

TOWN OF MIDDLEFIELD
PO BOX 238, MIDDLEFIELD, MA 01243
SELECT BOARD MEETING MINUTES: January 25, 2023

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

CALL TO ORDER: 7:17 P.M.

Review Mail: Reviewed & Ann Marie signed USPS lease agreement, discussed email from Hilltown Family Center requesting Middlefield share information about programs, this will be posted outside Town Hall and at the Post Office.

Review and approve meeting minutes for 01/18/2023: Minutes not available. Tabled for next meeting.

Historical Commission: Doreen Black discussed that the Historical Commission has had 3 meetings and Howard has posted minutes on the website. They plan to digitize as much as possible and have work meetings as often as they can over the next couple of months to organize items and clean up. They plan on organizing items by themes. They are finding things that do not belong to the Historical Commission. Discussed the possibility of moving the museum to the Church in the future. Discussed budget for FY24, existing gift account. Curt suggested to check with the Fair Association to see if they have some of the missing items on display up there. Doreen will ask at the next Fair meeting. Discussed that the commission purchased a new computer for digitizing process.

Police Department – additional space needed: tabled

Discuss budget or hourly rate for IT/Website Management: tabled for next meeting Decide if we are going with small audit every year and doing full audit every 3 to 5 years: Ann Marie spoke with Dave Irwin who said that Middlefield could do the small audits every year and just do a full audit every 3-5 years. FY21 was done as a full audit, FY22 will be small audit and FY23 will be a small audit. The Board will need to decide if a full audit will be every 3 years or every 5 years.

Discuss Website/Technology Expense Items, Dreamhost, Owl for virtual meetings: Discussed that the State has not signed off on regulations regarding required virtual meetings. Discussed possibility of purchasing The Meeting Owl for virtual meetings but we need to make sure it is compatible with the Epson projector in the auditorium. Discussed the possibility of purchasing a newer laptop to use for Zoom Meetings that would connect to the Epson Projector as well.

Discuss CD's – 9 month @ 4% - how much in funds to possibly transfer: Discussed that all Town Finances are insured through the bank. Discussed other Towns that have policies for investing Town funds and that policies for Middlefield should be drafted and put on the Annual Town Meeting Warrant.

HR

HR Finance Handbook: Discussed that someone that works for the State helped design a Finance Handbook for free in Chester. Curt discussed a proposal from an HR Consultant to develop policies and procedures.

Attorney updates: Deed request: Discussed email from KP Law, the cost to do a Title Search would be from \$750.00 to \$2500.00. Discussed budgeting for this and adding it to the Warrant for the Special Town Meeting. Discussed that if the Church takes ownership, then the Town could possibly start taxing them. This needs to be worked out cordially.

Town Report Dedication: Tabled

PVPC update on grant, cover Capital Plan: Curt discussed phone call with Eric Weiss who first stated that Middlefield does not qualify. Discussed DLTA is offering another program. Discussed additional Federal money was found, Eric will call back with what PVPC thinks Middlefield can apply for. Discussed that we may need to budget for more money for 3 town MVP grant, the GIS Software may be more than previously thought.

Discuss STM Warrants: Discussed currant list for STM consists of County Retirement overage of \$6390.00, Highway wages, Church Deed Title Search could be up to \$2500.00, extra money for MVP Dirt Road Grant, Building Maintenance increase, CD Investment.

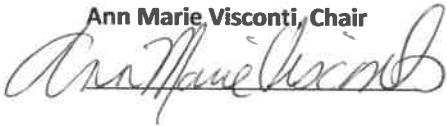
Old Business: Discussed vacant Town Administrator position. The plan is to advertise again using a broader net. Need to discuss what happens if we do not find someone.

New Business: None

Public Input: None

Meeting Adjourned: Ann Marie made motion to adjourn, Tonya seconds, all agree. Meeting adjourned at 9:45 PM

Ann Marie Visconti, Chair



Tonya Santaniello, Member



Curt Robie, Member

