



Town of Middlefield Board of Selectmen

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Selectboard Meeting February 7, 2024

The meeting was called to order at 6:30 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 Laurel-Cafarella, Jonathan Freiermuth, Skip Savery, Doreen Black, and David Irwin from Adelson and Company.

The Warrants were reviewed and signed, mail was reviewed, and Minutes of January 24, 2024 were signed.

David Irwin was present to discuss the auditing and software needs of the Town. In terms of the audit, the Town can ask Adelson and Company to audit what the Selectboard wants audited. He stated that after the comprehensive audit of 2021, the Town did "Agreed upon Procedures", and looked at cash accounts and receivables in 2022, later the Police Department and the Highway Department were added as part of that audit. For 2023, the Town can determine what the "Agreed upon Procedures" will be and let Adelson and Company know.

Following this discussion, Doug Ross and Frank Natale from VADAR Software systems called in to discuss their software services. It was stated that they have been in business for 30 years. It was reported that the accountant, who wasn't able to be in attendance, did not like working with the current Softright program, especially since the update. VADAR reports that they currently supply software to one third of the Municipalities in the Commonwealth. They work with Towns with budgets from 1 million dollars to 100 million dollars but average 5-50 million dollars. VADAR does not support the Statutory system of accounting, but are fully in the UMAS system of accounting, along with being able to set up the DLS Schedule A. VADAR would do a kick-off meeting, and put together, with Town input, what is needed. They would take care of the conversion, and load the new charts. But they stated that the accuracy of the data they input is the responsibility of the Town. The discussion then went into cost, access to program: entering data and read only access. Treasurer and Accountant would have input capability. Any other people added would have read only access. Cost is 2 payment options: 1: Pay up front costs, or 2: a 6-year payment plan with it being broken up into two 3-year contracts. Cancellation after 3 years, without additional monies is allowed. VADAR will send a cost analysis of their software program.

The Highway Superintendent then spoke about the needs of the Highway Department. The new truck he is looking into an M2 Freightliner, not an F550. He is to meet with his vendor on February 12, 2024, and hopes to pin him down on numbers. Payment options will be worked out with the Treasurer, who will investigate the best interest rate. Discussion on the trailer took place, with the Superintendent reporting his priority has been the Truck, hasn't specifically looked at prices, but probably about \$22,000.00 for one that would accommodate a large roller. The larger trailer would require someone

with a class A license be available, which one of the Highway employees has. The trailer will be brought up a Special Town Meeting, and would come out of free cash. He also reported that he needs new tires on the front of the grader. Quotes: \$6,800 from one vendor and \$5,357.00 from Al's Tire Warehouse in Westfield. When completed he will have approx.. \$11,000.00 left in his machinery maintenance account.

The beaver issue in Town was brought up, with the Bayliss property one area of concern since their house is right there. River Road and Town Hill Road are other areas of concern. The State reports they are advocating for bringing down the population. Discussion on using a State Certified Trapper to help with the beaver issue was held. Skip reported that before he can have a trapper come in, he needs a letter from the Selectboard to authorize such use. A motion was made, seconded, and carried by majority: 2 yeas and 1 abstention. Curt will create the letter for the trapper, Don Hernan.

A drainage problem was brought up about a property on Cone Road. The property owner had a study done, and had copies made, one of which was handed out. It was also reported that a property owner on Johnnycake Hill Road had a similar problem. Tamarin Laurel-Paine stated we needed the Dirt Road Study that promised to have designs for handling water run off on private property.

Sean Curran, Town Administrator, reported that we got the grant money for computer equipment update, and will discuss with John Les for OWL need for community access, or more appropriate technology, to public meetings. Discussion also occurred around purchasing a web-log-in software versus a server. The TA reported we are not buying a server. He reported that the second set of steps at the dump has been delivered. Curt was concerned that Fuss and O'Neal had called Heritage Survey to do survey work on the dump, despite not having been awarded a contract. Sean Curran plans to meet with department heads and work on their budgets. He also reported he got a copy of the Chester Town Personnel Policy Handbook. Ann Marie questioned him about job descriptions.

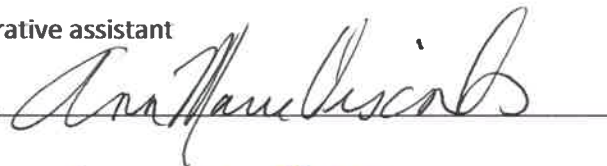
General announcements:

1. Special Town Meeting will be held Wednesday, March 13, 2024 at 7:00 PM to address Librarian Salary and Trailer for Highway Department. Warrants need to be posted by February 28, 2024.
2. Linda Cernik from HRMC is a Certified Solid Waste Inspector
3. The Town received \$5,000.00 from Chester

There being no old business, new business or public input, the Selectboard closed the meeting at 9:52 PM.

Respectfully Submitted,
Mark W. Doane, Administrative assistant

Ann Marie Visconti, Chair:



Curt Robie, Member:



Tamarin Laurel-Paine, Member:

