

Selectboard Minutes
December 29, 2021

Meeting opened at 6:30pm

Present: Ann Marie Visconti, Chair; Tonya Santaniello; Curt Robie attending via phone

Duane Pease, Town Administrator (TA); also present: Adair Laurel-Cafarella; Joe Kearns, Finance Chair; Kirsten Henshaw, Treasurer; Jim Burns

Warrants reviewed and signed; Payroll: \$17,292.20; Expenses: \$10,445.78

Minutes approved on motion by Ann Marie, Tonya 2nd; vote 3-0

Ann Marie said she had spoken with Bev, accountant, regarding the past rollovers from previous FY. There was further discussion among the board and agreed that there will be no more rolling over of unspent funds to the next fiscal year unless there is a pending bill that has not been submitted prior to end of fiscal year.

Board next met with Kirsten Henshaw, Treasurer, she said she is comfortable with the upcoming audit. She's been a treasurer in various towns for over 20 years and is happy to help in this audit. Board told her they appreciate her work and if she had any issues that needed to be discussed. Kirsten said all is fine so far and if anything arose, she would advise the board. Adair questioned why all the payroll accounts were not paid in the last fiscal year, Kirsten said if the employee does not submit a request, she won't issue payment.

Mail: only one bid received for the Root Road culvert engineering, bid was from C.E.I. bid is being handled by Carol Waag, Conservation Commission chair.

Agreement with Berkshire Alliance was approved on motion by Ann Marie, Tonya 2nd; vote 3-0.

Curt addressed the Board regarding the upcoming budgets for Fiscal '23. He said the department heads need to draw up their budgets in advance so the Selectboard and Finance Committee can review prior to the Annual Town Meeting, and not be seen at the last minute. Capital expenses/major equipment needs also have to be addressed. Also, departments must be made aware that there will be no rollovers on unspent funds to the next fiscal year, any dollars not spent will go into the Free Cash account.

The House Doctor bid request resulted on one firm submitting a proposal, BTA, Brett Thibault Architect. Bid was opened and reviewed by Curt and TA, bid meet all the requirements, does small municipal work, he is not interested in large jobs. 2 references listed were called and both gave excellent endorsements for him. Hourly rate was very competitive, \$100/hour for all work. Curt motioned to award to BTA, Ann Marie 2nd; vote 3-0.

Old business: Curt and Skip viewed the Cone Road drainage issue. The culvert the owner claimed was recently replaced has been in place for a number of years and is not on his property, the water turn out may be causing water runoff onto his property but because it is winter and the ground is frozen it can't be corrected until spring.

Curt has completed the credit application for Graybar Electric, they are a state bid firm. The Open Space Committee is moving along.

New Business: Ann Marie said the EMPG grant is being used to purchase an AED for the police. Carrieanne Petrik is reviewing our Mitigation Plan to see if it may be used to satisfy the Climate Change grant.

Public input: Adair questioned the status of the Bobby Miller retirement; he was advised the Bev was helping him.

Curt advised that Hilltown Ambulance, Hinsdale Ambulance, Becket Ambulance and the Russell barracks of the State Police were all given Christmas gifts as a token of thanks from Middlefield.

Ann Marie motioned to adjourn, Tonya 2nd; vote 3-0 and meeting adjourned at 8:02pm

Minutes respectively submitted by:

Duane Pease
Town Administrator

Minutes accepted with/without changes by:

Ann Marie Visconti, Chair

Tonya Santaniello

Curt Robie