



# Town of Middlefield

## Annual Town Meeting Warrant

Town Hall Auditorium  
May 6, 2017  
Polls open 12:00 noon  
Business meeting starts at 1:30 pm

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 elections and Town affairs, to meet in the Middlefield Town Hall on Saturday May 6, and there to act on the following articles:

**ARTICLE 1.** To choose on one ballot

**For the term of three years:**

Selectboard	Finance Committee
Board of Assessors	Planning Board
School Committee	Library Trustee
Cemetery Commission	Constable

**For the term of two years:**

Planning Board

**For the term of one year:**

Town Clerk	Moderator
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The polls will open at 12:00 noon and will close at 5:00 pm. The business meeting will start at 1:30 pm.

**ARTICLE 2.** To act upon the reports of the Selectboard, Treasurer, Tax Collector, Assessors, and other elected or appointed officers or committees of the Town.

**ARTICLE 3.** To see if the Town will vote to fix the salaries and compensation of all elected officers of the Town for FY2018, as provided in Section 108 of Chapter 41 of the Massachusetts General Laws, as amended, and raise and appropriate \$21,812 for these salaries or compensations to be as of July 1, 2017 as follows, or take any other action in relation thereto:

	FY2017 Adopted	FY 2018		
		Requested	FinCom Recommends	SB Recommends
Moderator	100	100	100	100
Assessors, Chair	4,000	4,008	4,008	4,008
Assessors, 1 <sup>st</sup> Member	3,000	3,000	3,000	3,000
Assessors, 2 <sup>nd</sup> Member	2,000	2,004	2,004	2,004
Town Clerk	5,500	6,000	6,000	6,000
Selectboard, Chair	2,500	2,500	2,500	2,500
Selectboard, Member	2,000	2,000	2,000	2,000
Selectboard, Member	2,000	2,000	2,000	2,000
Constable 1 <sup>st</sup>	100	100	100	100
Constable 2 <sup>nd</sup>	100	100	100	100
<b>Total</b>	21,300	21,812	21,812	21,812

**ARTICLE 4.** To see if the Town will vote to raise and appropriate the salaries and compensation of appointed staff for FY2018; or take any other action relative thereto:

	FY 2017 Adopted	FY 2018		
		Requested	FinCom Recommends	SB Recommends
Treasurer	9,660	10,000	10,000	10,000
Tax Collector	10,200	10,400	10,400	10,400
Town Administrator	15,000	15,000	15,000	15,000
Recording Secretary	3,000	3,000	3,000	3,000
Asst. Town Clerk	1,500	1,500	1,500	1,500
Town Accountant	9,360	10,000	10,000	10,000
Assessors' Clerk	5,400	5,400	5,400	5,400
Town Building Custodian	5,000	5,000	5,000	5,000
Town Maintenance Technician	4,000	4,000	4,000	4,000
<b>Total</b>	63,120	64,300	64,300	64,300

**ARTICLE 5.** 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:

	FY 2017 Adopted	FY 2018		
		Requested	FinCom Recommends	SB Recommends
Town Counsel	15,000	15,000	15,000	15,000
Election & Registration	2,400	2,400	2,400	2,400
Maintenance of Public Buildings	50,000	50,000	50,000	50,000
Insurances and Bonds	40,000	40,000	40,000	40,000
Soc Sec/Medicare/Town Share	4,000	4,000	4,000	4,000
<b>Total</b>	111,400	111,400	111,400	111,400

**ARTICLE 6.** 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:

	FY 2017 Adopted	FY 2018		
		Requested	FinCom Recommends	SB Recommends
Selectboard Expense	2,000	2,000	2,000	2,000
Printing Expense	2,000	2,000	2,000	2,000
Copier Expense	1,500	1,500	1,500	1,500
Town Accountant Expense	1,200	700	700	700
Assessors Expense	3,220	2,500	2,500	2,500
Tax Map Update	1,000	1,000	1,000	1,000
Assessors Software/Support	2,670	2,670	2,670	2,670
Assessors' Revaluation	6,600	2,600	2,600	2,600
Treasurer Expense	1,500	1,500	1,500	1,500
Treas. Tax Title & Legal Fees	15,000	10,000	10,000	10,000
Treasurer/Acct Software Support	5,697	5,697	5,697	5,697
Payroll Software Support	2,000	2,000	2,000	2,000
Tax Collector Expense	3,800	3,800	3,800	3,800
TC Tax Title & Legal Fees	1,500	1,500	1,500	1,500
Town Clerk Expense	1,500	1,500	1,500	1,500
Planning Board Expense	2,000	2,000	2,000	2,000
Communication Comm. Exp.	300	300	300	300
Conservation Comm. Exp.	1,000	1,000	1,000	1,000
Zoning Board Expense	500	500	500	500
Electric Inspections Expense	250	250	250	250
Plumbing Inspection Expense	250	250	250	250
Constable Expense	150	150	150	150
Website/Technology Expense	2,500	2,500	2,500	2,500
<b>Total</b>	51,537	47,917	47,917	47,917

**ARTICLE 7.** 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:

	FY 2017 Adopted	FY 2018		
		Requested	FinCom Recommends	SB Recommends
Highway Department Wages	142,000	145,000	145,000	145,000
Holidays	4,500	5,260	5,260	5,260
Vacations	5,300	7,208	7,208	7,208
Sick Days	0	2,104	2,104	2,104
Unemployment Insurance	500	500	500	500
Hampshire County Retirement	40,905	44,402	44,402	44,402
Health Insurance	35,000	39,400	39,400	39,400
Fuel	40,000	40,000	40,000	40,000
Snow Removal	50,000	50,000	50,000	50,000
Highway Maintenance	35,000	35,000	35,000	35,000
Unpaved Roads Material	20,000	20,000	20,000	20,000
Machinery Maintenance	27,000	27,000	27,000	27,000
Street Lights	500	500	500	500
<b>Total</b>	400,705	416,374	416,374	416,374

**ARTICLE 8.** 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:

	FY 2017 Adopted	FY 2018		
		Requested	FinCom Recommends	SB Recommends
Librarian Salary	5,450	5,650	5,650	5,650
Library Expense	2,000	2,000	2,000	2,000
Veterans Agent Salary	2,009	2,122	2,122	2,122
Veterans' Benefits	2,500	2,000	2,000	2,000
War Memorials/Playground	5,000	2,500	2,500	2,500
Cemetery Expense	3,500	3,500	3,500	3,500
<b>Total</b>	20,459	17,772	17,772	17,772

**ARTICLE 9.** 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:

	FY 2017 Adopted	FY 2018		
		Requested	FinCom Recommends	SB Recommends
Police Chief's Salary	2,000	3,000	3,000	3,000
Police Dept. Operating Expense	11,000	11,000	11,000	11,000
Police Officers' Compensation	10,000	12,000	12,000	12,000
Police Officers' Training	7,000	3,500	3,500	3,500
Regional Lockup	505	505	505	505
CodeRED Notification System	1,500	1,500	1,500	1,500
EMS Service	1,000	1,000	1,000	1,000
EMS Education	2,100	2,100	2,100	2,100
Fire Chief/Forest Warden Salary	500	500	500	500
Fire Dept. Operating Expense	8,000	8,000	8,000	8,000
Fire Dept. Inspector Salary	300	300	300	300
Fire Dept. Dispatch Service	8,200	10,000	10,000	10,000
Forest Fire	10	10	10	10
Civil Defense	10	10	10	10
Emergency Management	500	3,000	3,000	3,000
Bldg. Commissioner/Asst Comp.	12,000	12,000	12,000	12,000
Bldg. Commissioner/Asst Expense	1,500	1,500	1,500	1,500
Asst. Electrical Inspector Salary	100	100	100	100
Plumbing Inspector Salary	300	600	600	600
Animal Control Officer's Salary	400	500	500	500
Animal Control Officer's Exp.	700	700	700	700
Insect Pest Control Expense	100	100	100	100
Animal Inspector Salary	300	400	400	400
Animal Inspector Expense	400	400	400	400
Board of Health Agent Comp.	2,400	2,400	2,400	2,400
Board of Health Expense	200	200	200	200
<b>Total</b>	<b>71,025</b>	<b>75,325</b>	<b>75,325</b>	<b>75,325</b>

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

	FY 2017 Adopted	FY 2018		
		Requested	FinCom Recommends	SB Recommends
Ambulance	1,500	1,500	1,500	1,500
Hilltown Resource Management	2,401	2,842	2,842	2,842
Disposal Area	26,000	26,000	26,000	26,000
Health & Sanitation	10	10	10	10
Porchlight Visiting Nurse	1,103	1,103	1,103	1,103
<b>Total</b>	<b>31,014</b>	<b>31,455</b>	<b>31,455</b>	<b>31,455</b>

**ARTICLE 11.** To see if the Town will vote to Raise and Appropriate \$10,000 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:

	FY 2017 Adopted	FY 2018		
		Requested	FinCom Recommends	SB Recommends
Reserve Fund	10,000	10,000	10,000	10,000

**ARTICLE 12.** 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:

	FY 2017 Adopted	FY 2018		
		Requested	FinCom Recommends	SB Recommends
Council on Aging Expense	4,200	5,800	5,800	5,800
Historical Commission Expense	600	600	600	600
Historical Document Committee	500	500	500	500
Pioneer Valley Planning	80	80	80	80
Recreation Committee Expense	1,000	1,000	1,000	1,000
Hampshire Council of Govt	256	256	256	256
Agricultural Commission Exp.	100	100	100	100
<b>Total</b>	<b>6,736</b>	<b>8,336</b>	<b>8,336</b>	<b>8,336</b>

**ARTICLE 13.** To see if the Town will vote to raise and appropriate the sum of \$313,845 for Middlefield’s minimum contribution of the budget for the Gateway Regional School District; or take any other action relative thereto:

	FY 2017 Adopted	FY 2018		
		Requested	FinCom Recommends	SB Recommends
Minimum Contribution	341,820	313,845	313,845	313,845

**ARTICLE 14.** To see if the Town will vote to raise and appropriate the sum of \$99,296 for Middlefield’s share of the above minimum contribution to the budget for the Gateway Regional School District; or take any other action relative thereto:

	FY 2017 Adopted	FY 2018		
		Requested	FinCom Recommends	SB Recommends
Above Minimum Contribution	91,729	99,296	99,296	99,296

**ARTICLE 15.** To see if the Town will vote to raise and appropriate the sum of \$66,248 for Middlefield’s share of the Non-Foundation portion (Transportation and Debt Service) of the budget for the Gateway Regional School District for the period July 1, 2017 through June 30, 2018; or take any other action relative thereto:

	FY 2017 Adopted	FY 2018		
		Requested	FinCom Recommends	SB Recommends
Non-Foundation portion	81,462	66,248		

**ARTICLE 16.** To see if the Town will vote to raise and appropriate the sum of \$140,000 for vocational education; or take any other action relative thereto:

	FY 2017 Adopted	FY 2018		
		Requested	FinCom Recommends	SB Recommends
Vocational Education	60,000	140,000	140,000	140,000

**ARTICLE 17.** 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 FY 2018 without further appropriation for the purpose of administrative duties, capped at the amounts in the table below; or take any other action relative thereto:

	FY 2017 Adopted	FY 2018		
		Requested	FinCom Recommends	SB Recommends
Electrical Inspector	2,500	2,500	2,500	2,500
Conservation Commission	2,000	2,000	2,000	2,000
Zoning Board of Appeals	1,000	1,000	1,000	1,000

**ARTICLE 18.** 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 FY2018. Collected Transfer Station fees may be used for the Transfer Station attendant’s salary, 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 FY2017 and retain in this account all collected fees; or take any other action relative thereto:

**Sponsor: Selectboard**  
**Finance Committee: Recommends**

**ARTICLE 19.** 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:

	FY 2017 Adopted	FY 2018		
		Requested	FinCom Recommends	SB Recommends
Interest on Short-term Debt	1,000	1,000	1,000	1,000
Building Project Loan	20,000	20,000	20,000	20,000
Highway truck loan	25,000	24,000	24,000	24,000
Ford Truck Loan	13,000	13,000	13,000	13,000
<b>Total</b>	<b>59,000</b>	<b>58,000</b>	<b>58,000</b>	<b>58,000</b>

**ARTICLE 20.** 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**  
**Finance Committee: Recommends**  
**Selectboard: Recommends**

**ARTICLE 21.** 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 22.** 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 23.** 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 24.** To see if the Town will raise and appropriate \$1,000 as dues to WiredWest; or take any other action relative thereto:

**Sponsor: WiredWest**

**ARTICLE 25.** To see if the Town will vote to accept the following Mandatory Recycling Bylaw; or take any other action relative thereto:

Section 1. Purpose.

There is hereby established a program for the mandatory separation of certain recyclable material from solid waste by the residents and commercial haulers of the Town of Middlefield. This by-law will significantly reduce the amount of municipal solid waste that will need to be land-filled thus reusing natural resources and preserving landfill space for non-reusable goods.

Section 2. Applicability.

The following by-law shall apply to all owners and tenants of all residential, multi-family and institutional structures and all commercial haulers in the Town of Middlefield.

Section 3. Definitions.

A. COMMERCIAL HAULER shall mean any person licensed by the Board of Health who, for a fee, collects and/or hauls solid waste that is generated within the Town of Middlefield to the Town Transfer Station.

B. SOLID WASTE shall mean any household, residential, or commercial solid waste not defined in this section as recyclable material

C. COMPOSTING shall mean a process of accelerated biodegradation and stabilization of organic material under controlled condition yielding a product which can be safely used.

D. RECYCLABLE MATERIAL shall mean the following recyclable goods:

Recyclable Containers:

Steel cans/lids and aluminum foil, cans, prepared pie pans Tin/Steel cans and lids.

Glass bottles and jars (less than 2 gallons in size). Plastics tubs, jars and bottles (less than 2 gallons in size). Gable-top and aseptic containers.

Clear plastic hinged containers (clamshells)

Empty aerosol cans (health, beauty, laundry, food only)



Recyclable Paper:

Newsprint - all the newsprint plus insert that come with daily papers. Mixed paper - magazines, junk mail, catalogs, used writing paper, brown paper bags, boxboard (cereal boxes), clean pizza boxes, and office paper. Corrugated Cardboard (flatten).

Cards, tissue paper, gift bags (remove handles) and wrapping paper (no foils, metallic, or glitter)

Paperbacks, phonebooks, calendars (covers, staples, and metal spirals ok)

The Board of Health may from time to time, by regulation, re-designate the types of materials defined as Recyclable material under this by-law.

E. DISPOSAL shall mean the dumping, landfilling or placement of solid waste into or on any land or water or the incineration of solid waste for energy recovery or otherwise.

F. PERSON shall mean any individual, association, firm, company, corporations, department, agency, group or public body generating solid waste.

G. RECYCLE shall be construed to mean the diversion of material, product, or byproduct from disposal to:

(a) reuse, or

(b) employ as an ingredient or feedstock in an industrial or manufacturing process to make a marketable end product, or

(c) employ in a particular function or application as an effective substitute for a commercial product priority, recycle does not mean to recover energy from the combustion of recyclable materials.

H. SOURCE SEPARATE shall be construed to mean the separation of recyclable material or compostable material from solid waste at the place where the materials or waste are generated through the use or consumption of goods.

Section 4. Recycling of Recyclable Materials.

(A) All recyclable material must be separated from all other solid waste delivered to the Transfer Station for disposal and must be clean. The following are acceptable standards for preparing recyclable materials for pick-up.

Recyclable Containers:

Recyclable containers must not be placed in plastic bags.

Containers must be empty, clean and kept separate from paper.

Glass beverage containers must be intact, excessive broken glass is not acceptable.

Must only include the containers listed in Section 3 D of this by-law. Ceramics, Pyrex, light bulbs, laundry baskets, containers greater than 2 gallons, planting pots, Styrofoam, window and auto glass, broken glass, and motor oil jugs are not acceptable.

Recyclable Paper:

All paper must be clean and dry.

Paper recyclables should not be placed in plastic bags. No soda or beer holders/cartons.

No paper goods such as plates, cups, napkins or paper towels No egg cartons.

No waxed paper or waxed cardboard (i.e. take out containers) No Tyvek or padded envelopes

No paper or cardboard should be bundled in string.

Cardboard must be flattened.

No metallic wrapping paper or gift cards.

No hard cover books or blueprints

No glossy boxes such as frozen food boxes or butter boxes. Paper must be free of solid waste and commingled containers.

(B) Incoming recyclable material that contains an unacceptable level of contamination which includes but is not limited to, the following: dirt, sand, food waste, toys, appliances, household and commercial trash, asphalt, wood, concrete, snow, water, hazardous waste, and any other non-recyclables may be rejected.

(C) All separated recyclable materials shall be placed in the appropriate containers provided at the Town Transfer Station and shall become the sole property of the Town of Middlefield.

#### Section 5. Disposal.

No person who collects, transports, disposes or otherwise manages solid waste or recyclable materials shall mix, commingle, or otherwise contaminate source separated recyclable materials with solid waste or other contaminants.

#### Section 6. Enforcement and Penalties.

No person shall dispose of any recyclable materials other than as set forth in this bylaw. Persons in violation of this by-law shall be notified of such violation in writing by the Board of Health, which writing shall include the date of such violation; the nature of such violation, the penalty imposed thereby, and shall inform the violator of the right to request a hearing as set forth below. Anyone violating this by-law shall be fined \$25.00 for the first violation and \$50.00 for the second violation, and \$75.00 for any further violations. All such fines shall be paid within ten (10) days of receipt of said written notice.

Any person in receipt of a notice of violation may, within ten (10) days of receipt of the notice, request a hearing before the Board of Health. Such request shall be made in writing and shall state any reasons why the penalty set forth in the notice of violation should not be issued. Within fourteen (14) days of receipt of such request for hearing, the Board of Health shall schedule such hearing and notify the person requesting the hearing of the date and time thereof. The Board of Health shall have the authority to waive or reduce the penalty stated in the notice of violation if it finds good cause following such hearing. The Board of Health shall make its decision within fourteen (14) days of such hearing and shall notify the person requesting such hearing of its decision, in writing, within fourteen (14) days thereof. The Board of Health's decision shall be final.

This by-law may also be enforced through the non-criminal disposition procedures set forth in G. L. c. 40, §21D. The enforcing officer for non-criminal disposition shall be the Board of Health or its designee.

**ARTICLE 26.** To see if the Town will vote to transfer \$10,000 from the Stabilization Fund to a dedicated Fire Department capital fund for the Town’s participation share, in the event that the Town is awarded a Fire Fighters’ Assistance Grant; or take any other action relative thereto:

**Sponsor: Fire Department**

**Finance Committee: Recommends**

**ARTICLE 27.** To see if the Town of Middlefield will add the following clause to the General By-laws, Chapter IV: Zoning (New) Article V: Town Responsibilities

“The Town of Middlefield, its Agencies and Departments must comply with all provisions of the Zoning By-laws. Relief can only be obtained through the processes described in said By-laws.”

**Sponsor: Citizen’s Petition**

**ARTICLE 28.** To see if the Town will vote to transfer \$80,000 from Free Cash to offset the tax rate; or take any other action relative thereto:

**Sponsor: Finance Committee**

**ARTICLE 29.** To see if the Town will vote to transfer \$13,500 from Free Cash to cover the overage in the Snow Removal account for FY 2017; or take any other action relative thereto:

**Sponsor: Finance Committee**

**ARTICLE 30.** To see if the Town will rename the Town Museum to the Jack Cobb Town Museum; or take any other action relative thereto:

**ARTICLE 31.** To see if the Town will vote, pursuant to G.L. c.41, §2, to increase the term of the Town Clerk from one to three years, and, further, to amend Chapter III, Town Officers, Article II, Town Clerk of the Town Bylaws by deleting Section 1 in its entirety and replacing it with the following: “Section 1. The Town Clerk shall be elected for a term of three years”; or take any other action relative thereto:

**ARTICLE 32.** To see if the Town will vote to transfer \$15,000 from the Transfer Case/Autocar account and transfer \$6,000 from the Highway Truck Warrantee account to a Snow Removal Equipment account; or take any other action relative thereto:

**Sponsor: Selectboard**

**Finance Committee: Recommends**

**ARTICLE 33.** 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 24<sup>th</sup> day of April in the year two thousand seventeen.

\_\_\_\_\_  
David DiNicola, Chair

\_\_\_\_\_  
Denis Basak, Selectman

\_\_\_\_\_  
Judith Hoag, Selectman

I have this day posted copies of the above warrant.

\_\_\_\_\_  
Constable, Attest

\_\_\_\_\_  
Date