



Town of Middlefield Board of Selectman

P.O. Box 238, Middlefield, MA 01243

Tel: 413-623-2079

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selectboard@middlefieldma.net

SELECTBOARD MEETING

2023-~~06~~-12

07

Present:

Chair Ann Marie Visconti Member Curt Robie, Tamarin Laurel-Paine

Town Administrator Sean Curran, HRMC Linda Cernik

Guests: Adair Laurel-Cafarella, 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 5 o'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





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July 19, 2023

The Selectboard meeting was opened at 6:34 PM by Ann Marie Visconti, Chairperson, with Curt Robie and Tamarin Laurel-Paine, members present. Sean Curran Town Administrator was also present, as was Beverly Cooper, Town Accountant

Town Members Present were Adair Laurel-Cafarella, Joseph Kearns, Doreen Black, Jonathan Freiermuth, and Mark Doane, TAA.

All outstanding minutes needing approval have been signed, and will be posted to the Town Website.

Mr. Will Rogers was invited to attend the meeting to discuss his concerns over his land on the discontinued portion of Ryan Road. He did not attend.

Library Contract: The Library Contract for Lois Leonardo-Bell, librarian was reviewed. With the addition of the paid hours of 12, and rate of pay being put into the contract, and some dates corrected, the TA felt it doesn't need to be reviewed by Town Counsel. A motion was made, seconded, and unanimously carried to have the TA add amendments and have the Library Trustees review and sign. The contract is necessary, as it is a request of CW Mars.

Highway Department: The Selectboard chair states that the Town needs Employment Agreements with the full-time employees of the Highway Department. It was reported that more salary allocation needs to be done, and would be brought up at a Special Town Meeting. It was also reported that the Highway Superintendent would like to role over 50.5 hours of vacation time, and be paid out for 86.5 hours of vacation time. This was agreed to.

Finance Committee: Discussion was held about the transfer of \$200.00 from the Reserve Fund to cover additional cost of GIS bill. Discussion focused on Selectboard not being aware of the transfer. Following much discussion, it was recommended to try to have the Finance Board and Selectboard meet on the same day, so communication could improve. It was also recommended to add to the Selectboard agenda the Finance Committee so any transfer over \$100.00 can be brought for the Selectboard to keep them aware. Tamarin Laurel-Paine stated that the Assessors use this computer software and that funding needs a budget line item under the Assessors budget for Web GIS, and not thru the Communications Committee. This was decided by the Fiance Committee without Selectboard input.

IT Needs: The Town Administrator has contacted Whalley Computer, and has a meeting set up for July 25, 2023 at 1:00 PM to address computer needs. The TA will report back to the Selectboard at the August 9th meeting. The TA will also ask about connecting to the A/V system and getting an OWL.

Grants: Doreen DaFazio is awaiting on the approval letter and would like a follow up meeting with the team. Ms DeFazio thinks there might be some grant money as we are a green community. It was recommended, that due to the number of people on the team, that the Selectboard meet with Doreen approx.. one hour before the Selectboard meeting of August 9, 2023 meeting with Doreen. No definitive decision made.

OSRP grant is still working on the seven items we need to complete and get back to Boston
The grant submitted for the Town Park won't be decided until December 2023.

Transfer Station: Sean Curran, TA, volunteered to be the Transfer Station Representative. A motion was made, seconded, and unanimously carried to appoint him. Hopefully Waste Management will be fixing the stairs soon, as that is a priority.

Town Center: Arborvitae to be planted soon, with soil prep in August and planting of various other plants/flowers in fall.

Church: Zoom meeting took place with KP Law with Curt Robie, Sean Curran, and Mark Doane, as Church Rep, present. Sent info on abutters deeds to see if that makes it easier in researching the Church deeds. It is still reported that it doesn't look like it will go over \$2500.00.

TA/TAA roles/responsibilities: TA hours for Middlefield are Monday: 12 PM to 4 PM, Tuesday: 1 PM to 5 PM; Wednesday: 4 PM to 8 PM; and Thursday and Friday: 8 AM to 12 PM. TAA hours are: Monday : 9 AM to 3 PM; 3 PM to 6 PM Town Clerk Asst, Wednesday: 4 PM to 9 PM due to Selectboard meeting; and Thursday 9 AM to 2 PM. Might change to 10 AM to 3 PM to be here with Town Treasurer. It was recommended that all bills, with exception of Highway Dept., will be given to various departments for review, with the TAA then putting in the vendor request form to Beverly, as well as keeping a copy. The TAA will also send out, 1X a month, to each department their budget, and how much they have left in those accounts. Tamarin Laurel-Paine, Mark Doane, and Sean Curran will also work on updating the Officials Directory.

Storm Damage: The TA will go with the Highway Superintendent to take pictures of recent storm damage and submit to the State. If the cost of damage is enough, hopefully there will be a Federal Emergency declaration. If not, hope for a Bond from the state to aid in cost of repairs, as FEMA doesn't cover dirt roads.

Dirt Road Study: Curt to call ~~Ken Murray~~ and PVPC contact for an update. We are in Phase 2 which is for beaver control. Curt wants to receive our reimbursement.

Website Content: A consolidated version of By-Laws is to be removed from the website, and the complete By-Laws of 1986 be reposted, as that is the official version. Ann Marie Visconti stated that she

had asked Catya to put the original stuff back on the website. Doreen Black stated that things are on the general internet, but aren't connected to the website. We need a policy about what gets posted on the Website, and one person responsible for Town website. Before posting on the website, it needs Selectboard approval.

Awareness of Current Expenses: Did not address.

Agenda: Curt requested of the TAA to add to the agenda the items of: old business, new business, signing of warrants, review mail, and public comment.

PVPC: A motion was made, seconded, and unanimously carried to appoint Tamarin Laurel-Paine appointed as representative, with Sean Curran as alternate. Tamarin was passed on the contact info, and she will follow up ~~Daniel Cormier~~ DLTA.
Ken Comia

Veterans Agent: Ann Marie signed contract and Mark will send off to Town Counsel for review and signature. Once received, will send back to Northampton, along with payment.


Town Handyman: Curt will meet with Skip to see what he wants to give up, so that a job description can be developed, and then posted for interested candidates

FRTA: Will be at the Selectboard meeting of August 23rd.

No further business to come before the Selectboard, it was adjourned at 8:15 PM.

Respectfully Submitted, Mark W. Doane, TAA

Ann Marie Visconti, Chairperson:



Curt Robie:



Tamarin Laurel-Paine:





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SELECTBOARD MEETING

August 9, 2023

The meeting was opened at 6:32, by Ann Marie Visconti, Chair, with Curt Robie and Tamarin Laurel-Paine, members of Board, present as well.

Others in attendance included Sean Curran, Town Administrator, Mark Doane, Administrative Assistant, Joseph Kearns, Ken Murray, Judy Hoag, Jenny Dion, Suzanne Lemieux, Cathy Roth, Skip Savery, Doreen Black, and one other Town Resident.

Sign Warrants: Warrants were signed following the business meeting

Review Mail: Mail was reviewed with the Town Administrative Assistant. To call to determine what the Generac Power Plan includes

Review and Approve Meeting Minutes for July 19, 2023: Signed by all three members with corrections

- 1. Town Administrator Report:** Discussed grants he is working on for the Police Department Post Training, Police Department equipment, Grants from MIIA for increased cyber security. Federal Grant from Bureau of Native Affairs to get dirt roads shovel ready for paving, but will discuss this grant with Highway Superintendent before proceeding. Also been in touch with Whalley Computer for physical portion of computer system, and Whalley informed the TA that since the library has WiFi, we should be eligible for a federal rate. Whalley also went through the Town Hall on August 9, 2023 looking at current computer equipment. Also been in touch with Abide re: asbestos removal which would cost \$110,000. He has also attended a Regional Town Manager meeting in Lenox, will be finishing his Inspector General Education, and following thru with a grant for the Town Center Project.
- 2. Cathy Roth:** Here representing the Heritage Society, and would like to donate to the Town Park, a bronze plaque that would be 18" X 24" with a picture of Olds General Store and wording of "Site of the Old's General Store 1930-1980. Money for plaque is coming from the Heritage Society, would cost \$1650.00, with a question of thickness of plaque. No definitive decision made pending further investigation. Side discussion then went to possibility of more signage for various sites in town ie: streams/brooks. There is also the possibility of a tag sale in the fall. Further discussion occurred on putting the interviews that have been done by Heritage Society and Senior Center on the library web site. Needs further discussion.

3. **Library Contract Update:** Contract is completed and will inform Treasurer of increase in hourly rate for the librarian
4. **Computer/IT update:** See Town Administrator section
5. **Storm Damage Update:** Highway superintendent gave update on road work following all the storms of this summer. Reported replacing more culverts, will look into using more funds from the WRAP grant, he has done work on Alderman Road, Clark Wright Road, and Cone Road as well as beginning black top patching. Town Administrator reported that he talked with Todd from MEMA, and raised the possibility of acquiring \$40,000 due to storm damage. Highway Department was commended for all the work they have done throughout the summer. It was also reported that Chester Municipal Electric Company is being sold to Eversource, with questions of if we can still use their equipment for installing the Town Park rails. Skip to check on that, reported it will cost \$3900.00 for rails and setting of. Then went in to discussion about upgrades to transfer station and that we have grant money to still use up and will be getting more grant money in November. Much discussion occurred re: need to have civil engineer visit transfer station to assist with plans to improve overall flow and possibility of a DPW complex.
6. **Dirt Road Study/Ken Murray update:** Still awaiting to hear back from the state. Information on the Dirt Road Study was sent in by Don Humason from Chester, and the beaver portion of this grant is also still up in the air.
7. **Grants update/future Town Grant Needs:** See Town Administrator portion. It was reported that the contractor who looked at the Senior Center is still interested in the project. Lois Leonardo Bell is reportedly wanting to look into new shelving when the floor in the Town Hall is completed. Curt also reported that Middlefield was the only town to attend Senator Marks meeting in Dalton. Senator Mark wasn't there but he's Chief of Staff was.
8. **Setting up Vendor Accounts/Post Office Account:** Will be working on setting up an account with B & G restaurant Equipment and supplies. It was determined not to open a Post Office Account at this time.
9. **Review Of Service Zone Plan:** Crystal Kruszyna was unable to attend, she will attend the August 23, 2023 meeting.
10. **Letter in support of increased PILOT for State Owned Land:** Tamarin was thanked for completing a letter to be sent to government officials. After corrections, it will be printed out, signed, and mailed out. This is to increase fairness with state payments under the PILOT (Payment In Lieu Of Taxes)
11. **TA/TAA updates:** Will be looking into developing a Department Head shared calendar that would also include various board meeting times, when various reports are due, etc.
12. **Old Business:** Ann Marie is looking to set an All Boards Meeting soon, Sean wants to schedule an ARPA meeting as well. Curt also met with Don Humason of Chester so Don would know how to vet contractors with grants and questions of co-projects between the towns such as Middlefield Road/Chester Mountain
13. **New Business not foreseen 48 hours in advance:** Finance board will now meet on Tuesdays at 5 PM.
14. **Public Input:** Steve Baker was present to request permission for camper use. He was given the correct form, will fill out, and get back to the Selectboard for approval.
15. **Adjourn:** 8:47 PM

Respectfully Submitted:

Mark W. Doane

Ann Marie Visconti, Chair: 

Curt Robie: 

Tamarin Laurel-Paine: 



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Selectboard Meeting September 6, 2023

The meeting was called to order at 6:32 by Ann Marie Visconti, Chair with Curt Robie and Tamarin Laurel-Paine, members, also present.

Towns people present were Charlene Gero, Suzanne Lemieux, Doreen Black, Adair Laurel-Cafarella, Crystal Kruszyna, Michael Perrault from Franklin Regional Transit Authority, and Doreen DaFazio for MVP/HMP Grant.

The Warrants were reviewed and signed with the exception of one bill from ZOLL Medical that needs further clarification, and the TAA will follow up on.

The mail was reviewed and the minutes of the August 9, 2023 Selectboard meeting were approved and signed off on.

Kristen Smidy, Superintendent for Gateway Regional School District was unable to attend due to illness.

Sean Curran, Town Administrator, reported he is working on job descriptions for employees, with help from the State and other agencies assisting in writing them. He is also working on an Employee Handbook. He is also working on grants for the police department to get tasers. He is also investigating IT grants to update town web services.

Appointments for the FY 2024 were announced, and letters to be sent to those appointees to see if they were willing to take on the position.

Michael Perrault from FRTA, was present to discuss transportation possibilities from FRTA. This service would provide transportation for seniors and disabled veterans. He recommended that the town join a consortium be it Huntington or with Hilltown CDC. Questions were asked and answered by those in attendance. It was recommended to discuss further with the Towns people to see which plans and consortium would be best. Further discussion to take place.

Crystal Kruszyna gave a comprehensive Service Zone Update. The plan was questioned in certain areas, with Crystal making appropriate changes. A lengthy discussion about response time of emergency services took place, with Crystal to supply additional information. The Select board stated that a reasonable response time from placing of call needing help to ambulance service arriving should be no more than 30 minutes.

Doreen DaFazio was present to supply the town with a Certificate stating the town met the requirements of the MVP/HMP grant. A motion was made, seconded, and carried by the select board to accept the certificate and sign it. Doreen let the Selectboard know that a scanned copy will be sent to FEMA, and the Town would receive an electronic as well as a hard copy of the final plan. It was also recommended to have a meeting with the core members of the Committee on November 15, 2023 at 6:00 PM to begin working on HMP as it needs to be resubmitted every 5 years to MEMA and FEMA.

The agenda was set for the All Boards Meeting to be held on September 30, 2023 from 8:30 AM to 10:30 AM.

A flu Vaccine Clinic will take place on September 30, 2023, from 11:00 AM to 1:00 PM with pre-registration recommended. Information is available on the Town Website. A representative was at the Senior Center on this date, and some people registered at that time.

A Special Town Meeting will take place on September 30, 2023 at 11:00 AM to see if the town will vote to a friendly take over of land at the old dump site on Skyline Trail. It was also brought to vote to change the Town Center Park from Business/Agricultural to recreational space. This would allow the ability for the Town to pursue a grant for further construction of the Town Center Park. Curt abstained, but majority carried the vote

Middlefield Days will be held on October 14, 2023, with a rain date of October 15, 2023. A general discussion was held with follow up with individuals in charge re: hours.

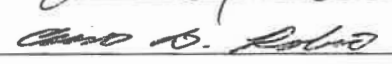
Doreen Black was appointed Town Representative to Pioneer Valley Planning Committee, with Nicole Fecteau appointed as alternate.

It was reported that the Town might incur additional legal fees from Town Counsel in regard to searching for Church Deeds. Mark Doane, representative for the Church stated the Church would convey a monetary gift to the Town for this purpose.

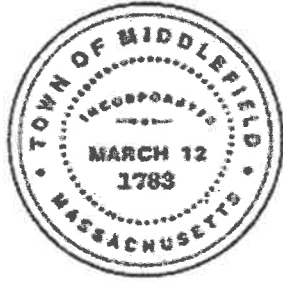
Doreen Black requested the Selectboard give permission for the Planning Board to work with Town Counsel for input in regards to language/definitions before the Planning Board can hold public meetings on the Zoning By-law changes. A motion was made and carried that Doreen, along with the Town Administrator, can contact KP Law. It was recommended that the best avenue to meet was thru a ZOOM call.

There being no further business to come before the Selectboard, it was closed at 9:41 PM

AnnMarie Visconti, Chairperson: 

Curt Robie, member: 

Tamarin Laurel-Paine, member: 



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SELECTBOARD MEETING MINUTES

October 4, 2023

The meeting was opened at 6:34 PM by Ann Marie Visconti, Chairperson, with Curt Robie and Tamarin Laurel-Paine, members. Town Residents present were Adair Laurel-Cafarella.

The Warrants were signed, the mail reviewed, and the Minutes of the Selectboard Meeting of September 20, 2023 were approved and signed.

Kristen Smidy, GRSD Superintendent: Ms. Smidy gave an update on projects occurring in the school system. She spoke about a BARR grant the school district is applying for in the amount of \$100,000.00 which is to be used as necessary for engaging every learner. She also spoke about other activities of inclusive sports programs, both positions slated for Middlefield on the School Committee are filled, and will be looking at further needs of the physical condition of schools as well as Littleville Elementary playground equipment. Contract talks are also slated for cafeteria workers and para-professionals. She also reported that the Town Agreement with the District is to be renewed and will have to reflect DESE requirements.

Town Administrator Report: Sean Curran reported he represented Middlefield at a regional meeting in Pittsfield concerning needs of smaller rural areas especially in areas concerning procurement procedures and simplifying Grant procedures for rural areas. He reported that Town fire extinguishers were inspected, and in some cases replaced, on October 3 and will be inspected again on October 2024. The Transfer Station is to be inspected by Linda Cernak on October 5, 2023. Steps at the Transfer Station are to be repaired soon. The new computer for the Town Administrator will be delivered this week and be set up for use. Sean will also be attending a Town Managers meeting in Lenox on October 5.

Report on Dump Capping/Permit: Town Counsel has been informed of STM article concerning the old dump on Skyline Trail passed by town vote. Suzanne Lemieux has provided certified minutes, with town seal, to Curt who sent to Town Counsel. The plans will be filed in probate court, and then be advised of next steps.

Transfer Station Update/\$4200.00 Grant: Signed paperwork has been emailed to Mass DPW and then funds from Grant in amount of \$4200.00 will be sent to town. Schaffer and Huntley, civil engineers, have

looked at Transfer Station for potential to improve site, and possibly incorporate a DPW structure. Awaiting results of their report.

Town Hall Kitchen updates/Drains: Necessary items recommended for Kitchen have been obtained and will be installed. Still having a difficult time locating a plumber for looking at drains.

Update on Special Town Meeting: Both articles on the Warrant passed. The Town Park is to be designated for park and recreation use. There will be a work bee at the Town Park on Monday, October 9th at 10 AM.

Update on All Boards Meeting: Sean Curran gave kudos to the library for acquiring the LIBBY system, which allows Library patrons to use personal devices for uploading reading material. Ron Radwich talked at the All Boards Meeting about needs of Fire Department. This led to a discussion at the Selectboard meeting about the Fire Siren not working, however, the fire department does have pagers. It was reported that it would cost approx. \$20,000.00 to repair siren. The TA will talk with the Fire Chief and Police Chief to see if anything should be pursued in terms of grants for a warning system.

Update on Flu Clinic: 28 people registered, however, 38 people received the flu vaccine.

Capital Plan and Projects: A rather lengthy discussion occurred concerning long range plan for the Town. Many topics were discussed with primary focus on housing of the new police cruiser. It was also suggested to talk with Ken Cormier (sp) and/or his office to assist with capital planning and zoning by-law updates.

Pre-Meeting Anne Gobi visit on November 17, 2023: It was determined a pre-meeting was not necessary. The meeting of the 17th should be publicized in the Berkshire Eagle and the Country Journal. The Town Administrator will also put it out to area towns. This meeting will be open to the town's people. It will be held at the Middlefield Town Hall.

Handyman Position: Currently there are no applicants. Curt Robie will talk to the handyman group who have a place behind Carm's Restaurant in Chester. Possibly they might be interested.

Police Department opening/posting: It was felt the Town should place an ad in the Country Journal looking for qualified applicant for the open Officer position on the Police Department. It would be a benefit if applicants had already been Bridge certified. The Administrative Assistant will work with the police chief to develop a posting.

Old Business: The Dirt Road Grant continues to be worked on with focus on beaver control. The HMP/MVP preliminary meeting will be on November 15, with possibility of a Zoom call with Angela Panaccione from PVPC, on that date.

New Business: 911 signs were discussed, and ways to let town residents know how to get one. No definitive decisions were made. Curt Robie has called the State to inquire if the Senior Center can be designated a historical building. It was recommended to see if the sign above the highway department can be repaired/replaced. A lengthy discussion was also held about the possibility of forming an area Community Preservation Account. Further discussion would be necessary.

Public Input: None

There be no further business to come before the Selectboard, it was declared closed at 9:17 PM.

Ann Marie Visconti, Chairperson: Ann Marie Visconti

Curt Robie, Member: Curt D. Robie

Tamarin Laurel-Paine, member: Tamarin Laurel-Paine



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SELECTBOARD MEETING MINUTES

October 19, 2023

The Meeting was opened at 6:30 PM by Ann Marie Visconti, Chairperson and Curt Robie, Member and Tamarin Laurel-Paine, Member.

Once the meeting was opened, the Selectboard went into Executive session following a roll call vote of the selectboard members, which was unanimous. The Selectboard then resumed the open session of the meeting at 7:00 PM.

Town members present for the open session were: Suzanne Lemieux, Doreen Black, and Adair Laurel-Cafarella. One non-town resident was also present: Mary Ann Pease of Chester. and Sean Curran T.A. (Mud 11/13)

Mary Ann Pease, President of the Hilltown Ambulance Association reported the Hilltown Ambulance would be interested in being used by the Town of Middlefield for emergency needs.

TOWN ADMINISTRATOR REPORT: Anne Gobi, Director of Rural Affairs will be in Middlefield on November 17, 2023 to meet with the Selectboard and to take a tour of town buildings that are seen as capital projects. Senator Paul Mark would like to come to the Town, date to be determined, for a town hall meeting with towns people and will invite area towns as well. The Park Grant looks like it might be approved, but nothing definitive has been announced. The One Stop Grant did not come thru, however, the Town is certified to apply for grants thru MVP. Could also apply thru the MVP/HMP for grants to improve the Town Hall to be an Evacuation Center. Two grants are going to be pursued; one for \$10,000.00 for tasers for the police department, and \$27,000.00 for a cyber security grant. Huntley Associates gave a bid of \$25,000.00 for a plan to reconfigure the Transfer Station. Requests for proposals from other civil engineers will be solicited. It was reported that John Les is working on securing a new webhost thru the MIIA grant. He continues to work on this, as Dreamhost, our current website, is susceptible to hacking and doesn't require 2 step authorization. The new website is: middlefield-ma.com.

IP PHONES: It is recommended to update the telephone system in the Town Hall. In order to switch to a Comcast System, additional/new wiring will need to be run.

TOWN APOINTMENTS: Appointments finalized, and letters to those individuals will be mailed out.

HISTORICAL MUSEUM ISSUES: Concerns were raised about individuals being unattended in the Museum, and that there are questions of items missing. In talking with Doreen Black, it was agreed that the Historical Committee would meet with the Selectboard at 10 AM on November 3, 2023. On a sidenote, Curt Robie stated that a couple, during Middlefield Days, wanted to see the Museum. The wife of the couple couldn't access the Museum due to a disability, but the husband was able. This might become an issue as time goes on.

MIDDELFIELD DAYS: Reported that Middlefield Days went well, however, not a huge turnout. Weather was not the most favorable that day, which could be a contributing factor.

TOWN CENTER PARK UPDATE: The fence is up, grass seed has been spread, the rest of the mulch is to be spread, and bushes will be planted in the spring. It was also reported that the Textile Bin will be green with the Town Logo on it. Unknown when it will be delivered to the Town.

SKYLINE TRAIL DUMP CAPPING: It was reported that Daniel P. Myers, deceased, is still on the title to the land, and that there is an outstanding mortgage on the property. Town Counsel will work with Attorneys in Florida where Daniel resided.

CAPITAL/MASTER PLAN: Eric Weiss from PVPC is willing to offer his assistance in formulating a capital plan for the Town. Angela Panaccione has already visited the Town on October 19, 2023.

OLD BUSINESS: The reimbursement of \$5000.00 has not been received from the Dirt Road Grant. Don Humason is the Tri-town chair, however, due to health issues has not finished the required items. The Town is awaiting further news from FRTA in regards to if Huntington and Hilltown CDC will accept Middlefield into their consortiums.


NEW BUSINESS: Curt Robie has contacted 4 plumbing firms with 2 not interested, and one possible lead to call on October 20, 2023. Curt also reported that CTC was in for town hall building heat issues. A technician will come out, suspect it is a control panel issue. COVID vaccines will be available on November 1, 2023 at 11 AM to 12 PM at the Senior Center. The Highway Department will be resuming five day a week coverage once daylight savings ends. Suzanne Lemieux is requesting a new lock to the hallway going into the dining room at the Senior Center, and a new knob on the office door.

Respectfully Submitted,


Mark W. Doane,
Administrative Assistant

Ann Marie Visconti, Chair: 

Curt Robie, Member: 

Tamarin Laurel-Paine: 



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SELECTBOARD MEETING MINUTES

November 03, 2023

The Meeting was opened at 6:30 PM by Ann Marie Visconti, Chairperson and Curt Robie, Member and Tamarin Laurel-Paine, Member. Sean Cullen, Town Administrator.

Town members present for the open session were: Adair Laurel- Cafarella, Doreen Black, Jane Craker.

Eric Weiss : PVPC/Capital Improvement.

Ira Brynski: Capital Planning Committee

Eric & Ira both shared their experience with the Board. There is \$5,000 in the kitty until January 1, for PVPC to start putting together a Capital Plan for the Town. Eric suggested applying for a new grant to continue with the Plan. All of their positions are grant funded, no matching funds are required. The Selectboard spoke of their plans for Middlefield and their disappointment in not getting grants. PVPC will help Middlefield when they apply for the One Stop program. He will also find where Middlefield stands currently in their grant pursuits.

Eric will try to attend the 17th meeting with Ann Gobi and the November 18 Special Town Meeting.

William Rodgers/Ryan Rd:

Bill Rodgers bought a land-locked lot on Ryan Rd. Town Meeting voted to discontinue Ryan Rd from the bridge to Washington in 1984. Landlocked property usually takes forever to gain any kind of right of way. Bill was encouraged to talk to other landowners on Ryan Road about having them pitch in to improve conditions on that road.

Historical Committee:

Howard Knickerbocker attended via speaker phone, hearing was difficult. Howard has been organizing files to be digitized. He has not been throwing out anything. The keys are mostly accounted for. Doreen will set up a meeting to discuss protocol.

The museum needed a concierge to open up for Middlefield days, but didn't have time to do that, so Doreen opened it herself on Middlefield days with the help of Jane Craker who cleaned before opening. It was very successful with up to 30 visitors.

Middlefield Green Community Representatives:

(Cullen)
Sean Cullen appointed Tamarin as the Green Community Representative. She needs to prepare a report to submit an application for a grant.

Post Office Issues:

Sean will try to make arrangements with the Post Office to get a Postal Rep here to discuss the upkeep of the trailer and staff.

Set Date for Special Town Meeting:

Finance Committee told residents at town meeting that their taxes would go up \$500 if they voted for all the increases on the town warrant. Town Accountant Bev Cooper attended via speaker phone. Discussed different ways to bring the upcoming tax rate down. The free cash should be certified by the 15th of November.

A motion was made and seconded to see if the Town will vote to amend Article 30 passed on the 2024 Annual Town warrant authorizing a \$57,010.00 payment on the 2012 International Tandem Axle Truck to be reimbursed out of the FY 2024 capital stabilization account and then to be reimbursed out of the FY 2024 free cash balance. All were in favor of passing Article One.

A motion was made and seconded to see if the Town will vote to take \$61,719.00 out of school stabilization funds to offset school expenses for FY2024. Motion passed 2 to 1 for Article 2.

A motion was made and seconded to set the town meeting for November 18 at 10:00 am. All were in favor.

New Business:

Road Closings: A motion was made and seconded to post the road closings for winter maintenance from Arthur Pease from #63 to the Peru Town Line, Chipman Rd from #63 to the Worthington town line, Clark Wright Rd from #40 to #69 at Chipman rd intersection, Cone Rd from #83 to #111 and West Hill Rd from #39 to #68. All were in favor.

Planning Board:

Public Hearing is Dec 16 to vote on bylaws.

Made a motion to adjourn the meeting at 1:26. Motion passed.

Respectfully submitted,

Suzanne C. Lemieux

Ann Marie Visconti, Chair:



Curt Robie, Member: Curt D. Robie

Tamarion Laurel-Paine, Member: Tamarion Laurel Paine



Town of Middlefield Board of Selectmen

P.O. Box 238, Middlefield, MA 01243

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SELECTBOARD MEETING MINUTES

November 15, 2023

The Meeting was opened at 6:30 PM by Ann Marie Visconti, Chairperson and Curt Robie, Member and Tamarin Laurel-Paine, Member. Sean Curran, Town Administrator.

Town members present for the open session were: Adair Laurel- Cafarella, Laurie LaFreniere, Ken Murray, and Suzanne Lemieux.

The mail was reviewed.

Town Administrator Update: The Police Department received a grant for tasers and 2 laptops. The Police will have to have a Taser Use Policy and will need to go to training for the use of the tasers. The Park Grant needs one more signature (Anne Gobi) and then final submission can take place. MIIA grant will be used for vendor setting up new website, and will pursue a grant of \$~~30~~²⁷,000.00 for computer equipment. It was reported that the new Town website has 70 pages on it, and will be using a 2-step authorization for enhanced cybersecurity. Will continue to investigate the OWL to allow off site participation in town meetings by town people.

Curt Robie reported that \$2000.00 would be needed to repair the slate roof at the Senior Center. A motion was made, seconded, and carried to repair the roof. Gifford Slate Repair of Chester will be doing the work. VanZandt fixed the drains in the Town Hall Kitchen, but need to come back and place a new cap on one of the drains. Also, the heat is being looked at on 11/16/2023, as it doesn't have equal heating throughout the Town Hall.

Belle and Jays Handyman Services from Pittsfield will be replacing the stairs at the Transfer Station. Materials were quoted at \$450.00, labor not billed yet.

It was reported that the MVP grant for the entire state is \$3,000,000.00, and when awarded to those who receive part of it, would need to supply 10 percent of the awarded amount. Angela Pannicone will be invited for a sit-down meeting to assist with what the town would want with any grant money.

The RFP grant for the Transfer Station has not been submitted yet.

Service Zone Update: Crystal Kruszyna reported that the EMS Service Zone Plan is just about ready for submission. The only piece missing is a formal contract between Middlefield and Hinsdale. Once a formal contract is received, it will be reviewed by the Police and Fire Departments and then forwarded to the Selectboard for final approval. It was also reported that all First responders are CPR certified including AED training.

Thanksgiving Holiday Town Hours: A motion was made, seconded, and carried to close the Town Offices November 23-26, 2023, inclusive, for the Thanksgiving Holiday.

Tax Rate Classification Hearing: A rather lengthy discussion was had about the increased rate in taxes for the next two quarters. After all had a chance to raise questions and concerns, the question of split tax rate versus single rate tax was raised. Tamarin Laurel-Paine, Assessor, handed out and explained the difference in split versus single rate and pros and cons. After all discussion and presentation occurred, a motion was made seconded, and carried to go with a single tax rate. Tamarin Laurel-Paine recused herself from voting, as she is also a Selectboard member.

Post Office Issues: The Town Administrator, who is also an attorney by trade, recommended that the contract from a brokerage firm not be paid.

Old Business: It was reported that the capping of the dump on Skyline Trail is being held up again due to probate and question of extended family. Curt has a meeting about the One Stop Grant denial the Town received that was put in for the Senior Center *and Town hall*

New Business: Mark Doane, administrative assistant reported that the printer is not able to scan documents at this time, and therefore items that people want posted on the website has not been occurring. MacFarlane will be coming on Monday, 11/20/2023 to look into the issue. He also stated that with the new website, he has not received the training necessary to update the new website. He also reported that he and the Town Clerk had been researching the Town By-laws, and it was voted in 2013 to have meetings posted on the Town website, but no official statement can be found. In searching the thru the internet for Middlefield Bylaws, the Web has two sets: one from 1987, and another site has from 2023, with them stamped "draft", and assumed proposed changes listed in red.

The next Selectboard Meeting will be held on 11/29/2023, and 12/13/2023

Public Input: None

A motion was made, seconded, and carried to adjourn at 8:52 PM.

Respectfully submitted,

Mark W. Doane, Administrative Assistant

Ann Marie Visconti, Chair: *Ann Marie Visconti*

Curt Robie, Member: *Curt Robie*

Tamarion Laurel-Paine, Member: *Tamarin Laurel-Paine*



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SELECTBOARD MEETING MINUTES November 29, 2023

The meeting was opened at 6:32 PM by Ann Marie Visconti, Chairperson, Curt Robie , member, and Tamarin Laurel-Paine, member. Also present for the meeting were Sean Curran, Town Administrator, Mark W. Doane, Administrative Assistant, and Adair Laurel-Cafarella.

The warrants were signed, the minutes reviewed and signed from 10/19/2023, 11/03/2023, and 11/15/2023. The mail was reviewed.

Town Administrator Update: It was reported that the article in the Country Journal referencing Ann Gobi being in Middlefield was a good shout out for the Town. The carpenter hired for the steps at the Transfer Station has received the check for materials, and anticipates a speedy turn around on construction. The Town Administrator attended a regional conference with Linda Cernik, who is favor of a "pay as you throw" system at the Transfer Station. The Town Administrator didn't feel it was a good fit for Middlefield. Civil Engineers have been approached about submitting plans for improving the Transfer Station. Discussion around investing from the stabilization account occurred, and a motion was made, seconded, and carried to invest \$300,000.00 in MMDT.

Update and Discussion on One Stop Grant: Curt Robie reported that his follow up conversation on the One Stop Grant he applied for, that was denied, was because it didn't tie into economic development. The grant was for replacing a beam in the Senior Center. General consensus was that the State doesn't realize the needs of small towns. Anne Gobi was on the call with Curt, and she stated that new guidelines are being developed. Angela Pannicione from the PVPC was also here this AM, and took a tour of the beaver dams. It was reported that beaver deceivers cost \$3500.00 each, and once in place, become the responsibility of the home owner to maintain. It was reported that that the beaver dam by the Baylis/Kearns property is in the worst condition. The MVP is requesting expression of interest letters by December 15, 2023 for a planning grant of \$50,000.00. If the expression of interest letter is done, it becomes a little easier on the next phase.

Discuss Tax Payments for FY '25: It was discussed that the tax rate increase of 2.5% be spread over the 4 quarterly tax bills. It was also expected that the school budget will increase by \$85,000.00, depending on the number of school age children Middlefield has. It was recommended that further discussion take place after the annual town meeting in May of 2024.

Discussion of Goals for FY '25: it was recommended that each Selectboard member come to the next meeting with 4-5 goals they think the Town should address. It can then be discussed and whittled down to 4-5 projects for a Master Plan. Updating ADA data should be part of that plan.

STM/State Grant/Town Park: Melissa Cryan, has approved the Town Park Grant of \$10,000.00 contingent on more specific language added and that the language be part of the deed. It was felt that Town Counsel would come close to \$2,500.00 for this to occur, and that bills already submitted and waiting on payment would be waiting longer. The Town Administrator will call Melissa Cryan, and see if the bills can be paid without effecting the grant value. If a negative response comes out of that call, the next step will be to possibly call the Lieutenant Governor's liaison for assistance. It was also reported that the Open Space Committee was having a difficult time working with Melissa. KP Law has stated that Melissa is known state wide as being difficult to work with. Overall, the feeling is to just let the Town Park grant go, due to the increased cost to the Town as well as holding up the vendor payments longer. If everything comes back positive from the call with Melissa, a Special Town Meeting would need to be held on Saturday, December 16, 2023. Doreen Black from the Planning Board, is having a meeting on December 16, 2023 at 10:00 AM to discuss wording on proposed By-law changes. The Selectboard did review the proposed by-laws from the planning board, and did find them confusing. It was questioned why the wording can't be discussed with Ken Comia from PVPC versus KP Law at this time. Ann Marie Visconti stated we could ask Kim Robinson, also from PVPC, if we can use his services.

Turkey Dinner December 16, 2023: The Town Administrator is organizing a Roast Chicken Dinner for 12:30 PM on December 16. He has Carm's Restaurant on file to provide Roast Chicken, Stuffing and Mashed Potatoes; enough to feed 50 people. It would cost \$12.00 per person. The Town would be responsible for supplying another vegetable dish, desserts, coffee, and drinks. They would also have to do set up, breakdown and serve the meal. It was expressed that this is a great undertaking with such a short time frame. The Town Administrator reported he has put the dinner and the Special Town Meeting in the Country Journal.

Discussion on Media Communication: A rather lengthy discussion occurred about selectboard media communication. It was felt that it is a good idea if the selectboard works together for positive press releases, however, individual members do have a right to freedom of the press; however, it was recommended not to throw people under the bus. Part of this discussion surrounded joint meetings, especially with the Finance Board. After much discussion, Ann Marie felt we should have a joint meeting between the Selectboard and the Finance Committee. One is scheduled for January 17, 2024.

Old Business: It was reported that we have a temporary Post Office Employee, who apparently would like to work full time (4 hours) at this post office. It was reported that the post office is in rough shape, however, the Postal Service owns the trailer, not the Town.

New Business: Eric Weiss will be called to assist with a Capital Plan for the Town. Covid and Flu shots are going to be given at the Senior Center on December 6, 2023 at 11:30 AM. The next Selectboard meetings forthcoming are on December 13, 2023, January 10, 2024, January 17, 2024 (with the Finance Committee), and January 24, 2024. Senator Paul Mark will be holding a Town Hall Meeting in January. Todd from MEMA will be contacted by Ann Marie Visconti about the use of \$2500.00 from MEMA for telephone upgrade.

Public Input: None

The Meeting was adjourned at 8:43 PM

Respectfully Submitted,

Mark W. Doane, Administrative Assistant

Mark W. Doane

Ann Marie Visconti, Chairperson:

Ann Marie Visconti

Curt Robie, Member:

Curt D. Robie

Tamarin Laurel-Paine, Member:

Tamarin Laurel-Paine



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Selectboard Meeting December 13, 2023

The meeting was called to order at 6:32 by Ann Marie Visconti, Chair with Curt Robie and Tamarin Laurel-Paine, members, also present. Also present were Sean Curran, Town Administrator, Mark Doane, Administrative Assistant, Adair Cafarella Paine, Suzanne Lemieux, and John Les, IT for Middlefield.

The Warrants were reviewed and signed, mail was reviewed, and Minutes were signed. with the exception of one bill from ZOLL Medical that needs further clarification, and the TAA will follow up on.

Sean Curran, Town Administrator, reported he completed the Procurement Training program. He is also going to be contacting FRTA to see where the Town is in for using their service. He is in discussion with the Post Office over the condition of the post office trailer, as well as a lack of operating hours. He feels this is a delicate negotiation. He reported that the Town received a grant in the amount of \$25,700.00 for new computers including ZOOM capabilities. The new transfer station steps to the cans/bottles container is in place and another set is on order. Sean also announced the free Town Chicken dinner on January 13, 2024 in the Town Hall. He is hoping that Paul Mark and Nick Boldyga will be able to attend. The Admin Assistant will put in the Quarterly Newsletter that will go out at the end of December.

John Les, Middlefield IT reported that the new website went live on November 7, 2023. New gmail accounts are being created. He reported that about half of the Town accounts are up, but the other half are not done yet. New email accounts will be utilizing 2-step authorization for security purposes. All new email accounts are to be completed by January 5, 2024. 3 departments are requesting additional authentication, as multiple members use the same email account: Police, Finance, and Assessors. He also reported that Cyber Security Training should be done by all who are using the Town computers. Discussion was held about IP phones, however, our current lines would need to be updated to Comcast and not Verizon.

As previously reported, one set of stairs are in place at the Transfer Station, with another on order. The Town is also working to get quotes from Civil Engineers to make improvements at the Transfer Station. So far Fuss & O'Neil, Tighe & Bond, Levesque have been contacted. Huntley to be contacted.

Curt Robie reported that Ed Fahey recommends we have someone who is Serve Safe Certified so we are in compliance when the Town Hall Kitchen is used. All State Fire is scheduled to come out for semi-annual inspection on December 28, 2023 at noon. Once completed, will contact Ed Fahey to come and do his inspection. Serve Safe course is available on line from Berkshire Community College. Curt also reported that CTC (HVAC company) gave a quote \$7,399.00 for repairs to heating system, with a rebate

of \$695.00 if we do all that is recommended. He also stated that the slate roof at the Senior Center has been repaired. A motion was made, seconded, and carried that CTC do all the work necessary.

ARPA has enough funding in it to look at doing two rooms in the Town Hall for floor replacement and to look at office configuration. Estimates on the floors from Abide were approx.. \$13,420.00 for each room, \$14,610 for the library, plus halls and kitchen. Curt to work with Abide for office configuration and for quote on completing.

Goals for Fiscal Year 2025 were discussed. Many ideas were put out there. Some spoken about were formulating a master plan, office configuration, a new playground that is ADA compliant, continuation of pursuing grants, organizational support systems for tracking and being transparent, protection for Police vehicles, get the repairs necessary for the Senior Center, transition to being more energy efficient, and reducing the tax burden. Other ideas included researching and scanning documents, look at lack of storage, and go thru the general clutter in the Town Hall.

Mark Doane, Admin Assistant will be reducing his hours to every Monday 9 AM to 3 PM, and every other Wednesday when the Selectboard meets. He also stated that he knows there will need to be flexibility with that schedule as things come up. Selectboard in agreement.

Suzanne Lemieux, Town Clerk and Mark Doane, Assistant Town Clerk will contact the Attorney General's office for a current copy of the Town By-laws they have on record. However, the Town Census needs to be completed first. Census has to be out in the beginning of January 2024.

Other items brought up included:

1. Tonya Santaniello will be in the Police Department as traffic control and office management. Question raised of storing police Vehicle in her carport.
2. What insurance to use for the Fire Department, and what does each insurance cover, especially for the Fire Chief. The two insurances discussed were MIIA and VFI.
3. A meeting is to be held with the Town of Washington on January 31, 2024, and now that the Town Administrator has been employed for 6 months, to have him come up with a work schedule that benefits both Towns.
4. The Librarian's salary will be looked at to make sure appropriate funds are available.
5. Discussion on holding an occasional Selectboard meeting on a Friday morning, so those people who don't/can't drive at night would be able to attend. It was decided that the next Selectboard meeting will be held on Friday, December 29, 2023 at 10:00 AM

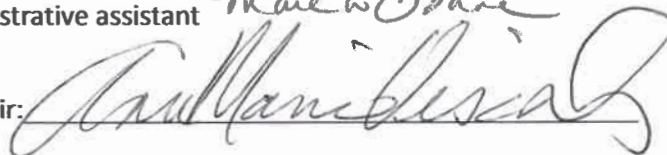
No further business to come before the Selectboard, it was closed at 9:05 PM.

Respectfully Submitted,

Mark W. Doane, Administrative assistant



Ann Marie Visconti, Chair:



Curt Robie, Member:



Tamarin Laurel-Paine, Member:

