

TOWN OF MIDDLEFIELD
PO BOX 238, MIDDLEFIELD, MA 01243
SELECT BOARD MEETING MINUTES: October 19, 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: 6:35 P.M.

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

Letter to Selectboard regarding first right of refusal on land sale: Curt discussed letter to the selectboard regarding first right of refusal on property located on Becket Road. Board members discussed and agreed not to make an offer. Curt made a motion to notify the owner that the Town is not interested in purchasing the land, Tonya seconds. All agree.

Senior Center Update: Curt met with another contractor out of Hadley, MA who will get back to him with further information. Curt contacted 2 other contractors to see if they were interested in bidding. The State recommended he keep reaching out.

Town Mass Vulnerability Grant & Plan – Doreen DiFazio: Skip and Curt took Doreen DiFazio and Robert Polsinelli around town to get a sense of the community. Doreen discussed background and that they did a few MVP & HMP projects in the Berkshires. Discussed that their main goal today is to talk through a timeline and present what they believe would be the best.

Tri-Town & MVP Grant update: Tri-Town Grant: Curt discussed additional meeting will be held on 11/2/2022 from 10:00 AM to 11:30 AM for the Tri-Town Grant. Curt said the new Town Administrator in Chester is still learning the job and grant writing.

MVP Grant: Doreen DiFazio discussed that it makes sense to follow the new regulations and requirements from FEMA and MEMA for the Middlefield's MVP grant. Any plan not approved by date will be required to use the new guidelines anyways. The process is more involved under the new requirements. Discussed the big purpose of the MVP plan is to focus on climate change.

Doreen and Rob are looking to put together one committee with people from Emergency Management, Selectboard, Highway, Fire, Conservation, etc. One requirement is to hold an 8-hour workshop on climate change which is usually done on Friday evenings and/or Saturday. They would like to do this in January. Ann Marie recommended Saturday mornings. Doreen said this is an invitation only workshop. They would like to start reaching out to people in November, she will email the board. The board needs to decide who they want to invite for the Core Team which would meet bi-weekly prior to the selectboard meetings. Topics to discuss at these meetings would be comprehensive outreach, review old town reports, review old Hazard Mitigation plan section by section, hazards effecting town, weather that affected town and what was done, risk assessment, how everything ranks, providing updates to the community, and providing 2 opportunities for public input either in person or remotely. The first public input needs to be before the workshop. The CRB workshop will happen next which Doreen and Robert will facilitate. Then Dorren and Robert will work to put together a draft to present to the community within 45 days. Deadline for the final report is March 2023. Once the board approves the final report it will go to agencies for approval. The first Core Team meeting will be November 2nd at 6PM prior to the Select board meeting. Doreen stated they have someone on their team for note taking. Doreen will send out final schedule to the board. Curt requested a list of what he needs to provide to them.

Report on condition of Highway Roof and Fire Station Roof: Curt discussed calling 3 firms, one didn't call back, and one said they weren't interested. J. D. Rivette called and sent a representative to Town to look at each roof. The Fire Dept. roof has some holes and the Highway roof had issues with fasteners. Funds will possibly come from ARPA and would be at prevailing rate.

Executive Assistant Discussion: Ann Marie discussed that a committee has been established to interview candidates for the position. Kirsten Henshaw (Chair), Mary Ann Pease, and Mark Lipton. They will be meeting Friday, October 21st from 10AM – 11AM to review resumes, cover letters, and applications of 3 applicants. Interviews will start next Friday and give their recommendation in early November.

Town Administrator – Advisory Search committee members, draft MOU to KP Law for review: Draft MOU was received and forwarded to KP Law for review and get back to us by 10/31/2022. Discussed that Middlefield’s Personnel Committee will meet with the Town of Washington to review 3 resume’s for the TA position. Berkshire Planning will be putting together interview questions. The advisory committee will meet either on 11/9/22 or 11/10/22. Both Middlefield and Washington selectboard members will possibly conduct interviews on 11/21/22.

Update on trailer situation: Curt said that Bill (Bldg. Insp.) sent copies of letters this morning. Curt will forward to Town Council so they can draft letters to residents in violation with Court Action.

Discuss request to appoint Howard Knickerbocker to Historical Commission: Discussed that Howard has a lot of knowledge and a lot of material about Middlefield that would be beneficial to the museum. The term would be for 3 years. Ann Marie made a motion to appoint Howard Knickerbocker to the Historical Commission, Curt seconds. All agree.

Update of Skyline Trail Dump: Appraisal was done, and a copy will be sent to KP Law. Past selectboard changed the acres from 7 to 9 for the amount of \$20,000. Anita Meyers would accept it. Discussed the rest of the land that Anita owned. Discussed that at the time of the agreement Anita was in the process of a divorce (5 yrs. ago) and his name was on the deed. He did get remarried but has since passed away. The board is unsure if the widow has any rights to the 10% the ex-husband was entitled to after the divorce. Anita wants to make sure there are 3 separate lots for her children. Curt stated there is a need to discuss the other 2 dumps in Middlefield. DEP said the town doesn’t need to do anything until they hear from them. Curt thinks we should be proactive and start looking at it now.

Town Flag and Library sign update: Curt discussed that the 6x10 flag has been installed but the solar light might need to be raised. There are extra flags in case of damage. There are 2 proposals for the library sign. Each proposal is for a different construction. Lois picked the one she liked best.

Brief discussion on FY 2024 Town Meeting Warrant, date, and finance meetings: Discussed procedure for FY24 ATM warrant. On the first of December Adair has a note to forward budget request forms to departments. Discussed email from Accountant who said she is busy closing books and working on the re-cap sheet. They should have it all together soon. Adair is at a standstill until he gets paperwork from the accountant. Budget requests should be returned by January 15 to start the review process.

Old Business: Ann Marie asked Skip about a meeting regarding mattresses on Monday. Skip has not seen it yet. Discussed new contract for Transfer Station. All signs are up to date. Discussed the poor condition of containers from Waste Management and the possibility of getting different ones. Skip said that the Town owns one compactor box and the bottles and cans box. Skip will follow up with Waste Management. Curt spoke with Kirsten regarding a town credit card. Kirsten will follow up with the bank to see about other options from the bank besides putting someone’s personal information on the application. Discussed that some of the phones are not working. Curt will contact Verizon.

New Business: Discussed getting more COVID test kits from the state and will be delivered to the Highway Garage. Ann Marie made a motion to approve meeting minutes for 10/5/2022, Curt seconds, all agree. Doreen Black gave a letter that she was stepping down from the Open Space and the Recreation Committee. Doreen stated there are other board members and they are fine and don’t need her.

Public Input: None

MEETING ADJOURNED: Curt made motion to adjourn, Ann Marie seconds, all agree. Vote 3-0. meeting was adjourned at 9:02 P.M.

Ann Marie Visconti, Chair

Tonya Santaniello, Member

Curt Robie, Member