

TOWN OF MIDDLEFIELD
PO BOX 238, MIDDLEFIELD, MA 01243
SELECT BOARD MEETING MINUTES: November 2, 2022

PRESENT: Ann Marie Visconti, Chair, Tonya Santaniello, Member, Curt Robie, Member, Joe Kearns, Doreen Black, Adair Laurel-Cafarella, Skip Savery, Doreen DiFazio, Robert Polsinelli

CALL TO ORDER: 7:10 P.M.

Review and Sign Warrants: All board members reviewed and signed Warrants

Review Mail: Discussed email from Assessors regarding Tax Classification Hearing Meeting. Marin needs information & figures from accountant. Discussed possibly meeting November 30, 2022 at 7pm. Discussed notification of hearing to the public.

Review & Approve meeting minutes for 10/19/2022: Meeting minutes for 10/19/22 need to be corrected. They will be presented to the selectboard at next meeting.

New Library Sign update: Curt stated the new sign has been purchased and is the process of being made.

Senior Center Update/PVPC conversation on future Community Development Block Grant funding for Senior Center Projects: Curt discussed phone call from PVPC, there is no money left from Community Development Block Grant. Next round will be in March under Russell. Curt will discuss with the House Architect since estimates will need to be provided. There is one contractor, Marois Construction, coming to look at the job again.

Possibly discuss interview/recommended Administrative Assistant from Committee: Ann Marie discussed that the Screening Committee which included Kirsten Henshaw (Town Treasurer), Mary Ann Pease (Town Tax Collector), and Mark Lipton (Town Resident) interviewed 3 candidates for the vacant Administrative Assistant position. The Committee recommended Tonya Santaniello to the board to fill the position. Curt and Ann Marie discussed. Ann Marie made a motion to hire Tonya Santaniello, as recommended by the Screening Committee, Curt seconds. Vote 2-0. Tonya recused.

Skyline Trail dump update: Discussed conversation with Anita Meyers, she has no problem with the agreed upon \$20,000 sale price but there needs to be 3 buildable lots for her children. There is a shortage of ½ acre. Tom Speight from DEP stated he has no problem moving the boundary line to reflect additional half acre. Discussed ex-husband on deed issue.

Legal matters update: KP Law working on letter for land violations with deadline.

Discuss Cost estimate to repair Highway roof & Fire Station roof: Curt is waiting to get the estimate from J.D. Rivet Co. out of Springfield.

Discuss final draft of TA Employment Contract before sending to attorney for review: KP Law had TA Employment Contract to review and made notes. Board discussed.

Discuss Town Council recommendation for Mutual Agreement between towns: KP Law has Mutual Agreement and reviewed with notes. Board discussed. Ann Marie made motion to approve the Mutual Agreement & Employment Contract, Tonya seconds. All agree.

Green Communities Annual Report: Curt discussed that the report is 2 years behind and that there is a lot of information for the report and he will need to investigate it. There is no password to get into the report to update. Not applying for 2023.

Discuss Dark Sky Initiative: Discussed the International Dark Sky Association Information. This needs to be reviewed & discussed further. There is a fee to take part. This is not a government agency. Discussed the effect this would possibly have on tourism and possibly the need to update bylaws. Discussed the cost to change flag lights to downward facing which could cost up to \$1000.00. This will need Town Approval. Ann Marie said that if Steve would like to bring information to the board at a meeting, we can discuss it further. Discussed that Steve was going to purchase a meter out of the technology funds account which the board would need to give permission to do.

Capital Project Planning: Curt said that we need to start talking about this and putting together lists.

FY 2023 budget, finance hearings, town warrant articles: Discussed that we are still waiting for financial data from Accountant.

Need for All-Boards meeting: Meetings usually take place in March or April. Will discuss in a future board meeting to set date.

MVP Planning Grant and Multi-town Grant update: Tri-Town meeting was cancelled for today and rescheduled for 11/30/22.

Town Hall Maintenance: boiler cleaning, HVAC system service, plumbing repairs, replace/update handicapped ramp, asbestos tile issue, window caulking, handicapped elevator, etc.: Curt discussed that he is trying to get someone to come and do a Boiler cleaning. It will need to be a HVAC Installer to inspect/clean. Discussed that the Handicap Lift can only be serviced by Garaventa Lift. Discussed trying to get a local Plummer to give estimate on some repairs. Discussed working on specifications for asbestos tile bid. Discussed contacting original company that caulked the windows for estimate to come and caulk again. Discussed that the generator needs to be serviced annually. Discussed asking Brett (Town Architect) about the handicap ramp.

Discuss furniture, computer needs for new TA and Administrative Assistant: Discussed cleaning up Select Board office and possibly start scanning old documents. Discussed possibly getting used equipment for a TA desk along with the need to a new laptop.

Discuss need to purchase equipment for remote meetings: Curt said he would get price for software to have remote meetings. There is no camera for the projector. The State could make it mandatory for meetings.

Future of Town Center Park: Discussed that nothing has been done on the Town Center Park. The painted lines for the walk way have washed away. Will discuss having point person at next meeting.

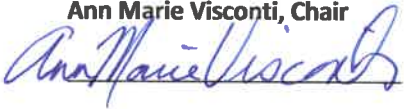
Old Business: Ann Marie discussed that the Fire Chief's Extension Bill was enacted in the house and is back in the Senate. It will then go to the Governor's desk for signature. This should be done within the week.

New Business: Ann Marie spoke with Bev, Town Accountant. In addition to Middlefield Bev also covers Savoy & Adams. Ann Marie discussed with Bev that if she was overwhelmed with her work, she needs to communicate with the Selectboard. Ann Marie also discussed office hours with her. Discussed Accounting system and possibly looking into new program. Tonya, speaking as a Police Officer on behalf of the Chief of Police requested the Boards approval to move forward with the hiring of a new Police Officer, Alex Seid. Ann Marie and Curt discussed and approved.

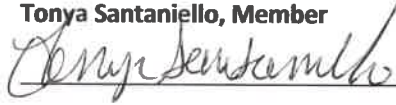
Public Input: None

MEETING ADJOURNED: Ann Marie made motion to adjourn, Tonya seconds. All Agree. Meeting Adjourned 9:00 PM.

Ann Marie Visconti, Chair



Tonya Santaniello, Member



Curt Robie, Member

