



Town of Middlefield Board of Selectmen

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Selectboard Meeting Joint with Middlefield and Washington February 28, 2024

The meeting was called to order at 6:32 PM by Ann Marie Visconti, Chair with Curt Robie and Tamarin Laurel-Paine, members, also present. The Washington Selectboard was also present: Kent Lew, Chair with Dave Ellis and Mike Case, members also present.

Towns people present were Doreen Black, Adair Laurel-Cafarella, and Mark Doane, Town Administrative Assistant.

The Warrants were reviewed and signed.

The mail was reviewed and the minutes of the February, 2024 Selectboard meeting were approved and signed off.

The purpose of this joint meeting of the two Selectboards was to come to a consensus on a performance appraisal to be used when evaluating the Town Administrator. Curt Robie from Middlefield presented one appraisal tool, which all six who were present, found appropriate. Clarification was made on ratings in that if a "1-exceptional" is given in a category or a "5-Unsatisfactory" is given, a comment should be also used to justify the score. It was also suggested that when the Town Administrator does his self-evaluation, he should include areas of personal and professional growth he would like to focus on in the future. The Selectboards would like the Town Administrators self-appraisal back by March 15, 2024, and Middlefield Selectboard needs to have their appraisals back to the Middlefield Administrative Assistant by Monday, 3/18 for tabulating and averaging scores. The Middlefield Selectboard will meet March 20, 2024 to go over the final draft. Washington will be working on their appraisal as well. The line item for the Town Administrator compensation for the coming fiscal year 2025 will be \$42,097.40. This is per Town, with Washington also adding to their Selectboard line-item, additional funds to cover meeting registration fees, etc. It was also stated that the next quarterly assessment will have a reduction to Middlefield for computer cost as well as any start-up money from the grant that was anticipated, but not used. The two Selectboards will meet with the Town Administrator on Friday, March 29, 2024 at 10:00 AM, in Washington, to present the final performance appraisal. The MMA will be hosting a Western and Rural MA event at the Hotel Northampton on Saturday, April 27, 2024 from 9:00 AM to 1:00 PM. The Washington Selectboard then left the meeting at 7:17 PM

The Middlefield Selectboard then continued with the meeting, and began looking at the Warrant for the Special Town Meeting, scheduled for March 13, 2024. Ann Marie said that Sean stated that Foresight Engineering Company would be available at 10:30 AM on March 1, 2024 to do a phone conference with the Selectboard about their proposed work plan for the Transfer Station. She also reported that Sean wants to talk more on the budget at the March 8, 2024 meeting instead of the March 1, 2024 meeting. Curt reported that one more family member had to sign the waiver on the Skyline Trail Dump Capping project. Ann Marie stated that she informed Michael Schaefer that not everything is ready yet for closing that dump.

Curt then reported that he and Sean had been working on getting quotes for the three areas that will need to be addressed for remediation of the Town Hall floors, which are asbestos tile. The three areas are: moving, abatement of the old floor, and installation of a new floor. The low quote was \$165,181.72 and the high quote was \$239,359.00. It was reported that these quotes are not formal bids. The quotes given are for doing all the necessary floors in the Town Hall. The funding for these floors was addressed and the breakdown was as follows: \$49,000.00 which was already appropriated by the Town, \$79,000.00 from ARPA funds, \$55,000.00 from free cash, and \$60,000.00 from capital stabilization fund. This would still leave available funds in ARPA, free cash, and stabilization fund.

Following the presentation on the floor, the Finance Committee was concerned they didn't have enough time to review, and questions were raised about what the procedure is that the Selectboard uses to let the Finance Committee about proposed money items.

This was followed by a rather contentious discussion, with many various opinions expressed.

Once all had a chance to express their opinions, it was decided to cancel the Special Town Meeting of March 13 and reschedule for March 28, 2024 at 7:00 PM.

Curt reported that he had been approached by a town resident to use the Town Hall on May 24 and 25th of this year for a Bridal Shower. He reported that we don't have a policy in place for use of the Town Hall. Curt drafted a possible policy and it was presented to the full Selectboard for review, and discussion at the next Selectboard meeting, which is scheduled for March 1, 2024.

There being no further business to come before the Selectboard, it was closed at 8:05 PM

Respectfully Submitted,
Mark W. Doane,
Town Administrative Assistant

Ann Marie Visconti, Chair:



Curt Robie, Member:



Tamarin Laurel Paine, Member:
