



## Town of Middlefield Board of Selectmen

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**July 19, 2023**

The Selectboard meeting was opened at 6:34 PM by Ann Marie Visconti, Chairperson, with Curt Robie and Tamarin Laurel-Paine, members present. Sean Curran Town Administrator was also present, as was Beverly Cooper, Town Accountant

Town Members Present were Adair Laurel-Cafarella, Joseph Kearns, Doreen Black, Jonathan Freiermuth, and Mark Doane, TAA.

All outstanding minutes needing approval have been signed, and will be posted to the Town Website.

Mr. Will Rogers was invited to attend the meeting to discuss his concerns over his land on the discontinued portion of Ryan Road. He did not attend.

**Library Contract:** The Library Contract for Lois Leonardo-Bell, librarian was reviewed. With the addition of the paid hours of 12, and rate of pay being put into the contract, and some dates corrected, the TA felt it doesn't need to be reviewed by Town Counsel. A motion was made, seconded, and unanimously carried to have the TA add amendments and have the Library Trustees review and sign. The contract is necessary, as it is a request of CW Mars.

**Highway Department:** The Selectboard chair states that the Town needs Employment Agreements with the full-time employees of the Highway Department. It was reported that more salary allocation needs to be done, and would be brought up at a Special Town Meeting. It was also reported that the Highway Superintendent would like to role over 50.5 hours of vacation time, and be paid out for 86.5 hours of vacation time. This was agreed to.

**Finance Committee:** Discussion was held about the transfer of \$200.00 from the Reserve Fund to cover additional cost of GIS bill. Discussion focused on Selectboard not being aware of the transfer. Following much discussion, it was recommended to try to have the Finance Board and Selectboard meet on the same day, so communication could improve. It was also recommended to add to the Selectboard agenda the Finance Committee so any transfer over \$100.00 can be brought for the Selectboard to keep them aware. Tamarin Laurel-Paine stated that the Assessors use this computer software and that funding needs a budget line item under the Assessors budget for Web GIS, and not thru the Communications Committee. This was decided by the Fiance Committee without Selectboard input.

**IT Needs:** The Town Administrator has contacted Whalley Computer, and has a meeting set up for July 25, 2023 at 1:00 PM to address computer needs. The TA will report back to the Selectboard at the August 9<sup>th</sup> meeting. The TA will also ask about connecting to the A/V system and getting an OWL.

**Grants:** Doreen DaFazio is awaiting on the approval letter and would like a follow up meeting with the team. Ms DeFazio thinks there might be some grant money as we are a green community. It was recommended, that due to the number of people on the team, that the Selectboard meet with Doreen approx.. one hour before the Selectboard meeting of August 9, 2023 meeting with Doreen. No definitive decision made.

OSRP grant is still working on the seven items we need to complete and get back to Boston  
The grant submitted for the Town Park won't be decided until December 2023.

**Transfer Station:** Sean Curran, TA, volunteered to be the Transfer Station Representative. A motion was made, seconded, and unanimously carried to appoint him. Hopefully Waste Management will be fixing the stairs soon, as that is a priority.

**Town Center:** Arborvitae to be planted soon, with soil prep in August and planting of various other plants/flowers in fall.

**Church:** Zoom meeting took place with KP Law with Curt Robie, Sean Curran, and Mark Doane, as Church Rep, present. Sent info on abutters deeds to see if that makes it easier in researching the Church deeds. It is still reported that it doesn't look like it will go over \$2500.00.

**TA/TAA roles/responsibilities:** TA hours for Middlefield are Monday: 12 PM to 4 PM, Tuesday: 1 PM to 5 PM; Wednesday: 4 PM to 8 PM; and Thursday and Friday: 8 AM to 12 PM. TAA hours are: Monday : 9 AM to 3 PM; 3 PM to 6 PM Town Clerk Asst, Wednesday: 4 PM to 9 PM due to Selectboard meeting; and Thursday 9 AM to 2 PM. Might change to 10 AM to 3 PM to be here with Town Treasurer. It was recommended that all bills, with exception of Highway Dept., will be given to various departments for review, with the TAA then putting in the vendor request form to Beverly, as well as keeping a copy. The TAA will also send out, 1X a month, to each department their budget, and how much they have left in those accounts. Tamarin Laurel-Paine, Mark Doane, and Sean Curran will also work on updating the Officials Directory.

**Storm Damage:** The TA will go with the Highway Superintendent to take pictures of recent storm damage and submit to the State. If the cost of damage is enough, hopefully there will be a Federal Emergency declaration. If not, hope for a Bond from the state to aid in cost of repairs, as FEMA doesn't cover dirt roads.

**Dirt Road Study:** Curt to call ~~Ken Murray~~ and PVPC contact for an update. We are in Phase 2 which is for beaver control. Curt wants to receive our reimbursement.

**Website Content:** A consolidated version of By-Laws is to be removed from the website, and the complete By-Laws of 1986 be reposted, as that is the official version. Ann Marie Visconti stated that she

had asked Catya to put the original stuff back on the website. Doreen Black stated that things are on the general internet, but aren't connected to the website. We need a policy about what gets posted on the Website, and one person responsible for Town website. Before posting on the website, it needs Selectboard approval.

**Awareness of Current Expenses:** Did not address.

**Agenda:** Curt requested of the TAA to add to the agenda the items of: old business, new business, signing of warrants, review mail, and public comment.

**PVPC:** A motion was made, seconded, and unanimously carried to appoint Tamarin Laurel-Paine appointed as representative, with Sean Curran as alternate. Tamarin was passed on the contact info, and she will follow up ~~Daniel Cormier~~ DLTA.  
Ken Comia


**Veterans Agent:** Ann Marie signed contract and Mark will send off to Town Counsel for review and signature. Once received, will send back to Northampton, along with payment.

**Town Handyman:** Curt will meet with Skip to see what he wants to give up, so that a job description can be developed, and then posted for interested candidates

**FRTA:** Will be at the Selectboard meeting of August 23<sup>rd</sup>.

No further business to come before the Selectboard, it was adjourned at 8:15 PM.

Respectfully Submitted, Mark W. Doane, TAA

Ann Marie Visconti, Chairperson: 

Curt Robie: 

Tamarin Laurel-Paine: 