiffed it" with more than one or two questions. Kent didn't know if Bill didn't seem to get the point of the question or if it was due to how it was presented. Or another explanation would be that his perspective was one of not really understanding how small our small towns are and also not having that municipal background. An example was with grants. Bill described his involvement as being on the procurement side. Kent maintained that Bill would have to get people to do the job and monitor it as project manager. He would have to do the reporting, and keep track of the budget and timelines. Bill seemed to think that there were people on the state level who would do that which Kent maintained was not true.

Tricia voiced concern about whether Bill will have done his homework by the next interview. She asked, "Will he have looked into our towns, our backgrounds, our grants, and state regulations?" If he comes back more informed, that would be a big plus for her, Tricia said.

Kent Lew wondered whether as Mark had demonstrated, would Bill absorb what we said in the first interview and come back with stronger responses.

Ann Marie Visconti wanted the second interview to be in person. Kent replied that would be the goal.

David Ellis suggested that an in person interview would allow him to see the towns.

Kent Lew summarized where the group was at this point. He believed he heard that in fairness a second interview would be set for Bill. Then the two candidates would be on equal footing when the Boards evaluate them.

John Fish wanted to talk, again, about the fire hydrants and whether the way they were funded was illegal. Ken and Kent weighed in that it seemed highly suspicious although they didn't feel it was done nefariously. It would depend on how the appropriation was written.

David Ellis asked about training to help Bill with grant writing. He recalled the Boards discussing this in regards to the first candidate interviewed, George.

Kent Lew responded that for all the areas Bill needs help, there are resources. And Kent pointed out that Bill already shared he has several resources he could reach out to. BRPC would assist with the grant writing training. DLS was mentioned as a resource for municipal finance training materials.

Kent Lew asked Ken Walto if Mark were to ask, what Ken will tell him. Ken said that in this instance, he should tell Mark that there are two candidates and that the Boards want to interview the second candidate a second time.

Kent had the Board members look at their schedules to plan a second interview date/time. Curt pointed out that Mark was given two weeks between interviews, so he proposed Wed., Jan. 4 as the second interview date for Bill to be fair in that regard. It would take place at 6:30 pm in Middlefield. Alternate dates decided upon were Fri., Jan. 6th at 7 pm in Washington or Sat., Jan 7th at 1:30 pm in either Washington or Middlefield. Zoom or cell phone access to the meeting remotely was discussed as Tricia is out of town. As an in-person meeting is desired, Ken was asked to offer some dates to Bill as snow dates. One hour of open-ended questions would be the format. It was suggested that Ken might mention to Bill that he drive through the towns before the meeting. The preferred date was determined to be Wed., Jan 4th. Ken asked if he should get references. The Boards indicated that he should. He said he will ask the two candidates for 3 to 5 references.

Kent motioned that the meeting be adjourned. David Ellis seconded the motion. All voted "aye". The meeting adjourned a little after 9 pm.

Kent

David Ellis

[Signature]

Anthony Visconti
Secy. of the Board

TOWN OF MIDDLEFIELD
PO BOX 238, MIDDLEFIELD, MA 01243
SELECT BOARD MEETING MINUTES: December 21, 2022

PRESENT: Ann Marie Visconti, Chair, Tonya Santaniello, Member, Curt Robie, Member, Doreen Black, Adair Laurel-Cafarella, Ron Radwich, Tamarin Laurel-Paine, Ken Murray, Beverly Cooper

CALL TO ORDER: 6:44 P.M.

Review and Sign Warrants: Warrants reviewed and signed.

Review Mail: Discussed PVPC email received regarding 12/22/2022 meeting at 5PM. Discussed flower bill that needs to be moved from Fire Dept. to Council on Aging.

Review & Approve meeting minutes for 11/2/2022 & 11/30/2022: Curt made motion to approve 11/2/2022 & 11/30/2022 meeting minutes, Tonya seconds. Approved.

Resident Inquiry regarding food sales during good weather months: Discussed inquiry from Lance Whalen, 227 Skyline Trail, about selling food during summer months. Discussed that Town Bylaws will need to be reviewed and Board of Health agent, Ed Fahey will need to be contacted.

FY23-24 Select Board Budget forms: Curt recommended scheduling a meeting to just talk about Budgets. Discussed the need to know what free cash is so we can move forward.

Discuss FY22 Year End, Town finances & free cash calculation: Bev stated she thinks free cash will be around \$225,000.

Discussion on new website admin, possibly move to Gmail accts: Steve Harris discussed handing over control of maintenance for the Town website to Catya Belfer. Discussed difficulties with emails getting rejected and delayed. Discussed that we pay annually for in motion hosting but would like to see about moving to another hosting company.

Discussion on Public Health Excellence Grant & Inspections: Discussed Northampton Nurse's grant that is for 10 years. Discussed speaking with Rachael Cain who said Middlefield is on 2 separate lists and needs to decide who they want to use, Hampshire County or Berkshire. Discussed that the Northampton Nurses come to the Senior Center every month but the Hampshire Nurses never show up. Discussed that Middlefield uses Ed Fahey out of Berkshire for Inspectional services because Northampton does not provide that yet. Middlefield does have \$4500 in account to use towards inspectional services. Curt asked if each has a clear document of what exactly they provide to the Town at what cost. Email will be sent to get information. Middlefield is good through June 30, 2023.

Grants & Construction estimates for various town projects including Senior Center/Town Hall: Discussed both MVP grants are moving along. Curt made motion to have Ken Murray be the liaison for the Tri-Town Grant, Tonya seconds. All Agree. Discussed Block grant with Huntington & Chester, the Senior Center is too expensive so it does not qualify. Fire Station roof is waiting for warmer weather so the snow will melt off. Highway roof is complete. Discussed update on HMP/MVP grant.

Survey estimates for Skyline Dump: Discussed proposal of \$1300.00 to have BEK re-survey property. Discussed using Reserve, ARPA, or another account to pay for it. Ann Marie made motion to approve proposal, Tonya seconds, all agree.

Continue budget and planning for ATM: tabled

Review Town Hall office changes and needs: tabled

Plan meetings & Town Hall office hours over Christmas/New Year's: Town Hall will be closed Monday, 12/26/22 & Monday 1/2/23 in observation of Christmas & New Year's.

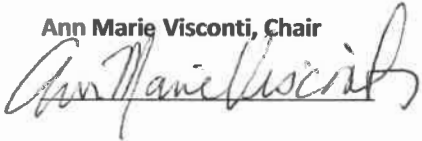
Old Business: none

New Business: Discussed emails from Eversource regarding weather event. Discussed email regarding Police Bridge Academy enrollment for last names Q-Z. Enrollment will begin on Tuesday, Jan. 3, 2023 for online classes and in person classes/testing if there are open seats available.

Public Input: none

MEETING ADJOURNED: Ann Marie made motion to adjourn, Tonya seconds. All Agree. Meeting Adjourned 8:55 PM.

Ann Marie Visconti, Chair



Tonya Santaniello, Member



Curt Robie, Member



TOWN OF MIDDLEFIELD
PO BOX 238, MIDDLEFIELD, MA 01243
SELECT BOARD MEETING MINUTES: January 11, 2023

PRESENT: Ann Marie Visconti, Chair, Tonya Santaniello, Member, Curt Robie, Member, Doreen Black, Adair Laurel-Cafarella, Ken Murray, Joe Kearns, Skip Savery, Catya Belfer.

CALL TO ORDER: 7:17 P.M.

Review and Sign Warrants: Warrants reviewed and signed.

Review Mail: Signed RPD Contract and Authorization Form for FY24 FRCOG Collective Highway Bid process.

Review & Approve meeting minutes for 12/21/2022: Ann Marie made motion to approve meeting minutes for 12/21/2022, Curt seconds. All agree.

Discuss Changing Email: Discussed pricing for moving to Dream host for Town website/email. Ann Marie made motion to approve, Curt seconds. All agree. Catya will follow up and get Purchase order.

Discuss TA Second Interview: Board discussed that the applicant that the Town made an offer to for the position of Town Administrator declined the offer. His partner got a promotion so they will be staying closer to the Boston area. Discussed that an offer was then made to, Mark Siegers. We are waiting on his response, reference checks and background check.

Discuss Accountant Schedule & Update on Free Cash: Accountant will have Sunday Hours for now, coming in at 9:30am. Free Cash has been certified, amount is \$224,646.00.

Financial Reports: Scheduling another Select Board meeting regarding this topic.

Discussion & decide on Public Health Excellence Grant to be a part of: Ann Marie discussed information received from Ed Fahey, Loren Davine, and Laura Kittross. Discussed cost for each. Middlefield is all set until June 2023. Discussed possibly getting proposal from Ed Fahey for FY24.

Discuss Capital Plan: tabled for another meeting

Discuss ATM, no warrants yet, discuss expenses needed for Town Hall, Senior Center, and Municipal Bldgs.: tabled for another meeting

Monthly Budget: tabled for another meeting

Plan All Dept. Meeting, Financial meetings with departments, STM w/warrants, date for ATM: Discussed sending follow up email to departments about Budget reports. All Departments meeting will be scheduled for March 11, 2023 from 9am-12pm. Curt will reach out to Kirsten Smidy for budget numbers. STM could possibly be scheduled for February. Discussed Annual Town Report information should have a deadline of March 15, 2023. Discussed sending email to departments to hold all meeting in the auditorium for now if possible.

Discuss status of residents in violation of building codes: All residents in violation have been served by Town Council. Collection of fines can start 7 days after letter notifications. Building Inspector should follow up with residents still in violation.

Invite new representatives to come to future meeting: tabled for future meeting

Discuss hiring a handy man for Town: Discussed that there is no budget for position, Ken Murray stated that he would possibly do it in the future. Discussed repair/replacement of Town Hall Handicap Ramp. Grant application has been submitted for ramp. Will be added to ATM warrant.

Moving Town Offices: Discussed fixing floors first. Discussed TA & Administrative Assistant in front room. Discussed having design and estimates for more uniform and user-friendly officer furniture.

Heating System: Mirabito will be cleaning heating system on 1/26/2023.

Review insurance on Fire Dept Personnel: Waiting on return phone call from MIIA.

Update of Grants: Curt discussed information sent to the state through One Stop for 5 projects of interest. Discussed that the Fire Dept. Roof repair was completed. No signs of leaks as of today.

Finish up loose ends: Survey for Dump is in process and the owner, Anita, is working on probate issues. Discussed where funds to purchase land will come from.

Old Business: None

New Business: Highway Super Skip Savery discussed that his department is down one person, Chase took a job with the State who pays more. Discussed that several surrounding towns are losing personnel to State jobs. Discussed increasing pay rates to attract qualified applicants. Skip will get money increase estimates for the Board. A Special Town Meeting will need to be held.

Adair discussed email from Dave DiNicola regarding moving Town funds in Stabilization to CDs to earn more interest. This will be forwarded to the Treasurer for review and recommendations to the Select Board.

Public Input: Ken Murray discussed making an offer to purchase property located at 6 Skyline Trail that is in the process of be taken by the Town for Tax Lien. The House may need to be taken down and the lot needs to be cleaned. Ken offered \$20,000.00 for the property with a promise to have it cleaned within 18 months. The Board will need to investigate next steps to determine if there needs to be a Public Auction or a notice to inform residents that the property is open to offers. The property is not owned by the Town yet so Town Council will need to be contacted.

MEETING ADJOURNED: Ann Marie made motion to adjourn, Tonya seconds. All Agree. Meeting Adjourned 9:15 PM.

Ann Marie Visconti, Chair

Tonya Santaniello, Member

Curt Robie, Member

TOWN OF MIDDLEFIELD
PO BOX 238, MIDDLEFIELD, MA 01243
SELECT BOARD MEETING MINUTES: January 18, 2023

PRESENT: Ann Marie Visconti, Chair, Tonya Santaniello, Member, Curt Robie, Member, Doreen Black, Adair Laurel-Cafarella, Joe Kearns, Steve Harris, Michael Hitchcock.

CALL TO ORDER: Meeting called to order 6:31 PM

Review Mail: Discussed email regarding moving website & email hosting to Dreamhost. Discussed that the company is based out of California and would cost \$142.20 (total) for the first three years and renews at \$395.64. Ann Marie made motion to approve Dreamhost as new web hosting and approve pricing for three years, Curt seconds. All agree. Discussed that the initial payment would need to be paid by credit card which Catya will pay and put in for reimbursement. After the initial payment a check payment can be sent.

Review and approve meeting minutes for 01/11/2023: Ann Marie made motion to approve meeting minutes for 1/11/23, Curt seconds. All agree.

Meet with Steve Harris regarding Dark Skies: Steve discussed the Application Process can take over a year to complete and get approved. The process would be educational for people. Discussed that measurements of the sky with a machine would need to be completed for designated areas, basically the first step is to measure what is. If the town already meets the standard, we may not need to do anything with street lights only submit a plan on how you would proceed in the future if needed, so if the light we have goes out we would be required to replace it with a downward facing one. Steve discussed that Amber, Rep for Dark Skies, would assist them through the process which would be approximately \$200-250 to start. Michael Hitchcock discussed that some things that we might have to do seem incredibly easy such as the changing of street lights made to shine all around to lights that shine on the road which are about the same price. Curt discussed looking over the handbook and it looks like there are a lot of requirements. Curt stated it looks like the Town would need a Lighting policy which would require a new By-Law. Ann Marie discussed reading through paperwork and the it seemed like the areas that need to be lit for emergency purposes do not need to be changed. Ann Marie would like some more information to bring it in front of the Town for a decision.

Review and Discuss Budget Forms: Discussed Select Board Budget forms regarding increased amounts for some line items such as Town Council, Maintenance of Public Buildings, Board of Health Fees, Hosting/Website, Expenses.

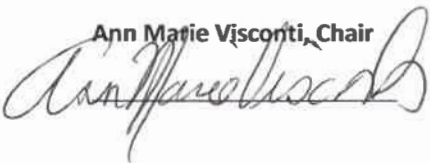
Old Business: Discussed email about CD's. Curt discussed other Towns have policies in place to handle investing of Town Funds. Discussed making sure all the Town's funds are insured and possibly moving half to another bank account. Discussed possible warrants for STM, Grant process for One-Stop, 5 Bridges in town that need to be fixed which require engineering surveys, Title search for Church.

New Business: Discussed Owl and Software for virtual meetings and Dedication for Annual Town Report.

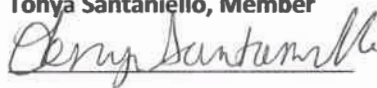
Public Input: None

Meeting Adjourned: Ann Marie made motion to adjourn, Curt seconds, all agree. Meeting adjourned at 8:45 PM

Ann Marie Visconti, Chair



Tonya Santaniello, Member



Curt Robie, Member



TOWN OF MIDDLEFIELD
PO BOX 238, MIDDLEFIELD, MA 01243
SELECT BOARD MEETING MINUTES: January 25, 2023

PRESENT: Ann Marie Visconti, Chair, Tonya Santaniello, Member, Curt Robie, Member, Doreen Black, Adair Laurel-Cafarella, Joe Kearns

CALL TO ORDER: 7:17 P.M.

Review Mail: Reviewed & Ann Marie signed USPS lease agreement, discussed email from Hilltown Family Center requesting Middlefield share information about programs, this will be posted outside Town Hall and at the Post Office.

Review and approve meeting minutes for 01/18/2023: Minutes not available. Tabled for next meeting.

Historical Commission: Doreen Black discussed that the Historical Commission has had 3 meetings and Howard has posted minutes on the website. They plan to digitize as much as possible and have work meetings as often as they can over the next couple of months to organize items and clean up. They plan on organizing items by themes. They are finding things that do not belong to the Historical Commission. Discussed the possibility of moving the museum to the Church in the future. Discussed budget for FY24, existing gift account. Curt suggested to check with the Fair Association to see if they have some of the missing items on display up there. Doreen will ask at the next Fair meeting. Discussed that the commission purchased a new computer for digitizing process.

Police Department – additional space needed: tabled

Discuss budget or hourly rate for IT/Website Management: tabled for next meeting Decide if we are going with small audit every year and doing full audit every 3 to 5 years: Ann Marie spoke with Dave Irwin who said that Middlefield could do the small audits every year and just do a full audit every 3-5 years. FY21 was done as a full audit, FY22 will be small audit and FY23 will be a small audit. The Board will need to decide if a full audit will be every 3 years or every 5 years.

Discuss Website/Technology Expense Items, Dreamhost, Owl for virtual meetings: Discussed that the State has not signed off on regulations regarding required virtual meetings. Discussed possibility of purchasing The Meeting Owl for virtual meetings but we need to make sure it is compatible with the Epson projector in the auditorium. Discussed the possibility of purchasing a newer laptop to use for Zoom Meetings that would connect to the Epson Projector as well.

Discuss CD's – 9 month @ 4% - how much in funds to possibly transfer: Discussed that all Town Finances are insured through the bank. Discussed other Towns that have policies for investing Town funds and that policies for Middlefield should be drafted and put on the Annual Town Meeting Warrant.

HR

HR Finance Handbook: Discussed that someone that works for the State helped design a Finance Handbook for free in Chester. Curt discussed a proposal from an HR Consultant to develop policies and procedures.

Attorney updates: Deed request: Discussed email from KP Law, the cost to do a Title Search would be from \$750.00 to \$2500.00. Discussed budgeting for this and adding it to the Warrant for the Special Town Meeting. Discussed that if the Church takes ownership, then the Town could possibly start taxing them. This needs to be worked out cordially.

Town Report Dedication: Tabled

PVPC update on grant, cover Capital Plan: Curt discussed phone call with Eric Weiss who first stated that Middlefield does not qualify. Discussed DLTA is offering another program. Discussed additional Federal money was found, Eric will call back with what PVPC thinks Middlefield can apply for. Discussed that we may need to budget for more money for 3 town MVP grant, the GIS Software may be more than previously thought.

Discuss STM Warrants: Discussed current list for STM consists of County Retirement overage of \$6390.00, Highway wages, Church Deed Title Search could be up to \$2500.00, extra money for MVP Dirt Road Grant, Building Maintenance increase, CD Investment.


Old Business: Discussed vacant Town Administrator position. The plan is to advertise again using a broader net. Need to discuss what happens if we do not find someone.

New Business: None

Public Input: None

Meeting Adjourned: Ann Marie made motion to adjourn, Tonya seconds, all agree. Meeting adjourned at 9:45 PM

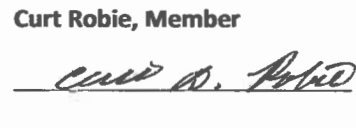
Ann Marie Visconti, Chair



Tonya Santaniello, Member



Curt Robie, Member



TOWN OF MIDDLEFIELD
PO BOX 238, MIDDLEFIELD, MA 01243
SELECT BOARD MEETING MINUTES: February 1, 2023

PRESENT: Ann Marie Visconti, Chair, Tonya Santaniello, Member, Curt Robie, Member, Skip Savery, Jenny Dion, Doreen Black, Adair Laurel-Cafarella, Joe Kearns,

CALL TO ORDER: Meeting called to order 6:33 PM

Review Mail: Ann Marie reviewed and signed Berkshire Regional Agreement for Ed Fahey Inspectional Services & Expenses. The permit is coming from grant. Discussed legal notice about Block Grant.

Review and approve meeting minutes for 01/18/2023 & 1/25/2023: Ann Marie made motion to approve 1/25/23 meeting minutes, Tonya seconds. All agree. Minutes for 1/18/2023 not available and will be approved at another meeting.

Police Department – Additional space needed: Chief Dion discussed the need for additional safes due to the large amount of confiscated firearms. There were 2 safes researched at Home Depot. One holds 64 guns for \$989.00, the second would be for confiscated Ammo for \$800.00. Discussed where the funds would come from. Discussed status of new cruiser which is still at the dealer and needs to be taken to Springfield truck & auto. Discussed remaining Budget funds.

Possible budget discussion: Discussed being careful about increasing budgets due to tax rates. Friday, 2/10/23 Selectboard will be meeting with the Town of Washington in Middlefield to discuss the Town Administrator Position.

Discuss budget or hourly rate for IT/Website Management: Catya sent an email with rate of \$40 - \$60/hr. or could pay on a project basis. She sent a survey to anyone in town that has email to answer questions about moving to the new host themselves. There is \$2800 for hosting websites. Discussed writing job description for position.

Discuss HR Consultant for Policy & Procedures: Need to fill out questionnaire, Curt discussed questions required to answer could get complicated.

Meet with Highway Superintendent to see where he stands with material: Skip said they are halfway through, but he doesn't recommend increasing it now but to wait until end of year. He has been buying from a second vendor. Morton's @ Last years rate. Discussed calling other vendors for additional salt. Has ordered from Apalachee for quick turnaround time. Salt invoice is \$9000 higher than last year. Discussed budget increases for salary. Discussed textile box possibly at Senior Center which could possibly generate money for them.

Discuss Finance Handbook: MMA Handbooks for Finance & Select Board are in the office electronically; they are too large to print.

Capital Project Funding: Senior Center Estimate has been lowered to \$732,000 after conversation with the house architect. \$174,994 was appropriated last year. Curt will proceed with Grants.

Discuss STM Warrants: County Retirement will need an additional \$6390.00 which could be taken from Land Sales account, Senior Center Asbestos Floors in Town Hall, \$7500 Dirt Roads Audit, Investment Policy, TA Salary Increase.

Old Business: Discussed possibly getting software so Select Board & Finance could look at Town Finances. Follow up with Catya about OWL for virtual meetings, Discussed TV for Historical Commission, Doreen Discussed that the Museum stage has been cleaned up and they are going to start digitizing items.

New Business: Doreen asked if Catya was an Independent Contractor or W2 employee. Ann Marie said the same as what Steve Harris was. Doreen asked if we asked Steve how many hours he has put in as It. The board has not.

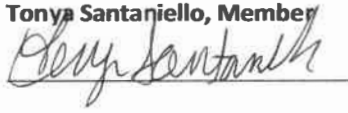
Public Input: Doreen questioned asking Catya for Job Description or proposal for what she is going to do. Doreen discussed that due to Catya's experience she feels that \$40/hr. is too low. The board should know baseline of what is needed for hrs./salary rate.

Meeting Adjourned: Ann Marie made motion to adjourn, Tonya seconds, all agree. Meeting adjourned at 8:54 PM

Ann Marie Visconti, Chair



Tonya Santaniello, Member



Curt Robie, Member



TOWN OF MIDDLEFIELD
PO BOX 238, MIDDLEFIELD, MA 01243
SELECT BOARD MEETING MINUTES: February 15, 2023

PRESENT: Ann Marie Visconti, Chair, Tonya Santaniello, Member, Curt Robie, Member, Mary Ann Pease, Duane Pease, Skip Savery, Jenny Dion, Jade Rice, Baily Jones, Suzanne Lemieux, Doreen Black, Adair Laurel-Cafarella, Joe Kearns,

CALL TO ORDER: Meeting called to order 6:07 PM

Review Mail: Discussed Berkshire Sheriff's Control Invoice due 08/1/2023 and contract that needs signature. Ann Marie wants to hold off on signing since it is so early.

Review & Sign Warrants: Reviewed and signed warrants

Review and approve meeting minutes for 01/18/2023: Ann Marie made motion to approve meeting minutes for 1/18/23, Curt seconds. All agree.

Meet with Mary Ann Pease & Hilltown Ambulance to discuss possible Intercept Fees: Representatives from Hilltown Ambulance discussed a trend over the last year in answering medical calls in Middlefield. Hilltown Ambulance has no contract with the Town of Middlefield and has responded to 10 calls this past year. Discussed the present status of Hinsdale Ambulance, which is Middlefield's primary. Hinsdale is EMT level and is short-staffed. Berkshire Control has Hilltown Ambulance listed as second with Hinsdale primary. They would like to know how they got placed on the list as second call for service. Discussed what kind of agreement Middlefield has with Hinsdale. Discussed that Chester is losing funds for responding to Middlefield and would like to have a contract signed or they may have to start sending an invoice to the Town when they respond. The board will discuss and take it to the Town for a vote.

Discuss Hwy Budget Numbers & possibly vote on increased rates of pay: Skip discussed that Vacation would come up short and there may need to be an article on the ATM. Ann Marie made motion to increase Highway payrates, Curt seconds. Tonya abstained from voting. New rates will start March 1, 2023. Discussed advertising for the vacant equipment operator position.

Discuss possibly moving funds from free cash for Town Center Park: Tabled for next meeting, Skip will get some information together for the Board and Curt will request information from Carol Waag.

Discuss Caucus Date and if we will vote to approve Vote by mail: Caucus will be held on Wednesday, March 29, 2023 from 4pm-8pm. No vote is needed for the Caucus regarding vote by mail, only the ATM.

Discuss Town Election will take place on May 6, 2023 from 8am-12pm prior to ATM: Town Election will be held Saturday, May 6th from 8am-12pm prior to the Annual Town Meeting at 1:30. Ann Marie made motion to approve Vote by Mail, Tonya seconds. All Agree.

Discuss Agenda for STM: STM will be on March 25, 2023, at 10am. Brief discussion on setting a snow date of April 1st. Reviewed & Discussed articles on draft warrant.

Discuss Agenda for All Boards Meeting: All Boards meeting will be on March 11, 2023, at 9am. Discussed agenda items; budget forms, annual reports, new email platform, capital projects, STM items, and possibly other items.

Building Inspector – residents still in violation: Ann Marie spoke with the Building Inspector who was unable to attend the meeting. Bill told her that there are only 4 people still in violation. All letters were mailed. KP Law will follow up with Bill.

Old Business: Discussed repaying the Town for the Highway Truck out of Free Cash in three payments of \$19,000 per year since the truck was paid in full instead of taking a loan or paying it back in full out of free cash. Catya asked if the Board would be comfortable with giving her the password to their email to make the switch to dream host. The board agrees that she can have it. Adair asked on Anita Meyers land, the \$10,000 from the Slocum lot, he thought that was already voted on. Curt said he would get Adair the information in the morning, he does not have it with him,

New Business: Ann Marie discussed Northampton Public Health Nurse's webinar that she is attending. They discussed a survey form that can be filled out and the statistics from that survey will be discussed at their next meeting on March 16th. Discussed that the Town of Washington scheduled a STM for March 21st.

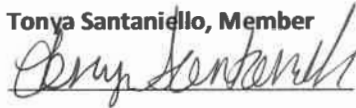
Public Input: None

Meeting Adjourned: Ann Marie made motion to adjourn, Tonya seconds, all agree. Meeting adjourned at 8:22 PM

Ann Marie Visconti, Chair



Tonya Santaniello, Member



Curt Robie, Member



TOWN OF MIDDLEFIELD
PO BOX 238, MIDDLEFIELD, MA 01243
SELECT BOARD MEETING MINUTES: February 22, 2023

PRESENT: Ann Marie Visconti, Chair, Tonya Santaniello, Member, Curt Robie, Member, Skip Savery, Doreen Black, Adair Laurel-Cafarella, Joe Kearns

CALL TO ORDER: Meeting called to order 6:40 PM

Review Mail: none

Discuss possibly moving funds from free cash for Town Center Park: Skip submitted pricing for Curbing which will be either \$4996.80 or \$4532.00, ¾ dense grade is \$96/ton for a total of \$1440.00, Aluminum Pipe for fence posts will be around \$2100.00. Ann Marie suggests taking \$15,000 from free cash; \$15,000 for material & \$5,000 for Labor. Skip said he would do the fence post installation.

Meet with Finance Committee to review STM Warrants: Scheduled for March 25, 2023 at 10am. Curt reviewed all STM warrant articles to be posted and brought to the town for vote. There will be 13 Articles for the meeting. Snow date will be April 1, 2023.

Budget Forms Review: Reviewed and discussed budget forms for various departments. Selectboard would like to request \$75,000 for Maintenance of Public Buildings, Town Council to \$15,000, Select Board expenses to \$2500, Copier \$1500, Salaries \$7000, Audit \$7500, TA Expenses \$2500, County Retirement \$75,000, Health \$42,500, and Reserve funds \$20,000.

Old Business: Discussed phone call from Doreen from the Consulting Group for MVP plan. They would like to schedule the last Core Group meeting to review the draft report. There still need to be one more Public Meeting. Curt discussed that there were complaints of a smell of oil at the Senior Center, the ice needs to come off the slate roof, there is a cracked PVC pipe, so George Propane needs to be contacted. Discussed that Highway Ad & STM ad will be sent to the Country Journal next week. Discussed that the house architect will attend the STM.

New Business: None

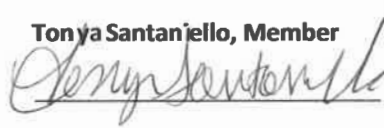
Public Input: Doreen Black would like a copy of the new BOH regulation. Curt gave her a copy.

Meeting Adjourned: Ann Marie made motion to adjourn, Tonya seconds, all agree. Meeting adjourned at 8:40 PM

Ann Marie Visconti, Chair



Tonya Santaniello, Member



Curt Robie, Member



TOWN OF MIDDLEFIELD
PO BOX 238, MIDDLEFIELD, MA 01243
SELECT BOARD MEETING MINUTES: March 1, 2023

PRESENT: Ann Marie Visconti, Chair, Tonya Santaniello, Member, Curt Robie, Member not present, Suzanne Lemieux, Doreen Black, Joe Kearns, Bill Girard.

CALL TO ORDER: Meeting called to order 6:35 PM

Review Mail: Ann Marie signed PO# 8 for House Architect to attend Special Town Meeting on 3/25/23. Discussed Zoll invoice and Hinsdale Invoice for Ambulance service. Discussed Invoice for IMC Software for Police Dept. Will need to follow up with the Chief.

Review & Sign Warrants: Reviewed and signed warrants.

Review and approve meeting minutes for 2/01/23, 2/15/23, 2/22/23: Tabled for next meeting.

Building Inspector update: Bill Girard discussed an email from KP Law. Three of the residents in violation did not receive certified mail. KP Law asked their paralegal to search online for better address.' All other residents have taken care of the violations. One of the violators is working on demolishing the trailer and removing it from the property but the remaining removal may have to wait until spring. Ann Marie would like to give him a deadline of May 1, 2023. One of the residents in violation has junk cars that need to be removed, the second has debris, and the third has a trailer that they pushed back on the property to try and hide it but it is still visible. KP Law said that there is no good process for violations. The Town could file a criminal complaint and go to court which can be costly or you could possibly file a non-criminal complaint which the Town would need to adopt as part of the zoning bylaws, which would need to be approved and pass at a Town Meeting.

ATM & STM Warrant review: Ann Marie asked Finance Chair, Joe Kearns if the Finance Committee reviewed the STM Warrants. Joe said that they did and provided a copy of their notes on each article for the Board to review.

All Boards Meeting: Discussed email to all boards regarding the All-Boards Meeting rejected, resent email and also put copy of Agenda in everyone's mailbox.

Recycling Paperwork: Ann Marie asked if the Buy Recycled Annual notice email had been taken care of. This was emailed to Linda at the beginning of February and is all set.

Old Business: Suzanne discussed water test results for the Senior Center. She put the report in Curt's mailbox to see if he understood how to read the results. Discussed that other buildings could possibly have questionable water. Discussed that the water has been issue for a long time. Discussed Senior Center Activities and putting information in the Country Journal. Ann Marie discussed the importance of the Senior's in town attending the Special Town Meeting.

New Business: Ann Marie discussed that the Accountant & Treasurer have given the auditor, Dave Irwin, the information he had requested. Waiting for the Tax Collector to provide her information.

Public Input: None

Meeting Adjourned: Ann Marie made motion to adjourn, Tonya seconds, all agree. Meeting adjourned at 7:43 PM

Ann Marie Visconti, Chair



Tonya Santaniello, Member



Curt Robie, Member



TOWN OF MIDDLEFIELD
PO BOX 238, MIDDLEFIELD, MA 01243
SELECT BOARD MEETING MINUTES: March 15, 2023

PRESENT: Ann Marie Visconti, Chair, Tonya Santaniello, Member, Curt Robie, Member, Joe Kearns, Adair Laurel-Cafarella, Judy Hoag, Ken Murray

CALL TO ORDER: Meeting called to order 6:38 PM

Review Mail: Discussed documents for new pole installation from Eversource. Curt & Skip will review

Review & Sign Warrants: Due to weather Accountant was not in office to prepare warrants

Review and approve meeting minutes for 2/01/23, 2/15/23, 2/22/23: Ann Marie made motion to approve minutes for 2/1/23, Tonya seconds. All agree. Ann Marie made motion to approve minutes for 2/15/23, Curt seconds. All agree. Ann Marie made motion to approve minutes for 2/22/23, Curt seconds. All agree.

PVPC (possibly attend depending on weather): PVPC is not attending, did not return Curt's call.

ATM articles review: Discussed draft warrant provided by Finance Committee. Ann Marie made motion to approve 5%. Board discussed all articles.

STM warrant review/rules: Ann Marie discussed possibly setting a limit at the Beginning of the meeting for questions and comments to allow time for everyone to have a turn. This would need to be done by a motion.

Select Board Annual Report & other Departments Annual Reports: Curt will look at rough draft for report. Deadline for all reports is April 15th.

Information for resident to be included with Tax Bill going out the end of March: Ken Murray has been reaching out to PVPC for outline of presentation for the MVP Dirt Roads Grant. There will be a General Public Meeting for Public Questions.

Old Business: Curt discussed speaking with Anita Meyers about the old town dump. Nothing has been worked on or resolved for probate issues. Discussed contacting KP Law to see if the Town can move forward even with the delay in probate. Board discussed rolling of gifts/donation funds along with some grants.

New Business: Tonya discussed a phone call from someone asking about the process to gift land they own to somebody else. Recommended that the person contact a lawyer.

****** The Board would like to recognize the Highway Department for the Excellent Job they did keeping the roads plowed through the recent Nor'easter. We would also like to thank the former Highway Superintendent, Bobby Miller for stepping up to help.

Public Input: Adair discussed population figures from Casey Pease who is Paul Mark's Assistant. Adair stated that the figures do not make sense. Adair had figures of 367 voters, 385 people, and per the Town Clerk we have 426.

Adjourned: Ann Marie made motion to adjourn, Tonya seconds, all agree. Meeting adjourned at 8:05 PM

Ann Marie Visconti, Chair

Tonya Santaniello, Member

Curt Robie, Member



TOWN OF MIDDLEFIELD
PO BOX 238, MIDDLEFIELD, MA 01243
SELECT BOARD MEETING MINUTES: March 29, 2023

PRESENT: Ann Marie Visconti, Chair, Tonya Santaniello, Member, Curt Robie, Member, Joe Kearns, Adair Laurel-Cafarella, Carol Waag, Skip Savery, Doreen Black

CALL TO ORDER: Meeting called to order 6:35 PM

Review Mail: Discussed MIIA Unemployment insurance which is no cost to the Town. Document signed by Ann Marie. Discussed FRTA email from Judy Hoag regarding transportation for seniors. Discussed email from Howard Knickerbocker regarding Town Bylaws draft for 2023 which should be sent to the Planning Board as they are working on updating Bylaws.

Review & Sign Warrants: Reviewed & Signed

ATM articles review:

Carol Waag – Discuss Knotweed: Carol discussed that this is a repeat from last summer for knotweed spraying. Reviewed Notice of Intent application for the eradication of Japanese knotweed at Root Road/Glendale Brook culverts. Discussed the object is a knotweed free site, in anticipation of new construction of culverts, and the betterment of wetland resource areas. The knotweed will be clipped down by hand in May or June and sprayed with Aquatic approved spray in early September. The Board will need to sign NOI and Carol will submit to Conservation Commission. Discussed that the Cone Road Culvert Application will be submitted this week. Carol also discussed that she cannot find the Wetlands Bylaw. Carol will reach out to the Planning Board Chair.

Linda Cernik – HRMC – Discuss Transfer Station items & what the \$4200 can be spent on: Unable to attend, tabled for future meeting.

Wayne Suriner: Tabled for future meeting when Linda Cernik is available.

Select Board Annual Report & Other Departments Annual Reports: Discussed that the Annual Town Reports are due no later than April 15th. Another email will go out to all departments reminding them to complete reports. Curt will work on a draft for the Select Board.

STM Meeting review: Curt stated that he will work with the Town Accountant on the two Capital Accts that need to be setup. Ann Marie asked Skip (Hwy Superintendent) if he was going to call for ordering granite for the Town Park. Skip said he would call for a price. Skip & Jay will work together on the fence. Carol will order plants. There is still a need for someone to be the lead on the project.

Old Business: Skip discussed being over on Snow by \$12,000 as of today. He will review numbers again once there is no snow in the forecast. Skip discussed wanting approval to increase the Snow budget for FY24 to 90,000 to try and prevent overage next year. The Highway Dept. will be going back out tonight due to forecasted snow. Ann Marie made a motion to approve increasing the snow account to 90,000 for FY24, Curt seconds. All agree. Skip discussed getting 3 applications for the open operator job and repairs that they were working on to the passenger frame on the F550. Discussed submitting Invoice from IT Dept for hours worked. Tonya will submit payment.

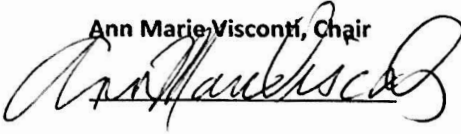
New Business: Ann Marie Discussed call with Casey Pease regarding the Census, he will get back to her with results. Discussed Fire Dept volunteers, coverage, and the need for response plans in writing. Adair discussed Transfer Attendant 5% increase in salary. Ann Marie requested that his salary be separated out under a new account number so it can be tracked better. Ann Marie made a motion to raise Wayne's rate to \$18.90, Tonya seconds. All agree. Curt discussed \$57,010 owed for Highway Truck. Kirsten paid this in full instead of taking a loan. Ann Marie thought they had already discussed this, and it didn't need to be paid back to the town. Ann Marie

called Kirsten who stated that the Town need to raise & appropriate funds to pay the Town back for the truck
Need to add article on ATM warrant. Curt recommended speaking to the Fire Chief & Deputy Chief regarding the
Hilltown Ambulance articles on the ATM warrant. As of now Berkshire Dispatch calls Hinsdale Ambulance first,
then Hilltown second. Discussed Dispatch services along with Berkshire Sheriff's increase every year.

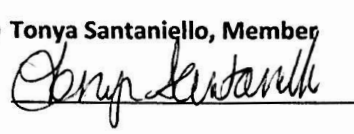
Public Input: None

Adjourned: Ann Marie made a motion to adjourn, Curt seconds. All agree. Meeting adjourned 8:58 PM.

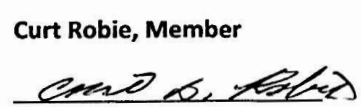
Ann Marie Visconti, Chair



Tonya Santaniello, Member



Curt Robie, Member



Selectboard meeting Agenda

6:30 – 9:00

April 12, 2023

Open Meeting

1. Review Mail
2. Review & Sign Warrants
3. Patrick Brock, Chairman of Hampshire County Retirement Board: Presentation regarding Chapter 269 of the Acts of 2022 to ask for the Board's required vote to approve Ch. 269 so that HCR Board can increase the COLA for retirees by not more than \$260/Retiree for FY23
4. ATM Warrant Review & Update
5. Review Annual Town Report
6. Update on Grants
7. Fire Dept – Discuss Hilltown Ambulance on ATM Warrant
8. Discuss upcoming changes: Administrative Assistant open position & coverage until filled
9. Update on TA Position/Search
10. Review latest 2023 expense report to make transfer if needed to cover account over 100% such as Town Council Acct. and anticipated expenses through end of year.
11. Old Business
12. New Business not foreseen 48hrs in advance
13. Public Input

Select Board Meeting Agenda

6:30 – 9:00

April 26, 2023

6:30pm Open Meeting

- Review Mail
- Review & Approve Meeting Minutes for 3/29/2023.
- Discuss ATM Warrant final draft, places to hold ATM meeting depending on the number of people in attendance.
- Linda Cernik – HRMC: Discuss Transfer Station items & what the \$4200 can be used for.
- Discuss Invoice from Apalachee Salt – what account to pay out of
- Update of Town Park
- Discussion on Annual Town Report
- Update on TA Search
- Update on Administrative Assistant
- Opioid Grant emails
- Old Business
- New Business not foreseen 48 hours in advance.
- Note: If a discussion topic is proposed after this meeting notice is posted, and it was not reasonably anticipated by the chair more than 48 hours before the meeting, the agenda will be updated, insofar as possible, to provide the public with as much notice as possible of subjects to be discussed during the meeting.
- Public Input
- Adjourn

Select Board Meeting Agenda

MAY 10, 2023

6:30 PM

Agenda

1. Convene
2. Mail
3. Sign Warrants
4. Review Annual Town Meeting
5. Stretch Energy Code Discussions
6. Discuss ADA Needs for Future Town Meetings and Public Access to Meetings
7. Discuss filling TAA Position formerly filled by Tonya
8. Town Hall Cleaning Supplies
9. Discuss MIIA Public Safety Protection Plan
10. Skyline Trail Dump Closure Update
11. Discuss Availability of Town Recreation Equipment and Pickleball Workshop
12. Discuss TA Interview Schedule
13. Old Business
14. New Business
15. Adjourn

Select Board Meeting Agenda

May 24, 2023

6:30pm Open Meeting

1. Review Mail
2. Review/Sign Warrants
3. Vote on TAA candidate as recommended by TAA Screening Committee
4. Vote on who is eligible to contact Town Council
5. Police/Fire Updates; EMS Service Zone Plan, Written Mutual Aid agreements, CHUBB Insurance (list of eligible personnel)
6. Town Audit Review; Accounting software update from Town Accountant
7. Reminder to all departments that expenses need to be in by the end of the FY.
8. Administrative Process for SB
9. Review minutes from ATM
10. Discuss Middlefield Days requests.
11. TA scheduled interviews.
12. Town center/Park Update
13. Discuss inviting FRTA to SB meeting to see what they can offer in terms of transportation for Seniors
14. Need for written guidelines and discussion of what town sponsored events/official activities are allowed on the Town website.
15. New Business not foreseen 48 hours in advance.
16. Public Input
17. Adjourn

Note: If a discussion topic is proposed after this meeting notice is posted, and it was not reasonably anticipated by the chair more than 48 hours before the meeting, the agenda will be updated, insofar as possible, to provide the public with as much notice as possible of subjects to be discussed during the meeting

Selectboard Meeting 2023-06-07

Board Members Present: Ann Marie Visconti, Chairperson, Curt Robie, Member; Regrets Tonya Santaniello

Town Residents Present: Tamarin Laurel Paine; Adair Laurel Cafarello, Joseph Kearns, Doreen Black, Tracy Main, Crustal Kruszyna, and Catya Belfer

The Meeting was opened at 6:30 PM, Warrants were signed.

A motion was made, seconded, and carried to approve the Minutes of the Selectboard Meeting of May 24, 2023.

Mark Doane was introduced as new Town Assistant Administrator. He will need a key to office. Addendum: Key issued on June 12, 2023

Warrants have been signed.

Beverly Cooper, Town Accountant, will be late to the meeting but will be in attendance.

Tracey Gero was invited and will be coming

EMS Service plan . Crystal Kruszyna has been in contact with the Regional Director of Western Mass Region 1 EMS , Lisa Herenshaw. Crystal and Lisa are working on a program for response time, and can we meet those expectations. Questions were raised if those statistics are available thru the respective vendor dispatch logs, which Crystal feels is a strong possibility. Crystal has talked with Jenny Dion, Police Chief about medical equipment we have on hand and possibility of having a Medical Director available thru Berkshire Medical Center, to be able to have a supply of epi-pens on hand. Crystal also has appointment with county ambulance as a potential ambulance service for the town. Once a plan of everything is in place, it will need to be signed off on. Crystal is also willing to have an informational meeting for the town as she states there is an interest by the town people for the ambulance services. She will also have to have a narrative in her final report as to how the requests came about. Her goal is to have a proposal to show by mid-July.

Insurance: Both plans presented had a \$300,000 limit in all 3 categories. The MIA plan for FY 2024 is \$11,900, which is \$1000.00 less than FY 2023. VFIS is little less than that, but has 16 pages to go thru. Both have similar coverage; both cover junior fire fighters as well as police and fire personnel, and both cover accidental death. A contract needs to be completed soon, and Fire Chief Ron Radwicz is to go thru by next meeting. meeting. It was discussed that the time frame for a decision to occur is to late to do anything with comparing plans at this point. The ultimate decision was to accept proposal from MIA as it is a known entity, and \$1000.00 less than previous fiscal year. A motion was made, seconded, and carried to stay with MIA,

however, it was recommended that during the coming year to set up meetings with representatives from both insurance companies to do a detailed drill down of options so the town can have the best possible plan available.

Tracey Gero and Diane ? wants to recycle bottles and cans for the Fair Kids Zone. Need mechanical license and insurance, along with inspections for. Tracey stated that she can utilize Kelly's Package Store as a redemption site, and they will take a bag of cans, and receive 12 per bag. Bottles will need to be in boxes of 6/12/24. She also stated that she and Diane will clean out the town owned storage bin at the dump as a place to collect cans and bottles. A motion was made, seconded, and carried to allow Tracey and Diane to proceed with their plans. Tracey will give update on their progress at the June 21st select board meeting.

Transfer station: A lengthy discussion took place regarding the positioning of can/bottle recycling container and a way to make it handicapped accessible. The Highway Department will look at moving can/bottle container, and redirect the traffic flow out of the dump. Once the can/bottle bin is moved, the old pad will be used for if appropriate for paper compactor. Grant money will be used for these improvements, but until then, the stairs will be repaired that allow access to the current place of the bottle/can container. A question was raised of having a pole light installed at some time. It was reported that Matt Radwich last day of employment will be June 8, 2023, with his replacement starting around June 20, 2023.

Summer help is to be advertised for, and one townsperson is willing to do part-time and volunteer duties in order to utilize Senior Work Off program.

Town Park update: granite curbing is in place, pavers to be in place when available in. Work on placing fence posts and fencing up to occur before finishing up. The Highway Department will check to see if they can use the auger from Chester Highway Department to drill fence post holes. Trees are ordered but will not be delivered until after the fencing is in.

The Highway Department continues to work on road grading, using WRAP money. They are also updating/replacing culverts, and looking into replacing guard rails on the Chester Road.

The new police cruiser was registered via Curt, as the MIA registration person resigned and a new person has not been hired to replace him/her. GIS

GIS: Catya has not gotten anything back yet, however, a bill for \$3000.00 was received, but was only budgeted for \$2800.00. A question was raised of taking \$200.00 from the Reserve Fund to pay the bill. It was recommended to wait until July 1, and then request the \$200.00

Cat: Will look at streamlining and improving the town website for increased ease of use by the town people.

Pickleball clinic will be on Saturday June 17, 2023 at the Pickleball Court at the town hall. 2 nets are available for use.

When TA on board will have all board meeting

Adair mentioned that people have concerns with computers and speed etc., and recommended every computer look at to increase user friendliness

The Yearly inspection for the Town Hall kitchen showed that minor improvements are needed, and they will be addressed after July 1

FRTA will develop proposals for transportation for town use, proposals will be sent to Judy Hoag, with updates provided to the select board when available.

Town Hall Cleaning Supplies have been ordered and delivered.

ADA needs for future Curt to pick up OWL for our uses

Town Administrator offer has been made. Background checks need to occur.

The draft of a report on the grant for dirt road is pending. It was reported that PVPC is on their fourth administrator, and that a meeting is needed with that person.

Copies of checks used to pay for services of Ken Murray will be needed in order to submit to the state for reimbursement from grant monies. Open Space paperwork to been sent into state for their use.

Federal Census Report discussed, with a letter signed in regard to census, and faxed back to Susan Straight at Umass.

Town offices to be closed Juneteenth, 19th, July 4th is a Tuesday, and Town Offices will be closed on July 3, 2023

Selectboard meetings 6/21, July 12, July 19, August 9, August 23, September 6, September 20th.

Bill presented for 3rd water test taken at the Senior Center,

Middlefield Congregational Church will gift the town \$2500.00 for town counsel services in researching Church deed or anything needs. A motion was made seconded and carried to accept a gift from the Church.

Mark Doane will attempt to make contact with Mark Oliverly, from Springbrook RE: setting up a zoom call on software.

Bev and Ann Marie discussed multiple issues, with clarification on those issues.

Doreen Black wanted clarification that Cam McNeil is up for re-election in 2025, not 2024, for the Planning Board.

A discussion was held re: investing in CD's from loose cash.

There being no further business to come before the Selectboard, it was closed at 9:10 PM

Respectfully Submitted,

Mark W. Doane, TAA



Town of Middlefield Board of Selectman

P.O. Box 238, Middlefield, MA 01243

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Fax: 413-623-6108

selectboard@middlefieldma.net

SELECTBOARD MEETING

2023-06-12

Present:

Chair Ann Marie Visconti Member Curt Robie, Tamarin Laurel Paine

Town Administrator Sean Curran, HRMC Linda Cernik

Guests: Adair Laurel Cafarello, Joseph Kearns, Doreen Black, Judith Hoag, Wayne Suriner, Ron Radwich, Skip Savery and Jonathan Freiermuth.

- **Convene Meeting:** Meeting opened at 6:30
- **Review/Sign Warrants:** Warrants were signed.
- **Chair:** Motion was made and seconded to approve Ann Marie as Chair, motion passed.
- **Hilltown Research Management Cooperative: HRMC Administrator** Linda Cernik, helps manage all the transfer stations, operations and grants in 10 towns in MA.
 1. Williamsburg will continue running the mattress program. It's not cost effective for Middlefield to receive mattresses. They need to be stored clean and dry to keep costs down as a soiled mattress could cost us up to \$200 in fees.
 2. Middlefield ranks high on inspections with only minor infractions. The pre inspections will be done in August for the October inspection. Massachusetts Fire Technologies, Inc are behind on their fire extinguishers inspections at the dump and throughout the Town. This needs to be done before October.
 3. Wayne will call Linda before the snow flies to get the electronics bin swapped out. The Town should purchase a paper compactor. Skip and Wayne should check out the new refurbished one in Peru.
 4. The Waste Management broke the railing at the recyclable bin years ago and has not repaired it. Linda said to use the grant to fix it and she will call Chris Carbone about reimbursement.
 5. CRMK can pick up household items that do not move out of the gift shop. Sean will contact Hank Sayer to get a container that will store scrap metal for free. .
- **TA** Sean Curran was sworn in as town administrator and started his position on July 6. Sean suggested reformatting the Selectboard meeting by having the Selectboard at their own table which would make it more efficient to follow Robert's Rules of Order. An All Boards meeting will be scheduled after Labor Day.
 1. Sean has applied for a grant to help with costs for the Town Park.
 2. Town Emails were discussed. Several members agreed to have one location for all emails in office. Sean recommended that the Selectboard have individual passwords. The Treasurer requested to have her town email configured. Phone service needs to be evaluated at Town Hall.

- **Overage Account:** Skip Savery updated the board about an unpaid salt bill. A motion was made and seconded to transfer \$9,542.88 from the Police Account 60201.01 of \$11,000 to cover the overage from unpaved roads. All were in favor. Motion passed.
- **FTC Update:** Judy Hoag reported that the Council on Aging voted to ask for the Selectboard's recommendation in order to look into the FRTA's contract proposal for senior transportation. The Board will read the material and the FRTA's representative will be asked to attend the Selectboard's August 9th meeting.
- **Planning Board:** Chair of the Planning Board, Doreen Black, discussed the Public Hearing that they held last Saturday.
- **Church update:** Curt, Sean and Mark Doane are scheduled to attend a zoom meeting tomorrow morning at 11:00 concerning the Church's status.
- **Library Wage Increase:** Adair recommended that the Library director be given an increase in her salary to conform to minimum wage. A motion was made and seconded to increase the library salary to \$9,360, which will be an increase of \$1,800. Motion passed. The Treasurer will be informed.
- **Reserve Fund Transfer:** Five late bills were requested to be covered by the reserve fund. The Finance Committee asked the Selectboard to approve the bills in advance of the 5o'clock meeting on the 17th. The Chair will attend that meeting at 5:30 to approve the bills.
- Made a motion to adjourn at 9:15.

Respectfully submitted,
Suzanne C. Lemieux



Town of Middlefield Board of Selectmen

P.O. Box 238, Middlefield, MA 01243

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selectboard@middlefieldma.net

Selectboard Meeting

June 14, 2023

This meeting was held at the Middlefield Town Hall in conjunction with the Washington, MA Selectboard to discuss the potential candidates for the position of Town Administrator. Middlefield Select Board members present were Ann Marie Visconti, Chairman and Curt Robie, member. Washington Select Board members present were Kent Loo, Ken Walto, David Ellis, John ???, and Meg ????. Middlefield town residents present were Joseph Kearns, Tamarin Laurel Pain, and Adair Laurel Cafarello. The meeting was declared open at 7:00 PM.

It was reported that the preferred candidate for the position has declined the offer secondary concerns about not finding affordable housing, and not feeling the salary was sufficient to meet her needs. Concern by the Selectboards were also raised that the candidate was not willing to sign off on a background check, would not supply social security number, and didn't return the offer letter for the position. A discussion was held regarding going to the next candidate for potential offer of the Town Administrator, or return to the steering committee to look at the 4 candidates of the second tier.

A lengthy and robust discussion was held on the potential candidate of Sean Curran, and a question of having him come in for a second interview. It was the general consensus that he would be a good fit with his legislature background, however, concerns were raised about his knowledge base with working with small hill town employees, and that he would not have a support staff to delegate to. It was recommended that he be sent an offer letter and the employment agreement, but that the offer was pending a second interview. A motion was made, seconded, and carried that this recommendation be followed. It was also reported that the third candidate, George Zuckie (?sp), would be notified that if the preferred candidate declined the position, he would be a viable candidate. It was reported that the third candidate was also looking a position in Alaska.

Ken Walto from Washington Selectboard will contact both candidates for: 1: Requesting second interview with Sean Curran, and 2: Informing George Zuckie (?sp) that he is still a contender. It was reported that George would not be ruled out completely due to his experience in the Department of Revenue office.

No further business to come before the meeting, it was closed at 8:05 PM.

Respectfully Submitted,

Mark W. Doane, Town Administrative Ass't

Addendum: On June 15th, it was reported that Sean Curran's second interview is scheduled for June 23, 2023 at 6:30 PM at the Middlefield Town Hall.



Town of Middlefield Board of Selectmen

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SELECTBOARD MEETING

June 21, 2023

6:30 PM

Board Members Present: Ann Marie Visconti, Chairperson, Curt Robie and Tonya Santaniello, Members

Town Residents Present: Tamarin Laurel Paine, Adair Laurel Cafarello, Joseph Kearns, Doreen Black, Suzanne Lemieux, Skip Savery, Bev Cooper (accountant), and Jack Guyette

The meeting was called to order at 6:30 PM by the Selectboard.

Mail was reviewed, Warrants were signed, and Minutes of June 7, 2023 and June 14 were read and signed off on.

The public portion of the meeting was addressed first, as Jack Guyette was present with Concerns about the Police Department and response to a break in that occurred at his home on June 10, 2023. Officer Alex Seid responded to the call, and did 2-3 more follow up visits after the initial visit. Mr. Guyette was also concerned that the Middlefield Police didn't take fingerprints, however, Officer Santaniello reported that the Middlefield Police aren't trained in fingerprint acquisition. Mr. Guyette was very vocal about his concerns, and the Selectboard addressed his questions and acknowledged his concerns. The Selectboard will follow up with the Chief of Police.

It was brought up about doing a Middlefield Newsletter that would go out with the tax bills. The Administrative Assistant will follow up and try to come up with a Newsletter. He will also talk with the tax collector as to the time frame necessary to be placed in tax bills. One item to be included is a Cultural Council Survey, which is to be done each year. This will be followed up on with Eleanor Doyle.

The transfer station was discussed with the stairs to the can/bottle recycling needing to be repaired. Linda Cernik from Waste Management will be at the July 12, 2023 selectboard meeting to discuss needs of and updates for the transfer station.

A Town Center update was given, and the 2 trees have been planted, arborvitaes are to be going in soon, and the ordering of the rails for the fence will be occurring in the not-too-distant future.

It was reported that plumbing repairs need to occur at the Town Hall. Items to be addressed are: The grease trap in the kitchen needs to be cleaned, the kitchen floor drain needs to be cleaned out, the main septic line needs to be cleaned, the janitor closet sink needs to be looked at, and the flushing components of both restrooms need to be cleaned. Curt will be requesting bids and prevailing work rates for these needs. It will be addressed in the new fiscal year of 2024.

The Fire Alarm in the Town Hall has been repaired and has been updated to work off of satellites, and not thru the phone system. The repairs will be costing approx. \$800.00 Question was raised of where the funding will come from, possibly from Reserve Accounts or percentages from accounts that have surplus money in them, which is allowed in the last 2 months of the fiscal year.

The Conservation Committee needs another agent, as David Fuller is having a hard time keeping up with the demands of the position. It was reported that Becket is having the same problem, and that possibly Middlefield and Becket can share a conservation agent between the two towns. David Fuller and Carol Waag will be invited to a Select Board meeting to speak more about their needs.

The person offered the Town Administrator declined the position, and a second interview with the second-choice candidate will occur on Friday evening, June 23, 2023 at 6:30 PM at the Middlefield Town Hall with the Washington Select Board to be in attendance as well.

The Pickleball ball clinic was a success, with 18-20 people being in attendance. It was reported that an e-mail group is already forming and that the next game is to be on Friday, June 23, 2023 at 6:30 PM.

WRAP funding has simplified in that the town will be fronted the money, and no longer need to submit for reimbursement, but just need to submit an on-line form as grant money is spent.

MIIA: It was reported that the town vehicles that are insured by MIIA have been updated to reflect all current used vehicles. It was also reported that there was no increase in premiums, which is difficult to understand. After the first of the new fiscal year, an agent from MIIA will be invited to speak about the premium rates.

A discussion was held regarding the Franklin County Transit Authority, so that those individuals in Middlefield who are unable to get to appointments can utilize this service. The three options were discussed: 1) volunteer drivers for van, 2) general use for various prices, and 3) demand

response where the individual makes their appointments with FCTA and are curb to curb services. Judy Hoag is town liaison for this endeavor.

Beverly Cooper, Town Accountant was present to discuss end of Fiscal Year, and would like all bills for Fiscal Year 2023 be in by July 15, 2023, with a July 19, 2023 selectboard meeting for financial meeting. This was agreed on by all present.

David Irwin did a random audit of the police and highway accounts and reported that no big issues were found, however, did state that sales tax should not be collected when purchasing items for departments. This led to a discussion about possibly the town having a credit card that would be used sparingly, and only up to a certain amount would be allowed to be placed on that account i.e. no more than \$500.00 could be charged at a time. This brought up the concern that when the bill came in which accounts would be drawn from. It was also discussed of setting up various accounts with our most used vendors so purchase orders could be utilized. Further discussion to be had.

A discussion was held about the town acquiring a textile bin. It was reported that it is an exclusive contract and isn't part of transfer station, nor can it be placed there. It was recommended to put at the Senior Center to the right of the building, and that the company would paint it a color of our choosing. It was also reported that the company would empty the bin at no cost. After the discussion, a motion was and seconded to acquire the bin, with a majority vote in the affirmative.

The Administrative Assistant was directed to contact all department heads that any purchases they wish to make for FY 2023 be completed by June 30th and that all bills be submitted by July 12 so the last warrant of FY 2023 can be processed.

There being no further business to come before the Selectboard, the meeting was declared closed at 8:30 PM.

Respectfully Submitted,

Mark W. Doane, Administrative Assistant

Ann Marie Visconti: _____

Curt Robie: _____

Tonya Santaniello: _____



Town of Middlefield Board of Selectmen

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Joint Select Board Meeting
Between Middlefield and Washington
Middlefield, MA 01243
June 23, 2023 at 6:30 PM

The Joint meeting was declared open by Ann Marie Visconti, Middlefield Selectboard Chair, and Kent Lew, Washington Selectboard Chair. From Middlefield Selectboard there was also present Curt Robie and Tonya Santaniello, and from Washington Selectboard there was present John Fish and David Ellis. There were 4 residents of Middlefield present: Laura LaFreniere, Joe Kearns, Tamarin Laurel Paine, and Adair Laurel Cafarello. There were three members from Washington present, names not acquired.

The purpose of this meeting was to have a second interview with Sean Curran, a candidate for the position of Town Administrator for Middlefield and Washington. Mr. Curran was asked about his experience with Municipal Procurement, Construction Plans for Municipalities, and the procedure for soliciting and awarding of bids for town needs. He explained that he has a working knowledge of those areas, and will use his contacts in Springfield and the State as resources for further information. He was also questioned about his ability to directly supervise employees, many of whom are part time, and many who hold various positions within the towns. He has had some experience with supervising support staff in the legislative and legal arenas, and feels he can bring this experience into the Town Administrator position. It was questioned how he would handle grants for the towns, especially as both towns may be going for the same grants. This was brought up as the two towns are in two different counties. He stated that with his connections in the state that he could make this work to the advantage of both towns. He did state that he has reviewed the budgets of the towns, and that both seem to be doing well, however, he did state that Financials and Budgets are a deficit in his resume, as well as not having a Business Administration Degree. Due to these deficits, he would lean on the town, Springfield, and the State as resources to achieve optimal results.

Questions were raised about his commitment to the Town Administrator position, as he plans on continuing with being an elected official for the Springfield Board of Council, as expressed that he has announced his intentions to run again. He doesn't anticipate that being an issue, however, if it does, his priority would be the position of Town Administrator. In regards to operational needs of the towns, some areas of concern that would need to be addressed would be acquiring formal job descriptions, personnel policies, employee handbook, and general human resources. He feels this could be easily implemented by utilizing Springfield, Boston, and UMass as a starting point for these needs, and continue building from there.

Mr. Curran went on to explain that he would like to meet with town employees, that he encourages an open-door policy, and feels that being respectful and building trust with employees is paramount to achieving goals that the town puts forth.

Following this portion of the meeting, both Selectboards, thru roll call vote, agreed to adjourn to an Executive Session at 8:10 PM, and resumed the open portion of the meeting at 8:30 PM.

At this time, the Selectboards of Middlefield and Washington both made motions that were seconded, and carried to appoint Sean Curran as Town Administrator for both towns, at which time Mr. Curran was asked and gratefully accepted the position.

The Town of Washington will be responsible as lead town, and for salary concerns, will, on a quarterly basis, invoice Middlefield for their portion of Mr. Curran's salary.

The Employee Agreement was signed by Ann Marie Visconti and Kent Lew. The contract is from July 1, 2023 thru June 30, 2026, however, employment may be terminated by a vote of the Selectboard. KP Law, town council, reviewed the contract prior to signing, and gave their approval.

Mr. Curran was given a tentative weekly schedule to be in the respective towns, and will be modified as needed. He is slated to begin the position on July 6, 2023.

Both selectboards closed the meeting at 8:40 PM, at which time Tonya Santaniello, retiring Middlefield Selectboard was honored for her service to the town.

Respectfully Submitted,

Mark W. Doane, Administrative Assistant