

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

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