



Town of Middlefield

Annual Town Meeting Warrant

Hampshire, ss:

To either of the Constables of the Town of Middlefield in the County of Hampshire

GREETINGS: In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of said Town qualified to vote in Town affairs, to meet on May 3, 2025 at 1:30 pm at the Middlefield Town Hall, and there to act on the following articles:

ARTICLE 1. To act upon the reports of the Selectboard, Finance Committee, Treasurer, Tax Collector, Assessors, and other elected or appointed officers or committees of the Town.

ARTICLE 2. To see if the Town will vote to raise and appropriate the salaries and compensation of elected officers; or take any other action relative thereto:

	Account	FY 2025 Adopted	FY 2026		
			Requested	FinCom Recommends	SB Recommends
Moderator	114-5120-0	110	115	115	115
Assessors	141-5110-0	11,232	11,232	11,232	11,232
Town Clerk	161-5110-1	10,000	10,250	10,250	10,250
Selectboard	122-5110-0	7,164	7,164	7,164	7,164
Constable salaries	210-5111-0	220	220	230	230
Total		28,726	28,981	28,991	28,991

ARTICLE 3. To see if the Town will vote to raise and appropriate the salaries and compensation of appointed staff; or take any other action relative thereto:

	Account	FY 2025 Adopted	FY 2026		
			Requested	FinCom Recommends	SB Recommends
Treasurer	145-5110-0	15,000	16,000	16,000	16,000
Tax Collector	146-5110-0	15,000	15,000	15,375	15,375
Town Administrator	121-5110-0	42,098	40,000	40,000	40,000
Administrative Assistant	121-5120-0	21,000	21,000	21,000	21,000
Recording Secretary	122-5125-0	2,000	1,000	0	1,000
Asst. Town Clerk	161-5120-0	2,320	2,380	2,380	2,380
Assessors' Clerk	141-5120-0	15,000	15,375	15,375	15,375
Town Hall Custodian	192-5244-0	6,240	6,396	6,396	6,396
Town Maintenance Technician	192-5241-0	2,500	0	0	0
Total		121,158	116,151	116,526	117,526

Paula Spill 4/5/2025
and D. Spill, Constable

ARTICLE 4. To see if the Town will vote to raise and appropriate the sum of money for General Government; or take any other action relative thereto:

	Account	FY 2025 Adopted	FY 2026		
			Requested	FinCom Recommends	SB Recommends
Town Counsel	151-5310-0	10,000	15,000	10,000	15,000
Accounting (Outsourced Services)	135-5110-0	15,000	36,000	36,000	36,000
Election & Registration	162-5310-0	4,000	4,000	4,000	4,000
Maintenance of Public Buildings	192-5240-0	75,000	75,000	50,000	75,000
Insurance and Bonds	192-5600-0	56,000	59,000	59,000	59,000
Medicare Town Share	916-5175-0	7,000	7,000	7,000	7,000
Total		167,000	196,000	166,000	196,000

ARTICLE 5. To see if the town will vote to raise and appropriate the sum of money for the Expense Accounts; or take any other action relative thereto:

	Account	FY 2025 Adopted	FY 2026		
			Requested	FinCom Recommends	SB Recommends
Selectboard Expense	122-5420-0	3,000	3,000	3,000	3,000
Town Administrator Expense	New	0	3,000	3,000	3,000
Printing Expense	195-5307-0	1,200	1,000	1,000	1,000
Copier Expense	192-5425-0	2,000	2,000	2,000	2,000
Town Accountant Expense	135-5420-0	800	0	0	0
Assessors' Expenses	141-5420-0	2,100	2,100	2,100	2,100
Tax Map Update	141-5310-0	1,270	1,270	1,270	1,270
CAMA Software Support	141-5312-0	4,220	4,430	4,430	4,430
Assessors' Revaluation	141-5306-0	3,700	3,700	3,700	3,700
Assessors' Utility Appraisal	141-5315-0	2,000	2,000	2,000	2,000
Treasurer Expense	145-5420-0	2,000	2,500	2,500	2,500
Treasurer Borrowing Fees	145-5300-0	2,000	2,500	2,000	2,000
Treas. Tax Title & Legal Fees	145-5313-0	8,000	8,000	8,000	8,000
Treasurer/Acct Software Support	145-5306-0	12,000	10,903	10,903	10,903
Payroll Software Support	415-5314-0	2,700	3,000	3,000	3,000
Tax Collector Expense	146-5420-0	3,800	3,800	3,800	3,800
TC Tax Title & Legal Fees	146-5313-0	1,500	1,500	1,500	1,500
QDS Revenue Collection App	145-5307-0	2,512	2,750	2,750	2,750
Town Clerk Expense	161-5420-0	5,000	1,500	1,500	1,500
Planning Board Expense	175-5420-0	1,000	1,000	1,000	1,000
Website/Technology Support	192-5306-0	5,000	10,000	5,000	10,000
Hosting for Website & WebGIS	192-5306-1	3,000	3,000	3,000	3,000
Conservation Comm. Exp.	171-5420-0	500	500	500	500
Zoning Board Expense	176-5420-0	500	500	500	500
Constable Expense	210-5421-0	150	150	150	150
Total		69,952	74,103	68,603	73,603

ARTICLE 6. To see if the Town will vote to raise and appropriate the sum of money for the Highways; or take any other action relative thereto:

	Account	FY 2025 Adopted	FY 2026		
			Requested	FinCom Recommends	SB Recommends
Highway Dept Wages	420-5120-0	218,285	226,433	226,433	226,433
Holidays	421-5150-0	10,800	11,098	11,098	11,098
Vacations	421-5151-0	12,656	13,056	13,056	13,056
Sick Days	420-5190-0	9,058	9,346	9,346	9,346
Unemployment Insurance	913-5600-0	600	600	600	600
Hampshire County Retirement	911-5600-0	82,647	85,762	85,762	85,762
Health Insurance	919-5170-0	35,000	35,000	35,000	35,000
Fuel	422-5480-0	41,000	31,000	31,000	31,000
Snow Removal	423-5130-0	90,000	90,000	90,000	90,000
Highway Maintenance	420-5243-0	58,000	62,000	62,000	62,000
Unpaved Roads Material	422-5530-0	41,000	50,000	50,000	50,000
Machinery Expenses	421-5242-0	32,000	32,000	32,000	32,000
Street Lights	424-5243-0	900	900	900	900
War Memorials/Playground	543-5240-0	2,000	2,000	2,000	2,000
Bidding Services	198-5380-0	2,200	2,500	2,500	2,500
Tree account	New	0	20,000	20,000	20,000
Total		636,146	671,695	671,695	671,695

ARTICLE 7. To see if the Town will vote to raise and appropriate the sum of money to the Library, Veterans and Cemetery Accounts; or take any other action relative thereto:

	Account	FY 2025 Adopted	FY 2026		
			Requested	FinCom Recommends	SB Recommends
Librarian Salary	610-5110-0	9,640	9,885	9,885	9,885
Assistant Librarian Salary	New	0	2,340	2,340	2,340
Library Expense	610-5420-0	2,470	2,470	2,470	2,470
Veterans Agent Salary	543-5110-0	1,978	2,026	2,026	2,026
Veterans' Benefits	543-5770-0	4,000	4,000	4,000	4,000
Cemetery Expense	491-5420-0	3,500	3,500	3,500	3,500
Cemetery Maintenance	491-5240-0	3,000	3,000	3,000	3,000
Total		24,588	27,221	27,221	27,221

ARTICLE 8. To see if the Town will vote to raise and appropriate the sum of money for Protection of Persons & Property Accounts; or take any other action relative thereto:

	Account	FY 2025 Adopted	FY 2026		
			Requested	FinCom Recommends	SB Recommends
Police Chief's Salary	210-5110-0	21,000	21,000	21,525	21,525
Police Dept. Operating Expense	210-5240-0	15,000	15,000	15,000	15,000
Police Officers' Compensation	201-5120-0	28,600	28,600	22,000	28,600
Police Officers' Training	210-5308-0	3,500	3,500	3,500	3,500
Police Cruiser Maintenance	210-5242-0	3,000	3,000	3,000	3,000
CodeRED Notification System	210-5306-0	1,726	1,847	1,847	1,847
EMS Service	210-5305-0	1,000	1,000	1,000	1,000
EMS Education	210-5309-0	2,100	2,100	2,100	2,100
Fire Chief/Forest Warden Salary	220-5110-1	500	500	500	1,000
Fire Dept. Operating Expense	220-5420-0	10,000	10,000	10,000	10,000
Fire Dept. Inspector Salary	220-5110-2	300	300	300	300
Dispatch Service	220-5420-0	10,286	0	0	0
Forest Fire	220-5307-0	10	10	10	10
Emergency Mgmt. Expense	210-5307-0	3,000	2,500	2,500	2,500
Bldg. Commissioner Comp.	241-5110-0	10,000	10,250	10,250	10,250
Bldg. Commissioner Expense	241-5240-0	1,000	3,400	3,400	3,400
Assistant Electrical Inspector	245-5110-0	100	100	100	100
Animal Control Officer's Salary	292-5110-0	1,080	1,080	1,107	1,107
Animal Control Officer's Exp.	292-5241-0	700	700	700	700
Insect Pest Control Expense	294-5100-0	100	100	100	100
Animal Inspector Salary	292-5111-0	750	750	769	769
Animal Inspector Expense	292-5241-0	400	400	400	400
Board of Health Agent Service		5,200	0	0	0
Total		119,352	106,137	100,108	107,208

ARTICLE 9. To see if the Town will vote to Raise and Appropriate the sum of money to establish a Reserve Fund to provide for extraordinary or unforeseen expenditures, as provided by M.G.L. Chapter 40, section 6, as amended; or take any other action in relation thereto:

	Account	FY 2025 Adopted	FY 2026		
			Requested	FinCom Recommends	SB Recommends
Reserve Fund	132-5780-0	10,000	15,000	15,000	15,000

ARTICLE 10. To see if the Town will vote to raise and appropriate the sum of money for Health & Sanitation; or take any other action relative thereto:

	Account	FY 2025 Adopted	FY 2026		
			Requested	FinCom Recommends	SB Recommends
Ambulance	230-5242-0	3,000	3,000	3,000	3,000
Hilltown Resource Management	430-5290-0	3,300	3,300	0	0
Disposal Area	430-5240-0	34,000	40,000	40,000	40,000
Disposal area attendant	430-5120-0	9,240	9,240	9,240	9,240
Total		49,540	55,540	52,240	52,240

ARTICLE 11. To see if the town will vote to raise and appropriate the sum of money for the Miscellaneous Accounts; or take any other action relative thereto:

	Account	FY 2025 Adopted	FY 2026		
			Requested	FinCom Recommends	SB Recommends
Council on Aging Expense	541-5420-0	4,600	4,600	4,600	4,600
Council on Aging Salary	541-5110-0	3,900	3,900	3,998	3,998
Senior Center Custodian	541-5120-0	3,500	3,500	3,588	3,588
Historical Commission Expense	691-5420-0	600	600	600	600
Historical Document Committee	691-5580-0	250	600	600	600
Pioneer Valley Planning	175-5380-0	350	0	0	0
Recreation Committee Expense	630-5420-0	750	750	750	750
Agricultural Commission Exp.	691-5540-0	100	100	100	100
Total		13,450	14,050	14,236	14,236

ARTICLE 12. To see if the Town will vote to raise and appropriate the following sum for Middlefield's Statutory Assessment for the Gateway Regional School District; or take any other action relative thereto:

	Account	FY 2025 Adopted	FY 2026		
			Requested	FinCom Recommends	SB Recommends
Gateway Statutory Assessment	301-5320-0	416,264	396,630	396,630	396,630

Sponsor: Gateway Regional School District

ARTICLE 13. To see if the Town will vote to raise and appropriate the following sum for vocational education; or take any other action relative thereto:

	Account	FY 2025 Adopted	FY 2026		
			Requested	FinCom Recommends	SB Recommends
Vocational Education	302-5320-0	120,000	70,000	70,000	70,000

Sponsor: Gateway Regional School District

ARTICLE 14. To see if the Town will vote to authorize revolving fund accounts for the receipt of inspection fees, pursuant to MGL Chapter 44, Section 53E½, to be expended during FY2025 without further appropriation for the purpose of administrative duties, capped at the amounts in the table below; or take any other action relative thereto:

	Account	FY 2025 Adopted	FY 2026		
			Requested	FinCom Recommends	SB Recommends
Electrical Inspector	245-5110-0	2,500	2,500	2,500	2,500
Conservation Commission	171-5420-0	2,000	2,000	2,000	2,000
Zoning Board of Appeals	176-5420-0	500	500	500	500
Plumbing Inspector		2,000	2,000	2,000	2,000
Total		7,000	7,000	7,000	7,000

ARTICLE 15. To see if the Town will vote to authorize a revolving fund, under Massachusetts General Law Chapter 44, Section 53E1/2, which may be spent on the Transfer Station without further appropriation during FY2025. Collected Transfer Station fees may be used for capital equipment, grounds improvement, or other related expenses to benefit the Transfer Station. The Selectboard may spend up to \$7,500 in revolving fund monies for the Transfer Station during FY2025 and retain in this account all collected fees; or take any other action relative thereto.

Sponsor: Selectboard.

Finance Committee: Recommends.

ARTICLE 16. To see if the Town will vote to raise and appropriate the sum of money for Debt & Interest; or take any other action relative thereto:

	Account	FY 2025 Adopted	FY 2026		
			Requested	FinCom Recommends	SB Recommends
Interest on Short-term Debt	715-5920-0	1,000	1,000	1,000	1,000

ARTICLE 17. To see if the Town will vote to authorize the Board of Assessors to appoint a member of the Board to serve as the Assessors' Clerk at the salary fixed and voted on by the Town; or take any other action relative thereto.

Sponsor: Board of Assessors.

Selectboard: Recommends.

Finance Committee: Recommends.

ARTICLE 18. To see if the Town will vote to accept the Franklin Regional Transit Authority as the official transportation agent for the Council on Aging; or take any other action relative thereto.

Sponsor: Selectboard.

Finance Committee: Recommends.

ARTICLE 19. To see if the Town will vote to accept Chapter 90 and all other Highway grant Funds from the Commonwealth of Massachusetts, for the purposes of repair, construction, maintenance and preservation of the Town's roads and bridges and other related costs; or take any other action relative thereto.

Sponsor: Selectboard.

Finance Committee: Recommends.

ARTICLE 20. To see if the Town will vote to allow the Selectboard accept funds and gifts on behalf of the town; or take any other action relative thereto.

Sponsor: Selectboard.

Finance Committee: Recommends.

ARTICLE 21. To see if the Town will vote to establish a Highway Department Equipment and Vehicle Capital Stabilization Account; or take any other action relative thereto.

Sponsor: Selectboard.

Finance Committee: Recommends.

ARTICLE 22. To see if the Town will vote to establish a Police Department Equipment and Vehicle Capital Stabilization Account; or take any other action relative thereto.

Sponsor: Selectboard.

Finance Committee: Recommends.

ARTICLE 23. To see if the Town will vote to establish a Fire Department Equipment and Vehicle Capital Stabilization Account; or take any other action relative thereto.

Sponsor: Selectboard.

Finance Committee: Recommends.

ARTICLE 24. To see if the Town will vote to transfer the sum of \$40,000 from free cash to the Highway Department Equipment and Vehicle Capital Stabilization Account; or take any other action relative thereto.

Sponsor: Selectboard.

Finance Committee: Recommends.

ARTICLE 25. To see if the Town will vote to transfer the sum of \$70,000 from free cash for the purpose of purchasing a new police cruiser; or take any other action relative thereto.

Sponsor: Selectboard.

Finance Committee: Recommends.

ARTICLE 26. To see if the Town will vote to transfer the sum of \$50,000 from free cash to the Fire Department Equipment and Vehicle Capital Stabilization Account; or take any other action relative thereto.

Sponsor: Selectboard.

Finance Committee: Recommends.

ARTICLE 27. To see if the Town will vote to transfer the sum of \$30,000 from free cash to the General Stabilization Account; or take any other action relative thereto.

Sponsor: Selectboard.

Finance Committee: Recommends.

ARTICLE 28. To see if the Town will vote to transfer the sum of \$30,000 from free cash to the Capital Stabilization Account; or take any other action relative thereto.

Sponsor: Selectboard.

Finance Committee: Recommends.

ARTICLE 29. To see if the Town will vote to transfer the sum of \$20,000 from free cash to the School Stabilization Account; or take any other action relative thereto.

Sponsor: Selectboard.

Finance Committee: Recommends.

ARTICLE 30. To see if the Town will vote to transfer the remaining balances in the following accounts to the general fund;

Fund 89-914-2150 Health Ins Deduct \$204.42

Fund 25-2515 Covid \$4159.18

Fund 25-2509 Disaster Relief \$1943.07

Fund 25-2520 RRSA FY20 Rapid Response \$688.00

Fund 29-2903 FEMA Hazard Imp \$85.00

Fund 25-2521 Samhsa Cara Grant \$544.71

Fund 28-2802 Refunded Dog Tax \$779.17

Fund 26-2603 Kitchen Repair Donation \$0.20

Fund 26-2607 Rec BB Donation \$49.48

Fund 29-2905 EMPG Grant-old \$-910.95

Fund 25-2518 MVP Dirt Road \$-182.54

; or take any other action relative thereto.

Sponsor: Selectboard.

Finance Committee: Recommends.

ARTICLE 31. To see if the Town will vote to transfer from free cash the sum of \$1,504.20 to pay a prior year bill for post office rent broker; or take any other action relative thereto.

Sponsor: Selectboard.

Finance Committee: Recommends.

ARTICLE 32. To see if the Town will vote to pass a Town General Bylaw that establishes a Town Capital Planning Committee with membership, duties, and responsibilities as outlined in the Capital Planning Committee Town Bylaw attached to this warrant or take any other action thereto.

Sponsor: Selectboard.

Finance Committee: Recommends.

ARTICLE 33. To see if the Town will vote to establish a “strong” fire chief statute. Under this law, Massachusetts general law, chapter 48, section 40; the chief has “full and absolute authority in administration of the department: makes rules and regulations, and reports to the select board from time to time; or take any other action related thereto.

Sponsor: Citizen’s petition.

Selectboard: Recommends.

Finance Committee: Recommends.

ARTICLE 34. To transact any other business to come before said meeting.

And you are directed to serve this warrant by posting attested copies of same in the Middlefield Post Office, on the bulletin board at the Town Hall, a designated place in the Bancroft section of the Town and a designated place in Smith Hollow, at least seven days before time of holding said meeting. Hereof, fail not and make due return of this warrant with your doings thereon to the Town Clerk at the time and place of meeting as aforesaid.

Given under our hands at Middlefield the 23rd day of April in the year two thousand twenty-five.

Ann Marie Visconti Ann Marie Visconti, Chair Curt Robie Curt Robie, Member Tamarin Laurel-Paine Tamarin Laurel-Paine, Member

I have this day posted copies of the above warrant.

Curt Robie
Constable, Attest

4-25-25
Date

Attest
A True Copy
Mark to Jane
Asst Town Clerk

Proposed Middlefield Capital Planning Committee Bylaw

For Approval at Middlefield Annual Town Meeting May 3, 2025

A. Membership and term

(1) There shall be a Capital Planning Committee pursuant to G.L. c41, Section 106B, which shall consist of five (5) members, each of whom shall be appointed for a three (3)-year term consisting of:

One member appointed by the Select Board;

One member appointed by the Finance Committee;

One member appointed by the Gateway Regional School Committee;

One member appointed by the Planning Board;

One member appointed by a joint decision of the Select Board Chair, Finance Committee Chair, and the Town Administrator upon receipt of membership interest from residents of the Town.

The Capital Planning Committee shall choose its own officers. In the event of a vacancy by removal, resignation, or otherwise, the vacancy shall be filled for the unexpired term in the same manner as the original appointment.

B. Duties

(1) The Capital Planning Committee shall study and make recommendations to the Select Board, Finance Committee, and Town Meeting with respect to proposed capital projects and improvements involving personal property having a useful life of at least five (5) years and costing over \$10,000. These recommendations shall also include recommended sources of funding, including grant funding, for each project. In the event that an opportunity arises to apply for a capital grant, or a grant has been awarded, the Town Administrator or his/her designee shall notify the Capital Planning Committee.

(2) The Capital Planning Committee shall also draft and update the Capital Improvement Program detailing anticipated capital expenditures for the next five (5) fiscal years on an annual basis. The Capital Improvement Program shall be available on the Town website and implemented by the Town Administrator or designee, including notification to the Capital Planning Committee of completed projects, changes of cost estimates or adjusted needs, new requests, and other related information.

(3) The Town Administrator or his/her designee, and implemented will regularly attend Capital Planning Committee meetings, assist and facilitate with the collection of materials, attend other meetings when requested, and provide updates to the Capital Planning Committee, Select Board, Finance Committee, Town Meeting, and the public about projects or inquiries from the Capital Planning Committee.

C. Capital Budget and Capital improvement Program

(1) The Capital Planning Committee shall submit a Capital Budget and Capital Improvement Program to the Select Board at least ninety (90) days prior to the Annual Town Meeting, recommending a Capital Budget for the next fiscal year and an updated Capital Plan. In the event that any capital expenditure falling within the Jurisdiction of the Capital Planning Committee is requested for appropriation at a Special Town Meeting, a supplemental Capital Budget and Capital Improvement Program shall report will be submitted to the Select Board by the Capital Planning Committee prior to the Special Town Meeting.

(2) In addition to making recommendations, the Capital Budget and Capital Improvement shall include recommended sources of funding. Projects funded by grants shall be included in the Capital Budget and Capital Improvement Program. The Select Board shall submit any Capital Budget and Capital Improvement Program for adoption.

(3) The Capital Budget and Capital Improvement Program after adoption by Town Meeting shall permit expenditures on projects included therein of sums from departmental budgets for surveys, architectural or engineering advice, options, or appraisals; provided, however, that no project can begin that has not been so approved by Town Meeting through the appropriation of sums in the current year or in prior years. After adoption of the Capital Budget and Capital Improvement Program by Town Meeting and appropriation of funds for capital projects, the designated departments, officers, and boards may expend such sums as have been so approved.

(4) The Capital Budget and Capital Improvement Program, as well as any comments of the Select Board on the same, shall be published and made available in a manner consistent with the distribution of the Town operating budget.