

## Selectboard Minutes October 23, 2024

The meeting was opened at 6:30 PM, by Ann Marie Visconti, Chair, with Curt Robie and Tamarin Laurel-Paine, members also present. Sean Curran, Town Administrator and Mark Doane, Administrative Assistant were also in attendance.

Multiple Town residents were also present: Adair Laurel-Cafarella, Kenneth Murray, Maureen Longobardi, Donald Trask, Karri Trask, Louise Harlow, Kirsten Henshaw, Charles Henshaw, Michael Boomsma and Mary Ann Pease, Tax Collector. Eric Kinsherf, of Kinsherf Accounting was on ZOOM.

The warrants were signed, the minutes of the October 9, 2024 minutes were signed off on, and no mail was necessary to review. The Presidential Election Warrants were signed, an invoice from McFarland office products was ordered to be paid, and the septic permit for Mike Boomsma and Jane Peirce were signed off on.

Eric Kinsherf, of Kinsherf Accounting, was present as a potential candidate to be the accounting service for the Town of Middlefield. Mr. Kinsherf explained the services they provide which includes preparing Town Warrants for billing, assisting with budgetary needs, certifying free cash by Oct 31, as well as filing schedule A. Eric also has extensive knowledge with VADAR accounting system. The firm also makes available on a regular basis a condition of accounts, as well as monthly making sure all accounts are balanced. Eric also said that on occasion, the firm is available in person for Annual Town Meetings. The firm also has a strong connection with the Department of Revenue. His team is currently 9 staff who work 98% of the time on municipal accounting, and is looking to hire more individuals. The firm currently has 17 towns that are out sourced to Kinsherf firm. Eric would also request that the Treasurer, and one other person, be the point people for contacting. As the Administrator has resigned, the Administrative Assistant will be the second point person. Kinsherf Accounting does charge \$36,000.00 per year, and is willing to have a contract that would be three years, with no increase in cost for those three years. Eric also stated that the contract could be ended at any time. Kirsten Henshaw, Town Treasurer, and Mary Ann Pease, Tax Collector spoke highly of Kinsherf, as they work with the firm in other area towns. Once Eric was off the ZOOM, a motion was made, seconded, and carried to have Sean Curran reach out to Kinsherf Accounting for the drafting of a contract with details of cost, and no notice to be given to discontinue the contract. The Selectboard will hold a meeting on October 30, 2024 to go over the contract. Discussion also occurred surrounding where payment would come from. Kirsten reported many sources are available, including ARPA funds, Reserve Fund, Compact Community Grant, Accountant Expense and Accountant Salary accounts.

The proposed Town Hall Use policy, was reviewed, and suggestions were made on the wording and content. The Administrative Assistant will redo those sections for Selectboard approval.

It was announced that the Senior Center received a \$100,000.00 grant to be used for the crawl space beam replacement. Ken Murray brought up the potential of using a new type of beam, and will send a link to a video to Curt Robie for review. Curt did explain the process to Ken in terms of what is required in getting the work done.

ARPA funds will be expiring at the end of the year, unless they have been earmarked in a signed contract by the Town. The contract(s) would need to be for upcoming work, and need to meet the requirements of ARPA funding.

Sean Curran signed a contract for \$62,000.00 for the engineering study for Cone Road culvert work. Maureen Longobardi stated she has asked for a Conservation Commission meeting and has also contacted the Westfield Wild and Scenic about her concerns of water diversion on Cone Road, and the impact it is having on her water supply.

Ann Marie contacted the Northampton Board of Public Health due to complaints of poor service. After further investigation, it was found that the person with the complaint had contacted the wrong Board of Public Health, being that of Berkshire County. Ann also reported that William Girard, Building Inspector attended court regarding campers in Town. One person was given a month to clean his parcel, another person was not in attendance. The Town Benches are in the park and will be put in place. Ann will also talk with the Highway Department about potential for running power for the Holiday Tree Lighting on December 6, 2024. It was also reported that the Heritage Committee will not be able to provide a plaque for the Town Park. It was to be of the Former Olds General Store, which was on the site of the Town Park. Unfortunately, poor picture quality prohibits it from being reproduced to a plaque.

There was no public input offered.

There was no old or new business to come before the board.

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A motion was made, seconded, and carried to adjourn at 8:30 PM.

Respectfully Submitted,

Mark W. Doane,  
Administrative Assistant

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Ann Marie Visconti, Chair

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Curt Robie, Member

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Tamarin Laurel-Paine, Member

