

MIDDLEFIELD BOARD OF SELECTMEN

MEETING MINUTES

JULY 13, 2009

PRESENT: Larry Pease, Mary Courtney, Robert Gazda

ATTENDEES: Susan Baker Donnelly, Skip Savery, Ed Vivieux, Marin Laurel-Paine, Wally Smith, Chuck Winn, Gary Wheeler, John Richardson, Terry Walker, Marge Batorksi, Maureen Sullivan, Kathy Roth.

- Meeting officially opened at 7:30 p.m.
- Chuck Winn (town landscaper) requested information concerning liability insurance. Larry Pease will contact MIIA and report back.
- Cathy Roth, representing Middlefield Heritage Society, requested a letter of support from the BOA, which would begin a process consisting of two public hearings, to create a National Register District, in the corridor including Middlefield fairgrounds (Bell Rd.) to Skyline Trail; Middlefield Town Hall to 66 Skyline Trail (Bill Denault's house). Being listed in the National Register District would insure that we have a corridor that really honors our history , and eligibility for grants to paint the old town hall and the church. discussion ensued. Cathy submitted a pamphlet clarifying the differences between a Local Historic District & National Register District. Larry Pease made a motion to write a letter of support for the preliminary process, Robert Gazda seconded the motion. All were in favor. The BOA requested that the Heritage Society report back with ongoing progress reports. Cathy was asked to return to the July 27, 2009 meeting to pick up the letter.
- Ed Vivieux, & Marin Laurel-Paine, members of the finance committee, came forward to sign two requests for Appropriation transfers re: Highway Dept Wages(\$2,116.95); Snow Removal(\$836.13) Discussion ensued. Transfers were signed. Copies are attached to minutes.
- Mary Courtney acknowledged letters received by the BOA requesting immediate payment of resubmitted Mayflower invoice. Mary read each letter out loud. Mary stated that the request was denied by the Board of Selectmen because it was not accompanied by a contract , Mary also read the reply that she had drafted, subject to selectboard's review, to the BOA from the BOS. Mary read this letter aloud as well. Secretary was asked to deliver reply to the BOA. Letters are attached to the minutes. Discussion ensued.

· Skip Savery, Road Supervisor, reported that one dump truck was down, and being repaired. Skip asked for permission to donate his time, using the town's equipment, to hook up the church to the town's water supply.

· Robert Gazda moved to adjourn the meeting at 9:00 p.m. Larry Pease seconded the motion. All were in favor.

Meeting minutes submitted by Suzanne C. Lemieux

MIDDLEFIELD BOARD OF SELECTMEN

Larry Pease, Chairman

Mary Courtney

Robert Gazda

MIDDLEFIELD BOARD OF SELECTMEN

SELECTMEN'S MEETING

AUGUST 10, 2009

PRESENT:Larry Pease, Mary Courtney

Attendees:Sherry Venetti, Skip Savery, Joe Kearns, Alan Vint, Adair Cafarella, Marin Laurel-Paine, Wally Smith, Ray Letendre, Peter Rock, Peter Oligny, Charles Hunter, Terry Walker, Marge Batorski, Joe Kearns, Maureen Sullivan, Erica Johnson.

- Meeting officially opened at 7:30 p.m.
- Erica Johnson (PVPC) representative informed the Selectboard that the Application deadline for a grant to fix the roof of the COA building is Feb. 13, 2010. Grants that have been applied for in Feb., 2009 have not been okayed as of yet. Terry Walker suggested pursuing a possible grant from Peer to Peer Program Development which could provide \$1,000 towards the project. Erica needs to explore options of who can provide plans & specifications in order to apply for the grant. Erica will return in a few weeks to follow up.
- Charles Hunter (BOH) reported that not much was going on. He will be filing all BOH documents from last year, as well as the empty permit book in the new filing cabinet at the town offices. He also informed the Selectboard that new food forms will be available for the food vendors at the upcoming fair. Larry Pease made a motion to go 90/10 on the fees that come into the town from the Board of Health. Mary Courtney seconded the motion. Larry Pease made a motion to appoint Charles Hunter as BOH agent. Mary Courtney seconded the motion. Discussion ensued.
- Selectboard reviewed letter from Lecrenski Bros. RE: contract for vocational transportation. Secretary asked to draft letter to Lecrenski confirming that the Town of Middlefield wishes to continue participating in the FY 2010 at the detail total of \$23,000.00, which is the same cost as FY 2009.
- Mary Courtney read aloud previous minutes. Terry Walker has asked for an amendment to the minutes, specifically that Richard Wade will continue to work weekly with her and also that Terry had asked the Selectboard to approve a contract with Melanson & Heath in order to assist the Finance Depts. to complete carry overs from past years including Motor Vehicle Excise Taxes, and land in tax title.
- Peter Oligny requested that the janitor should not be scheduled to work on Saturday because of the busy schedule, that it can be dangerous for people walking on wet floors, and also that it may be inconvenient for Jack as well. The Selectboard will look into this. Peter also asked about a Building Use Policy. Terry Walker would like to pattern ours after Chester's policy. The Selectboard

need to complete the Personnel Policy, so that it can free them up to work on the Building Use Policy.

- Mary Courtney has had communication with MIIA regarding use of equipment of part-time seasonal employees, whom are covered by the town's insurance and workmen's comp. if they have signed a waiver. Mary still is waiting on information concerning possible damage to others from ie: a rock being thrown from said equipment.
- Mary reminded everyone that the deadline for submitting any written comments to Verizon is August 14, 2009. The address is available on our web site.
- Lengthy discussion ensued about receipt of contracts.
- Skip Savery requested permission to allow use of a boat that has been utilized by the Middlefield Fair in past years. The Selectboard granted that request.
- Meeting officially ended at 9:00 p.m.

Meeting minutes submitted by Suzanne C. Lemieux

Middlefield Board of Selectmen

Larry Pease, Chairman

Mary Courtney, Selectman

Robert Gazda, Selectman

MIDDLEFIELD BOARD OF SELECTMEN

Middlefield Town Hall

September 8, 2009

Present: Robert Gazda, Mary Courtney, Larry Pease

Others: Wally Smith, Skip Savery, Terry Walker, Rich Wade, Jane Thielen, Ed Vivier, Cathy Roth, Mary Cuccinello, Gary Wheeler, Tamarin Laurel-Paine, Adair Cafarella, Kim Savery, Joe Kearns, Susan Baker Donnelly, Howard Knickerbocker, Scott Artioli

- Meeting officially opened at 7:25 p.m. - Finance Meeting
- Jane Thielen (Treasurer) has form for Procurement - for over \$5,000.00 to be used for all Depts when needed - form filled out with Prices, Numbers etc.-
- Also a Disclosure form for Possible Conflict of interest - ie; Hiring a relative.
- Rich Wade - (Tax Collector) Reported he's working on Prior Tax Bills as well as present Real Estate. - Rich has been clearing up past items in the tax office.
- Received letter from assessors (They could not attend session)
- Terry Walker reported auditors cleaning up books- Tax Collections & Treasurer Reconciliations. Hopes to have books closed by Sept 30'09
- Terry, Rich, & Jane have met often on Saturdays to keep up to date in their depts.
- No report from Finance Committee - no updates.
- Regular meeting began at 8:05 p.m.
- Marin asked if we were aware of an assessor issue with Azure Green business - abatement issue? Some info. was provided - A question asked: Could BOS hold an inquiry to State Ethics for town officials & residents for ethics issues?
- Tim & Marie Pease came to see Board of a rd. being "discontinued" / vs / shut up" - road being from Alderman to Harry Pease Rd.- Copies of info. will be provided for Board to look at. Is road discontinued or abandoned.
- Re-appointments for commissions & offices done.
- Trench permitting authority - appointed Skip Savery.
- Cathy Roth asked permission to use town building Oct. 2,3,4 for 2nd year of Heritage Days- Permission granted.
- Skip spoke about replacing one truck (used) for Hwy. Guys.
- Accepted resignation of Kim Savery from Master Plan Committee.
- Meeting adjourned at 10:30 p.m.

Meeting minutes submitted by Larry Pease

MIDDLEFIELD BOARD OF SELECTMEN

Larry Pease, Chairman Robert Gazda, Selectman Mary Courtney, Selectman

MIDDLEFIELD BOARD OF SELECTMEN

SELECTMEN'S MEETING

SEPTEMBER 28, 2009

PRESENT: Larry Pease, Mary Courtney, Robert Gazda

ATTENDEES: Glennis Austin, Sherry Venditti, Skip Savery, Maureen Sullivan, Marge Batorski, Margaret Stumbaugh, Sandra Dellea, Walter Smith, Scott Smith, Terry Walker, John Richardson, Giza Jozsef Harris, Laurie Lafreniere, Mary Cuccinello, Mike Jamula, Joe Kearns, Noreen Suriner

- Meeting officially opened at 7:30p.m.
- Mary Courtney read the Sept. 21, 2009 minutes aloud, made corrections. The Selectboard approved and signed the minutes.
- Glennis Austin, member of the Middlefield Agricultural Commission, reported that Mitch Feldmesser, Maureen Sullivan(fellow members), and she visited the residence of Sandra Dellea&Margaret Stumbaugh, on Saturday Sept.26, 2009. Glennis stated that Sandra&Margaret were working diligently and have contained their goat herd as securely as they can. Glennis also stated that she had spoken to Scott Smith and reported to him that Sandra&Margaret were installing an electric fence around the bottom and top. Scott was satisfied with the report. Glennis will do a follow-up visit in a couple of weeks, and will submit a written report. Larry Pease will visit and apprise the situation as well. Discussion of upcoming milk operation ensued.
- Robert Gazda made a presentation of the grants available to Massachusetts for over \$14 million dollars in energy efficiency and conservation by the federal government, through the American Recovery and Reinvestment Act of '09. An entity known as Mass. Dept. of energy resources & their Green Community's program has already applied to the United States Dept. of Environment to provide \$12 million and a competitive sub-grant program. This will entitle municipalities to apply and be eligible for funds up to \$150,000. See attached info. Bob stated that Terry Walker and he were willing to attend the upcoming meeting to be held Nov.12, '09, @ 7p.m to 9p.m in Cummington, on the involvement of the Green Communities in this program. Skip Savery stated that one of the members of the building committee would also like to attend.
- Mike Jamula presented copies of Harry Pease rd. survey provided by James Smith, (Road Engineer). Mike provided proof of James Smith's credentials as well. Discussion ensued. All info. provided by all interested parties shall be gathered up and sent to Kopelman&Paige to be perused by Attn. Jane McKnight. Secretary asked to draft cover letter and provide it to Terry , who will send out the

information. Jane McKnight will report back in 2 to 3 weeks. The Selectboard will contact all parties at that time.

- Mary Courtney reviewed history of DOR's request for full financial review. Mary reread letter concerning request. Discussion ensued. Mary made a motion to provide a follow-up response to Makarian's office with a copy of the correspondence sent to us from the District Attorney's office guiding us and asking for clarification on what basis he made his recommendation. Robert Gazda seconded the motion. All were in favor. Mary will draft this response and send it to John Makarian.
- Report of condition of shelter for Kathy O'Brian, and disposal area were discussed. Kathy will be interviewed about her needs in this matter.
- Terry Walker brought up discussion of the MMA& MMPA annual dues. The Selectboard will continue their membership. Ed Vivier will be asked to complete 2010 Commonwealth Capital Policy renewal, which he has done in the past. Terry reported that the books have been balanced. Terry also reported that she and Skip Savery have attended a class on budgeting which was very informative.
- The need for a procurement officer will be discussed at the October 5, '09 meeting.
- Robert Gazda discussed the correspondence from the State Ethics Commission re: changes which includes new mandatory education and training requirements for public employees at every level of government, including the municipal level. Marge Batorski made copies of letter and will put together a list of employees who will need to be contacted and will report back. Letter is attached to minutes.
- Letter from Chief Brown has been tabled, and will be discussed at the Oct. 5, '09 meeting.
- The Selectboard signed renewal of contract with Northampton Landfill, on recommendation of Finance Committee. Secretary will send it out.
- Town Hall usage will be discussed at Oct. 5, '09 meeting.
- Meeting adjourned at 10:15p.m.

Meeting minutes provided by Suzanne C. Lemieux

Board of Selectmen

Larry Pease, Chairman

Mary Courtney, Selectman

Robert Gazda, Selectman

MIDDLEFIELD BOARD OF SELECTMEN

SELECTMEN'S MEETING

OCTOBER 5, 2009

Present: Larry Pease, Robert Gazda

Attendees: Maureen Sullivan, Sherry Venditti, Marge Batorski, Skip Savery, Wally Smith, Jane Thielen, Terry Walker, John Richardson

- Meeting officially opened at 7:30 p.m.
- Robert Gazda read Sept. 28, '09 minutes. Minutes were approved and signed.
- October 12, '09 (Columbus Day) meeting will be rescheduled to October 13, '09. Secretary will draft and post notice
- Terry Walker asked secretary to schedule Jim Barry (Green Communities Coordinator) for October 19, '09. Terry will check with Jim to confirm date.
- Larry Pease made a motion to schedule Trick or Treat @ 5:00p.m.-7:00p.m., on October 31, 2009. Robert Gazda seconded the motion.
- Larry Pease reported that the Public Bulletin Board is no longer in service at the Post Office. Larry will look into constructing a board for town use.
- Robert Gazda stated that the Selectboard received an e-mail from Mary Curshell, (Planner for the Hampshire Public Health Preparedness Coalition) who stated that Middlefield would receive \$8800 in grant money to fund H1N1 vaccinations for Middlefield. The Board of Health will invite Mary Curshell to a meeting on Oct. 13, 2009. Bob will ask Mary Courtney to confirm date with Mary Curshell.
- Larry Pease attended Heritage Days , and gave glowing reviews. Robert Gazda proposed that the Selectboard draft a letter to the Heritage Society, congratulating them for a job well-done. Larry Pease will do that.
- Procurement Officer, and Town Hall Usage were tabled until more information is collected, so that they can develop a plan for each of those items. Bob and Larry will review Chief Brown's response to Gustel Progulsky's alleged letter this week and report back on Oct. 13, '09, to decide what action will be taken, if any.
- Skip Savery reported that the highway department will be on a 5 day schedule at the end of October.
- Meeting adjourned at 7:50 p.m.

Meeting minutes submitted by Suzanne C. Lemieux

Middlefield Board of Selectmen

Larry Pease, Chairman

Robert Gazda, Selectman

Mary Courtney, Selectman

MIDDLEFIELD BOARD OF SELECTMEN

FINANCE MEETING

OCTOBER 10, 2009

Present: Mary Courtney, Robert Gazda

Attendees: Marin Laurel Paine, Maureen Sullivan, John Richardson, Laurie Lafreniere, Richard Wade, Gita Josef Harris, Marge Batorski, Sherry Venditti, Jane Thielen, Terry Walker.

- Meeting opened at 11:15 a.m.
- Town Counsel recommended that the town should have a procurement officer in order to centralize all purchasing for organizational as well as economic efficiency purposes. Procurement Policy was discussed and will be attached to the minutes. Discussion of purchases made with credit cards, purchases delivered to individual homes, telephone orders. There is a need for an organized process. A procurement officer is needed to reign in accountability.
- Terry stated that she had two problems, according to the auditor. One was making a check out to another name other than the purchaser. Also that it is illegal to have supplies delivered to individual homes. Terry has been having her supplies sent to the town garage, when the town hall is not open.
- Solutions of problems include: Coming up with a clear procurement policy that allows for emergency purchases for each department under their own budget. Centralized purchasing, shows definite advantage in accumulating points for credits as well as for bulk purchasing. Purchases will not be sent to person's homes. All supplies that are purchased have to be cross-referenced with own department budget and also planned purchases have to go through Terry, in her Administrative Assistant capacity, unless it is an emergency purchase which should be minimal. Itemize lists for needed purchases. If someone makes an individual purchase, they are responsible immediately to inform the Accountant what the issue was, and submit a request for reimbursement, along with supporting documentation.
- Tax-exempt number was discussed. People need access in order to not accrue a tax. If purchase is a short term, emergency type of purchase, the tax exempt card should go directly from the Treasurer or Accountant to the vendor.
- Finance meetings should be held on Saturday's on a monthly basis. First meeting is scheduled for November 6, '09 @ 11:00a.m. Terry will take responsibility to meet with various finance departments, as she will not be available to attend Saturday morning meetings. Terry will be available on Wednesday evening, November 11 for that purpose. A designated person will report back to the Selectmen with comments specific to Personnel Policy at the November 16, 2009 selectmen's meeting. Deadline to have a final working development plan is December 31, 2009.
- The development of a Finance Team comprised of the Tax Collector, Accountant, Treasurer, Representatives from the BOA and Representatives from

the Finance Committees was agreed to. A nominated team member will report back to the BOS on a monthly basis, with future objective to move towards quarterly reports.

- Personnel Committee models were suggested by Gita and examples provided. Inclusive was the suggestion to include two town residents.
- Meeting adjourned at 12:35 p.m.

Meeting minutes submitted by Suzanne C. Lemieux

Middlefield Board of Selectmen

Mary Courtney, Selectman Robert Gazda, Selectman

MIDDLEFIELD BOARD OF SELECTMEN

Middlefield Town Hall

October 13, 2009

Present: Larry Pease, Mary Courtney, Robert Gazda

Others: Wally Smith, Gita Jozsef, Gary Wheeler, John Richardson, Mitch Feldmesser, Sherry Venditti

- Read minutes- Ed Vivier gave update on meeting of H191 at Gateway-another meeting is planned for 10/15/09
- Read finance meeting minutes from 10/10/09
- Conservation Commission brought a friendly violation of wetlands next to the Post Office- (see attached). The board agreed to correct the problem between now and spring of 2010.downtown
- Conversation on looking into wireless use in the town hall for meetings- Board agreed to look into what needs to be done.
- Discussion on procurement person for Bulk items-ie: pens, paper- Terry W. is willing to do some-will have descriptions written for Board to review on 10/19/09.
- Board discussed a newer shed at the transfer station for the attendant-it was agreed it needs a new building-Hwy Dept. will look at Size & Room & report back.
- Bea Basik & Kim Savery would like to see the board next week- Trick or Treat.
- Skip reported some paving may be done on River Rd.- weather permitting- also looking into prices for some guardrail in various areas.
- Furnace needs cleaning-a minor problem of heating which may be related to control- Larry will try to find out about Warranty Coverage.
- Tracy Gero & Charlene Gero appointed to Cultural Council.
- Meeting adjourned at 8:50 p.m.

Meeting minutes submitted by Larry Pease

MIDDLEFIELD BOARD OF SELECTMEN

Larry Pease, Chairman Robert Gazda, Selectman Mary Courtney, Selectman

MIDDLEFIELD BOARD OF SELECTMEN

SELECTMEN'S MEETING

OCTOBER 19, 2009

Present: Larry Pease, Mary Courtney

Attendees: Marge Batorski, Terry Walker, Skip Savery, Glennis Austin, Wally Smith, Sherry Venditti, Maureen Sullivan, Gary Wheeler, John Richardson, Susan Baker Donnelly, Thomas Austin

- Meeting officially opened at 7:30 p.m.
- Larry Pease read October 13, '09 minutes. Minutes were approved and signed.
- Terry Walker stated that John Savery, and Joe Kearns repaired the problems with the furnace. Terry will cancel the appointment made with the company that was called to repair it. The town will prepare the paperwork needed for John Savery to submit a request for payment.
- Larry Pease read the application submitted by Heather Baylis who would like to be appointed to the Middlefield Agricultural Commission. Heather's qualifications were discussed. Glennis Austin gave Heather a good recommendation. Larry Pease made a motion to appoint Heather Baylis to the Middlefield Agriculture Commission. Mary Courtney seconded the motion. All were in favor. Secretary will notify Heather Baylis.
- Selectmen's Meeting will be switched from October 26, '09, to October 27, '09 in order to schedule James Barry, the new Department of Energy Resources "Green Communities Coordinator" on the agenda.
- Terry will post the Personnel Policy Positions at the post office and in the town hall.
- Susan Baker-Donnelly made an announcement that Seasonal Flu Shots will be available at the COA from 11:00 a.m. to 12:00 p.m., on Wednesday, October 21, '09. Susan will research availability of H1N1 flu shots with the Lee VNA and will report back next week.
- Larry Pease requested that everyone interested in participating in Trick or Treat, October 31, '09 (5:00p.m- 7:00 p.m.) to please leave their outside lights on.
- Mary Courtney renewed a motion to fund a purchase of a building to shelter Kathy O'Brien at the disposal area. Joe Kearns is researching any grants available to help fund purchase. There was a discussion of various shelters available. Skip will be in Pittsfield tomorrow and will check out structures available at Home Depot.
- Skip Savery reported that paving was completed on River Rd.
- Discussion concerning building permits ensued. Secretary will contact Paul Tacy, (Building Inspector) and put him on the agenda at a mutually agreeable time.

- The Middlefield Agriculture Commission submitted a report of their involvement concerning a goat herd owned by Sandra Dellea and Margaret Stumbaugh. The Commission have revisited the barn on October 10, 2009 and have reported that the goats have been contained and all parties were satisfied. See Attached.
- Thomas Austen submitted a request for a current emergency management plan. Terry gave him a copy.
- Meeting adjourned at 8:15 p.m.

Meeting minutes submitted by Suzanne C. Lemieux

Middlefield Selectmen

Larry Pease, Chairman

Mary Courtney, Selectmen

Robert Gazda, Selectmen

MIDDLEFIELD BOARD OF SELECTMEN

SELECTMEN'S MEETING

OCTOBER 19, 2009

Present: Larry Pease, Mary Courtney

Attendees: Marge Batorski, Terry Walker, Skip Savery, Glennis Austin, Wally Smith, Sherry Venditti, Maureen Sullivan, Gary Wheeler, John Richardson, Susan Baker Donnelly, Thomas Austin

- Meeting officially opened at 7:30 p.m.
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- Thomas Austen submitted a request for a current emergency management plan. Terry gave him a copy.
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Meeting minutes submitted by Suzanne C. Lemieux

Middlefield Selectmen

Larry Pease, Chairman

Mary Courtney, Selectmen

Robert Gazda, Selectmen

MIDDLEFIELD BOARD OF SELECTMEN

SELECTMEN'S MEETING

NOVEMBER 2, 2009

PRESENT: Larry Pease, Mary Courtney

ATTENDEES: John Richardson, Sherry Vendetti, Wally Smith, Gary Wheeler, Joe Kearns, Marge Batorski, Terry Walker, Marie Pease, Ed Vivier.

- Meeting officially opened at 7:30 p.m.
- Paul Tacy (Building Inspector) reported that permits were down in the last year. Discussion on building permits ensued. Paul informed Selectboard that there is erroneous information on current web site. Would like that corrected immediately. Bob Gazda will be contacted and asked to fix this. Paul submitted Fee Schedule of building permits comparing Middlefield's fees with Franklin County fees. Paul recommended that the Selectmen review and consider voting for the increases shown. Dialogue ensued. Selectmen will discuss these increases and get back to Paul within 2 weeks with their decision. Fee Schedule is attached to the minutes.
- Discussion on Pole Hearing requested by WMECO followed. Larry Pease made a motion to schedule pole hearing for November 16, '09 @ 7:30 p.m. Mary Courtney seconded the motion. All were in favor. Larry will mail correspondence to abutters , notifying them of this hearing.
- Ed Vivier reported current status of H1N1 vaccine. Ed requested that the Selectboard review and sign both the PHER grant application to Hampshire Public Health Preparedness Coalition, and the Memorandum of Understanding to Gateway. Ed stressed importance of this, warning that there could be no federal funding in case of disaster, if grants were not applied for. The Selectboard reviewed and signed said documents. Mary Courtney will fax the documents Tuesday morning.
- Marie Pease requested update on current status of Harry Pease Rd. Mary Courtney reported that she has made the request of Town Counsel concerning this issue. Mary will chase this again tomorrow.
- Larry Pease read the October 19, '09 meeting minutes. Larry made a motion to approve the minutes, Mary Courtney seconded the motion. All were in favor. Minutes were signed. Terry Walker requested an add-on stating that she had also placed an ad in the Country Journal requesting volunteers for the Personnel Policy Positions.
- Joe Kearns submitted summaries of proposed retrofit work to be performed in accordance with WMECO Small Business Energy Advantage program that were completed for the Middlefield Garage, Town Hall, and Fire Dept., by Paquette

Electric. See attached. Joe requested that he and Skip Savery would like to meet with the Green Committee to further discuss this. Selectmen agreed and thanked Joe for his involvement in this.

- Terry Walker reported on Staples situation. Mary Courtney requested that Terry call Staples again and request waiving of delinquent fees. Terry also reported that Middlefield will receive \$60,000 through MEMA, resulting from the ice storm of Dec, '08.
- Meeting adjourned at 9:15 p.m.

Meeting minutes submitted by Suzanne C. Lemieux

MIDDLEFIELD SELECTMEN

Larry Pease, Chairman

Mary Courtney, Selectman

Robert Gazda, Selectman

MIDDLEFIELD BOARD OF SELECTMEN

SELECTMEN'S MEETING

NOVEMBER 9, 2009

Present: Larry Pease, Mary Courtney, Robert Gazda

Attendees: Wally Smith, Tom Ryan, Joe Kearns, Sherry Vendetti, Marge Batorski, Skip Savery, Jess Bergman, Terry Walker.

- Meeting officially opened at 7:30 p.m.
- Jess Bergman, representative of (Smart Power) Non-Profit marketing co. that promotes clean energy & energy efficiency. Jess gave background information of Smart Power. Smart Power & WMECO have partnered to create an on-line forum. This is a free pilot program which is on for 6 months. It is divided into three parts: high-school, homeowner, and college. Jess explained how each part worked. Web site= www.westernmasssaves.com. Smart Power's aim is to partner with Western Ma. towns, so that they may prove to WMECO that Western Ma. towns care about clean energy, energy efficiency. Jess will send MOU that lays out everyone's responsibility to Middlefield by the end of February, early March. The Selectmen will review this at that time.
- Skip Savery reported that the highway dept. has cleared more area at the disposal area. Skip needs to gather numbers so that he may proceed to build shelter for disposal attendant. Skip explained that he will set it up with the loader. Three trailer loads of salt have been ordered and is en route.
- Mary Courtney will get in touch Verizon representatives in order to schedule meeting. Skip was asked to check out town for possible problems which will be brought up at the meeting.
- Pole hearing discussed. Terry Walker contacted Al Bissette, Verizon representative, and found out that 7 days was fine and that the notices do not need to be mailed certified. Robert Gazda brought up a possible benefit to town in that WMECO could be responsible for paying a fee to the town for each pole erected. This should be brought up at the Pole hearing.
- Larry Pease made a motion to appoint 3 people to the Cultural Council. Sam Cummings, Judy Hoag, Crystal Main. Robert Gazda seconded the motion. All were in favor. Tracy Gero, and Charleen Gero were appointed to the Cultural Council on October 13, 2009. Robert Gazda asked Terry to contact Andrea Tosi and notify her of these appointments.

- . Following up conversation with Ed Vivier last week, Mary Courtney faxed a MOU to Wendy at Gateway . A fax (Mini Grant & Pher Application was sent to Dennis Lacourse(Easthampton BOJ^) and Mary Kersell at the Pioneer Public Health Preparedness Coalition. Wendy informed Mary that a \$600 mini-grant, that will be used for an in-town clinic dispensing H1N1 vaccine, will be sent to us in a week . A meeting will be scheduled with Lee VNA, Susan Baker Donnelly and the BOH when grant arrives. Jane Thielen will be notified to keep an eye out for the grant.
- Conversation ensued re: Harry Pease Rd. Larry Pease recused himself from

conversation. Mary Courtney reported on information she received from Myrtle Richardson re: history of road. The Selectboard are waiting on word from Jean Mcknight (Kopelman & Page) relating to status of what happened with the town voting to ' shut it up', to proceed. Skip Savery was asked to issue a driveway permit on said road. It was suggested to postpone decision based on information requested from Kopelman & Paige.

- Terry Walker related " Notification of free cash approval" is \$144,334. See attached. Terry also mentioned that a bill of \$30 was due for Hilltown Technical Assistance . Deadline is November 30, 2009.
- Larry Pease read the minutes for November 2, 2009. Minutes were approved and signed.
- Fee schedule submitted by Paul Tacy (building inspector) will be put on agenda for Nov. 16, 2009.
- Mary Courtney made a motion to enter into Executive Session re: Demand letter regarding Cuccinello & Wheeler, Robert Gazda seconded the motion. All were in favor.
- Meeting adjourned at 8:45 p.m.

Meeting minutes submitted by Suzanne C. Lemieux

Middlefield Board of Selectman

MIDDLEFIELD BOARD OF SELECTMEN

Middlefield Town Hall

November 24, 2008

Present: Robert Gazda, Mary Courtney, Larry Pease

Others: Wally Smith, Skip Savery, Erica Johnson, Allen Vint, Eric Main, Wayne Main, Raymond Letendre Sr., Raymond Letendre Jr., Tom Rock, Mary Cuccinello, Allen Vint, Tamarin Laurel-Paine, Adair Cafarella, Kim Savery, Joe Kearns

- Meeting officially opened at 7:30 p.m.
- The Selectmen read, approved, and signed Nov. 17 meeting minutes
- Raymond Letendre addressed Selectmen with question of whether or not the town assumes taxes into penalty on downtown store liabilities, or does the responsibilities lay with the owner. Lengthy discussion ensued. Responses to his questions included that the responsibilities lay with the owner, and that any action required for the Town Center, shall be determined by the residents of Middlefield, subject to their vote.
- Erica Johnson (PVPC) representative, reviewed Nov. 10 public forum, handed out literature showing requests of CDBG program funds from various Ma. towns, and noting funds received. Erica also provided proof of program monies granted to Middlefield in 1997. All literature filed under PVPC. Erica will find out if the fire alarm system at the town hall could qualify for program monies. Erica reported that estimates had been made on the COA roof: \$22,000 to fix slate, \$25,000 to take slate off and use asphalt, \$50,000 to use fake slates. Erica feels that fixing the COA roof is a viable project. Erica will return Dec. 8th with corrected set of community strategies, to be signed by the Selectboard.
- Skip Savery reported that excess insulation left over from the roof construction has been stored at the maintenance building. Skip also reported that a trench law has been enacted, requiring a cover over any trench 3ft deep.
- Meeting adjourned at 9:30 p.m.

Meeting minutes submitted by Suzanne C. Lemieux

MIDDLEFIELD BOARD OF SELECTMEN

Larry Pease, Chairman Robert Gazda, Selectman Mary Courtney, Selectman

MIDDLEFIELD BOARD OF SELECTMEN

SELECTMEN'S MEETING

NOVEMBER 30, 2009

Present: Larry Pease, Mary Courtney, Robert Gazda

Attendees: Maureen Sullivan, Laurie Lafreniere, Gita Jozsef, Sherry Venditti, John Richardson, Joe Kearns, Terry Walker, Wally Smith, Marge Batorski.

- Meeting officially opened at 8:25 p.m.
- Mary Courtney read the previous meeting minutes. Mary Courtney made a motion to accept the minutes as submitted, Larry Pease seconded the motion, all were in favor. Minutes were signed by the Selectboard.
- Gita Jozsef (Tax Classification) reported that there has been a reduction in pilot money of \$46,000. The Assessors recommendation is to keep it at the single tax rate of \$17.25. Larry Pease made a motion to accept the recommendation of the assessor's tax rate, Robert Gazda seconded the motion, all were in favor.
- Discussion of assistant agricultural inspector ensued. Bob reported that he had spoken to Mary Cuccinello, who sees no need for an assistant animal inspector at this time. Mary Cuccinello stated that the State Inspector has inspected her animals over the last two years. The Board has taken this issue under advisement, no action was taken, as need does not indicate this is necessary.
- Larry Pease made a motion to adjourn meeting at 8:45p.m., Mary Courtney seconded, all were in favor

Meeting minutes submitted by Suzanne C. Lemieux

Middlefield Board of Selectmen

Larry Pease, Chairman

Mary Courtney, Selectman

Robert Gazda, Selectman

MIDDLEFIELD BOARD OF SELECTMEN

SELECTMEN'S MEETING

December 7, 2009

Present: Larry Pease, Robert Gazda, Mary Courtney

Others: Marge Batorski, Maureen Sullivan, Wally Smith, Skip Savery, Ed Vivier, Patricia Baker, John Richardson, Mary Richardson, Mitch Feldmesser, Alan Vint, Joe Kearns, Terry Walker, Robin Allsop, Sherry Venditti.

- Meeting officially opened at 7:30p.m.
- Selectmen read, approved and signed previous week's minutes.
- Selectmen signed renewal of business license for Maureen Suriner (Voices of the Angels Healing Circle)
- Ed Vivier reported that 50% of the kids at Gateway have received their H1N1 vaccine. a clinic will be held on Dec.16 , @ 6:00p.m. to 8:00p.m. to administer second shots to nine year olds and under. Shots should become available to the residents of the seven hilltowns sometime in January at Gateway. This will not be publicized, but residents will be notified.
- Continuation of the Pole Hearing- Robin Allsop received confirmation from Dig-Safe that nothing was buried at pole site. Alan Vint (Conservation Commission) stated that because of the brooks location, this falls under the Wetlands Protection Act. Alan stated that WMECO will have to file for, and get permission and conditions from the Commission before any of the poles can go in. The area is part of the Natural Heritage and Endangered Species ,WMECO will have to contact the NHECP to find out if they have to file a Mass Endangered Species Act. This process could take up to three months. Communication has been difficult with WMECO. Mary Courtney submitted a copy of the General Laws of Ma. re: Manufacture and sale of gas and electricity. See attached.
- Terry Walker reported that through conversations with Gita Jozsef and Laurie Lafrienier that the BOA have not been able to review the Personnel Policy and can not give recommendations to the BOS by the agreed-upon deadline, and that the scheduled meeting of Nov. 7 was not held. The Selectmen will adhere to the current deadline of December 31, '09. A letter shall be drafted stating this intent.
- Joe Kearns stated that despite the original understanding that the pilot money could be cut, it now appears that the full amount of the pilot money shall be sent to the town.
- Skip Savery submitted the Chapter 90 Final Report which was signed by the Selectboard. See attached.
- Terry Walker stated that the town has received \$57,563.66 from FEMA re: the ice storm damage.
- Mary Courtney will send an e-mail to Wendy (Gateway) re: follow-up on progress of H1N1.

- Meeting officially adjourned at 8:15 p.m.

Meeting minutes submitted by Suzanne C. Lemieux

LARRY PEASE, CHAIRMAN

MARY COURTNEY, SELECTMAN

ROBERT GAZDA, SELECTMAN

Middlefield Board of Selectmen Meeting

Middlefield Town Hall

December 14, 2009

Present: Larry Pease, Mary Courtney, Robert Gazda

Others: Joe Kearns, John Richardson, Sherry Venditti, George Zantouliades, Wally Smith, Erica Johnson

- Meeting officially begins at 7:30
- Larry Pease read the previous week's minutes. Minutes were approved and signed by the Selectboard.
- George Zantouliades, of Southwick, (zcommercials.com) requested permission of the Selectboard to do some filming of a fictional action movie on West Hill Rd., in Middlefield for at least one day, maybe 2 days during the last 2 weeks of Feb. George would be filming on the Terkelsen property as well as portions of West Hill Rd. George has equipment & liability insurance, and will provide a certificate of insurance with the town listed as an additional named insured. He has permission from the owners of the property. George will submit this request in writing. The Town will also provide a written consent form when needed.
- Erica Johnson (PVPC) submitted the town's community development strategy, a document that outlines planning studies at the beginning, and the last page talks about priority projects for the town. The Senior Center roof will remain top priority, as well as Social Services in Huntington which are available to residents of Middlefield. The repairing of the slate roof was discussed. Application deadline is Feb. 12, 2010. Erica will get cost estimates for repairing the slate roof, and will make some changes in the wording of the strategy and will be in touch.
- Terry Walker will send out MOU to Jess Bergman(Smart Power).
- Secretary will send copy of minutes in which Selectmen voted to increase building fees to Paul Tacy, Building Inspector
- Larry Pease announced the cancellation of the December 21 and 28 selectboard meetings, because of the holidays. The Selectboard will meet again on January 4, 2010.
- Joe Kearns submitted suggestions concerning Personnel Policy. See attached.
- Meeting adjourned at 8:40 p.m.

Meeting minutes submitted by Suzanne C. Lemieux

Middlefield Selectboard

Larry Pease, Chairman Mary Courtney Robert Gazda

MIDDLEFIELD BOARD OF SELECTMEN

Middlefield Town Hall

January 4, 2010

Present: Robert Gazda, Mary Courtney, Larry Pease

Others: Joe Kearns, Sherry Venditti, Maureen Sullivan, Steve Savoy, Skip Savery, Tim Pease, Marie Pease, Patricia Baker, Terry Walker

- Meeting officially opened at 7:30 p.m.
- Larry Pease recused himself, and left the room. Marie & Tim Pease submitted a copy of the Warrant for the Annual town meeting of May 5, 1984 which states that in Article 27, the town voted to accept roads listed in the Annual Town Report, list of roads accepted, list of discontinued roads, and map. (See Attached). Information will be forwarded to town counsel. Mary stated that according to town counsel , neither the Board of Selectmen nor the Board of Assessors have the authority to make any proclamation as to the status of a town road. The town has the authority to act upon it at town meeting. Discussion ensued. It was suggested that the Peases put their requests in writing to the BOA with a cc. to the Selectboard. Larry Pease returned to the meeting.
- Patricia Baker asked if she had to pay for a license for a non-profit registered state & federally recognized business. The Selectboard will conduct research on this and report back to her on January 19.
- Terry Walker reported that she has gathered material re: Pole Hearing for Robin Allsop and will put it in the mail tomorrow.
- Selectboard read PVPC revised version of grant application. Corrections were made. Secretary will send back to be finalized.
- Selectboard read warrant for Special Town Meeting. It was agreed to be held on Feb. 1, 2010.
- Selectboard reviewed meeting minutes of Dec. 14, '09, Oct. 27, '09, Oct 14, '08, Sept. 8, '09, Jan. 22, '09, approved and signed them.
- Joe Kearns reported his attendance at a Hampshire Council of Governments Building Inspection program where he had submitted a proposal re: the town's payment which was accepted. It consists of 2 components : Travel Activity will be based on actual experience, and Administrative costs will be on a percentage basis. Joe will place an article on the special town meeting warrant suggesting that the town sign up for 4 yrs. with the Hampshire's Council of Government at a reduced rate.
- Skip Savery reported that he needs to order more salt & sand. Disposal area discussed. A new heater will be purchased. Skip suggested that Kathy be outfitted with weather appropriate boots. Boots shall be purchased and paid out of disposal budget, as well as cold weather gear.
- Secretary will contact Laurel Foley and request supportive documentation for the Baker's, 71 Town Hill Rd. request.

- Accountant notified Selectboard that she had requested the November & December receipts from the treasurer.
- Meeting adjourned at 9:20 p.m.

Meeting minutes submitted by Suzanne C. Lemieux

MIDDLEFIELD BOARD OF SELECTMEN

Larry Pease, Chairman Robert Gazda, Selectman Mary Courtney, Selectman

MIDDLEFIELD BOARD OF SELECTMEN

Middlefield Town Hall

January 25, 2010

Present: Robert Gazda, Mary Courtney, Larry Pease

Others: Wally Smith, Marie Pease, John Richardson, Sherry Venditti, Susan Baker Donnelly, Marge Batorski, Joe Kearns, Ed Vivier

- Meeting officially opened at 7:35 p.m.
- Larry Pease has recused himself from discussion of Harry Pease Rd. Marie Pease submitted correspondence from the Pease's to the BOA dated Jan 25, 2010 re: Harry Pease Rd., requesting that Map 406 be corrected. BOA cannot make this correction. Request shall be filed. John Richardson stated that the BOA's responsibility includes the size, shape, survey, deed, and sale of land, not whether the road is there or not, or the name of the road. Mary C. stated that the financial and legal burden for proving the status of the extending pathway falls to the property owners who want to establish it as one thing or another. Long discussion ensued.
- Erica Johnson (PVPC) submitted copies of modification to the Southern Hilltowns CDBG grant, i. e. : Housing rehabilitation to be added, as well as a shift from the lead community of Russell to Chester. Copy of amended grant application was signed by the Selectboard and will be returned to Erica, along with proof of ownership of COA building. Mary C. has received estimates of COA roof repair: one is for replacement of slate roof, approx. \$67,000, with an expectancy of 150 yrs., the repair was for \$6,700 with an expectancy of 50 yrs., which will depend on whether or not grant money is allocated for the project, wherein a decision will be made.
- Ed Vivier has applied for a grant for a generator for the COA building, which was not obtainable. Susan Baker Donnelly would like to acquire a generator through the budget allotted for the COA next year, so that the space would be available for use in times of emergency. Subject to be discussed at later time.
- Meeting minutes of January 19, '10 were read, signed and approved.
- Robert Gazda read correspondence that was sent to all finance depts. from the Selectboard re: budget requests. Joe Kearns presented correspondence issued for possible issuance to all Town Depts. citing Ma. Gen. Law Chapter 39, Sect. 16 which states that "Every town..., may, by by-law provide for the election or the appoint. and duties of appropriation, advisory or finance committees, who shall consider any or all municipal questions for the purpose of making reports or recommendations to the town; and... shall submit a budget at the annual town meeting." See attached. Discussion ensued.
- Ed Vivier requested status of fire alarm system at the Town Hall. Larry Pease will work on this.

- Larry Pease announced that the School District will be holding a meeting with area legislators with area Selectmen and finance committees to discuss budget issues, Thursday, Feb. 4, '10 at 7:00 p.m. at the Gateway Auditorium.
- Sherry Venditti requested itemized bill from Town Counsel, Mary C. has already requested detailed invoices from Kopelman & Paige., and expects them to be delivered in time for the Special Town Meeting on Feb 1, 2010
- Meeting adjourned at 9:30 p.m.

Meeting minutes submitted by Suzanne C. Lemieux

MIDDLEFIELD BOARD OF SELECTMEN

Larry Pease, Chairman Robert Gazda, Selectman Mary Courtney, Selectman

MIDDLEFIELD BOARD OF SELECTMEN

Middlefield Town Hall

February 8, 2010

Present: Robert Gazda, Mary Courtney, Larry Pease

Others: Wally Smith, Joe Kearns, Marge Batorski, Ed Vivier, Terry Walker, Jane Thielen, Sherry Venditti, Mike Jamula, Marin Laurel Paine,

- Meeting officially opened at 7:35 p.m.
- Terry Walker will arrange with the auditor " re: the FY09 audit " to meet with the BOS on either Feb.22, or March 1, 2010 BOS's meeting. She balanced with the tax collector as of the end of September, and the treasurer as of the end of December. Terry reported that the town has been reimbursed for \$37,000 for damages incurred by the 2008 ice storm. Skip will hopefully have completed the clean-up by June or the end of the summer.
- Jane Thielen "Treasurer" gave a brief follow-up. Her december receipts are up to date. She usually receives the bank receipts by the third saturday of the month which would allow her to get them to the accountant by the 20th. Jane requested that the tax title expense account not be cut, because a lot of people are in tax title. Funding is needed to pay the fees that will get the money into the town. Mary C. would like an update on where Jane is on this process before town meeting. In reference to the vote that was taken at the special town meeting " to borrow \$35,000" for a town vehicle, Jane suggested that the town take \$35,000 out of the Stabilization account. That will save the town from paying the 2% interest required. Joe Kearns "Finance Com" supports her position. The town will have to rescind the borrowing authorization and take it from some other source at a special town meeting. Joe will get DOR's wording and write an article out.
- Joe Kearns stated that the Finance Com. has met tonight and will meet next Tuesday. An outline has already been done for the warrant, He has received more material tonight to be integrated into that, and will have a working document at that time that will be presented at the BOS's meeting. The pilot money was cut in half for Middlefield, " that is a dollar on the tax rate". 10 other communities surrounding us had increases. Joe feels that it's a key stroke error. He will contact the DOR correct it if it is an error, if not then he'll move forward and discuss it with legislators. The School Legislative meeting has been postponed to Monday, March 15, 2010 @ 7:00 p.m. The BOS will work on scheduling a work meeting for either the 20th or 21st to review last years budget after they receive a final draft. Warrant Articles discussed. Mary C. reread "quote from Budget Proposals for FY 2011" that was presented at the previous meeting.

Joe will bring other town warrants in next tuesday to further discuss the issues. He will make a recommendation that the town not do the audit next year, because the town has completed an audit for 3 yrs. in a row. Mary C. added that it was the original recommendation, and with the work completed by the departments, "We are at a good starting point". The town would save \$10,000.

- Jan.25, 2010 meeting minutes were read, approved and signed.
- Larry Pease recused himself and left the room. Michael Jamula submitted a written request for all verbal and written public records re. Harry Pease Rd. which Mary C. read. Secretary will draft acknowledgement letter. The BOS shall gather this info. He submitted letters from his attorney, from James Avery Smith, PLS., and site plans, and assessors maps. Material shall be filed. The BOS will look at this info. Mary C. stated that it appears that it will come down to the private property owners, whether or not they take this to a judge or resolve it among themselves. Discussion ensued.
- Letter was cc'd to the BOS re: BOA have asked for a full and public retraction from Turley Publications for unsubstantiated attacks on Middlefield assessors
- Benjamin Downing "State Senator" has sent an info. brochure re: "Tax Tips for Seniors and Retirees" Secretary will send to Susan Baker Donnelly.
- Discussion on condition of new town truck
- Larry Pease read letter submitted by Mary Courtney announcing that she will not run for Selectman this year.
- Meeting was adjourned at 9:00 p.m.

Meeting minutes were submitted by Suzanne C. Lemieux

MIDDLEFIELD SELECTBOARD

Larry Pease, Chairman Mary Courtney, Selectman Robert Gazda, Selectman

MIDDLEFIELD BOARD OF SELECTMEN

Middlefield Town Hall

February 16, 2010

Present: Robert Gazda, Mary Courtney, Larry Pease

Others: Joe Kearns, Marin Laurel Paine, Maureen Sullivan, Ray Gero, Skip Savery

- Meeting officially opened at 7:30 p.m.
- In response to request by Peter Oigny "Middlefield Grange" to hold community dinner, the BOS gave their approval for either March 6 or 13th.
- The BOS agreed on a work meeting for Sunday, February 21st @ 9:00 a.m. Secretary will post.
- Skip Savery reported that the valve that runs all the hydraulics for the town's new used truck has just arrived today. It had been ordered at Thanksgiving. He is going to blast the frame and do a few other things, because it makes no sense to put it together and take it apart again at this late date. A couple of loads of salt and 2 rounds of sand came in.
- Ray Gero "Veteran's Agent" would like to get the Bancroft Bridge named after the fallen Middlefield hero "Jeremy Bouffard". He has approached the family because they would need to send in a request in order for this to happen, but has not received a response. Ray notified the board, that a vehicle, with no plates on it has been parked opposite the Church with a " for sale" sign on it. According to Ray, it is illegal to do this on private property. The BOS will contact Tom Austen " Chief of Police " on this matter.
- Larry Pease stated that there is a locked cabinet available for BOS. Secretary received the key and deposited the executive minutes into it.
- Mary Courtney read the Feb.8, 2010 meeting minutes. The Selectboard accepted the minutes, and signed them.
- Maureen Sullivan " Planning Board " requested a status update on her request for correspondence re: Harry Pease Rd. Discussion ensued.
- Meeting was adjourned at 8:15 p.m.

Meeting minutes were submitted by Suzanne C. Lemieux

MIDDLEFIELD SELECTBOARD

Larry Pease, Chairman Mary Courtney, Selectman Robert Gazda, Selectman

MIDDLEFIELD BOARD OF SELECTMEN

Middlefield Town Hall

February 22, 2010

Present: Robert Gazda, Mary Courtney, Larry Pease

Others: Sherry Venditti, Skip Savery, Wally Smith, Noreen Suriner, Terry Walker, Marge Batorski, Mike Jamula.

- Meeting officially began 7:33 p.m.
- Noreen Suriner made a presentation regarding the Mass. Broadband Institute whose mission is to extend affordable high-speed Internet, with particular focus on western mass. This institute is a non-profit utility who can provide television, phone and Internet to underserved towns. There are 34 out of 44 underserved towns, of which we are one. Noreen has attended 3 events concerning this. The institute has laid fiber optics along 1-91. They would like to continue to lay it along routes 7, 2, and 8 which would complete the loop and provide coverage for every town in Western Ma. They are applying for a grant which will need to be completed by March 15. People who are interested should write a letter by March 5 stating why we need HSI. Some examples given were higher property values, more accessible education. The Broadband Institute would have an info meeting in town that would help us understand the strengths and weaknesses of what it is that we would need to do, and what the challenges are. They need permission to do the mapping. We would also need to change our by-laws. In order to do this, the BOS would need to put a warrant onto the town meeting, that asks the people if they have an interest in pursuing this. Possible dates for an info meeting are March 23 or April 12. Information concerning this is on the town's web page: @ middlefieldma.us.
- Mike Jamula, submitted a copy of a request made to Skip Savery requesting a drive way permit. It's understood that the status of the road has not been established legally.
- Eric Weiss, " Hilltown Resource Management Cooperative" has been successful in applying for a grant which will allow the town to install a new high efficiency boiler and replace all single pane windows with energy efficient windows at the town hall. Eric will be attending the March 1 BOS meeting.
- Mary C. read previous week's minutes. Minutes were approved and signed, with the provision that secretary will check out specific wording.
- Winter Storm Budget discussed.
- BOS scheduled work meeting for Sunday, February 28 @ 9:00 a.m. Secretary will post.
- The DEP will put a package out to bid by March for clean-up at the old store. If a contract can be awarded by March, work should begin by May. There will be a

pre-construction meeting in front of the store on 3/2/10 @ 10:00 a.m. Skip will attend.

- Wally Smith informed BOS that Paul Tacy "Building Inspector" is discontinuing his Wednesday office hours in Huntington. Secretary will call and ask how this will affect Middlefield.
- Meeting adjourned at 9:15 p.m.

Meeting minutes submitted by Suzanne C. Lemieux

MIDDLEFIELD BOARD OF SELECTMEN

Larry Pease, Chairman Robert Gazda, Selectman Mary Courtney, Selectman

MIDDLEFIELD BOARD OF SELECTMEN

Middlefield Town Hall

March 1, 2010

Present: Robert Gazda, Larry Pease, Mary Courtney (absent)

Others: Sherry Venditti, Skip Savery, Wally Smith, Noreen Suriner, Terry Walker, Marge Batorski, Eric Weiss, Ed Vivier, Marin Laurel-Paine, John Richardson, Jay Swift, Maureen Sullivan, Joe Kearns.

- Meeting officially began 7:30 p.m.
- Previous minutes read, approved, and signed.
- Paul Tacy's "Building Inspector" hours have been cut. He will not be available in Huntington. His regular hours include: Monday, Tuesday, Wednesday, mornings only, in Chesterfield. Larry reported, that a search is on for a new building inspector. Discussion ensued.
- Eric Weiss credited Joe Kearns, whose knowledge was crucial in initiating application. Eric discussed process of applying for this grant. Grant was requested specifically for boiler replacement, lights, and window replacement. Middlefield has been awarded an Energy Efficiency and Block Grant of \$121,278 for Thermal Efficiency. \$25,915 for the boiler, \$89,588 for the windows. The work needs to be completed by November, 2010. Eric's role will be to facilitate the building process, starting with the boiler. Bills for architect or engineering: for Eric's time "compensated for in grant"; from contractors will come to the town for payment. Eric will take care of reimbursement through the DOR " Diane Grey (contact)" The town hall is considered a historical building because it is 53 yrs. old. Any building older than 50 is considered historical. The BOS signed papers stating this, and will need to be approved by the Historic Building commission, so that the project can go forward. Eric explained history of town hall. Eric will return by the end of the month to present the official contract between the town and DOR which will require official signatures. The BOS have begged the building committee to reconvene for this project. Jay Swift, Joe Kearns, and Skip Savery " Members of Building Committee" who were present accepted. Larry will submit letter stating Middlefield's award to the Country Journal. On other news Eric reported that it was highly unlikely that the No. Hampton Landfill will be expanded, and also that the recycling market has worked it way back up to \$24, down from \$50 in Aug.'08, \$ 0 in Jan.'09" contract requirement= waste management pay \$15.67 a ton" Reason for recovery : Asian's recycling market is up, domestic is down.
- Larry Pease made a motion to overspend on snow budget to get us through to the end of the year. Robert Gazda seconded the motion. Skip has received sand today to replenish almost zero supply. He can hold off on replenishing salt, as supply is 3/4 full.

- Maureen Sullivan submitted written request for explanation of attorney - client privilege re: legal documents she has requested re: Harry Pease rd. Larry & Bob will consult with Mary Courtney.
- Grange supper was announced for March 6, '10., at 6:00 pm Larry was asked to display announcement on town board.
- BOS will hold budget meeting Thursday, March 4 @ 7:00 pm.
- Meeting adjourned at 8:30 pm.

Meeting minutes submitted by Suzanne C. Lemieux

MIDDLEFIELD BOARD OF SELECTMEN

Larry Pease, Chairman Robert Gazda, Selectman Mary Courtney, Selectman

MIDDLEFIELD BOARD OF SELECTMEN

Middlefield Town Hall

March 8, 2010

Present: Robert Gazda, Mary Courtney, Larry Pease

Others: Sherry Venditti, Skip Savery, Wally Smith, Noreen Suriner, Marge Batorski, John Richardson, Tim Pease, Marie Pease, Howard Knickerbocker, Steve Savoy

- Meeting officially began 7:30 p.m.
- Noreen Suriner presented warrant article to see if the town will vote with intent to enter in agreement for purpose of establishing a Broadband Service of HSI, TV, Telephone. Website "wired-west.net" See attached.
- Monument issue was brought up. Noreen Suriner stated that she has personally spoken, several times with the Bouffard family in regards to a monument possibility and has not yet had a response. Matter should be put at rest. A general monument re: all war veterans was discussed. Jay Swift recommended that Ray Gero be contacted concerning this.
- Mary Courtney read previous meeting's minutes, minutes were approved and signed.
- Larry Pease announced that the rabies clinic will be held March 25, 2010 @ 6:30 to 8:00p.m. at a cost of \$12.
- Deadline established for posting agenda is the weekend prior to the next meeting.
- Secretary asked to research possible dates for finance dept. to meet with BOS to discuss finalizing the budget.
- Skip Savery and Robert Gazda met at the site of the general store with state reps. on March 2, to discuss removal of contaminants. Mary Courtney recused herself from conversation and left the room. The state will pick up most of the costs, through stimulus funds. A small amount of paving in the parking lot could be the town's responsibility depending on whether a kerosene tank is removed. The state will have a lien on the property, through which future owners will be accountable.
- Mary Courtney responded to questions on attorney-client privilege stating that the town has been involved in discussions re: Harry Pease rd., and has an obligation to protect the town. Document requests made for communication between the BOS and town counsel, clearly fall under work product and attorney-town privilege. Sherry Venditti presented a public records law of exceptions.
- Skip Savery presented Mike Jamula's 2nd request for a driveway permit on Harry Pease Rd. Since portions of Harry Pease Rd. have not been deemed a public way, Skip was advised not to fulfill this request. See attached. Discussion of Harry Pease Rd. ensued.

- Town Report discussed. Secretary to draft letter requesting everyone involved deliver their town report via electronic form in word format to selectboard@middlefieldma.us by March 15.
- Meeting adjourned at 8:45 p.m.

Meeting minutes submitted by Suzanne C. Lemieux

MIDDLEFIELD BOARD OF SELECTMEN

Larry Pease, Chairman Robert Gazda, Selectman Mary Courtney, Selectman

MIDDLEFIELD BOARD OF SELECTMEN

Middlefield Town Hall

March 16, 2010

Present: Robert Gazda, Mary Courtney, Larry Pease (absent)

Others: Sherry Venditti, Skip Savery, Wally Smith, Joe Kearns,

- Meeting officially began 7:33 p.m.
- Previous meeting's minutes were read, approved and signed with exceptions: deadline was changed to weekend prior to next meeting for posting agenda on-line.
- Stephen Harris submitted certified petitions for warrant articles to be included in the warrant for the Annual Town Meeting to be held on May 1, 2010. See attached.
- Robert Gazda attended a legislative meeting held at Gateway Regional School District. Bob reported that it was well attended with 5 legislators present who took part in a very active debate. There will not be more than a cut of 4% of chapter 770 money "local aid". What that could represent to the towns is any amount up to 8%. This is not as bad as what could occur in 2012. Regional transportation is hoping for level funding, Vocational education discussed. Difference in price to send kids to Vocational ed is not all that much. The type of education and success that those students show is well worth the money. Discussion of Broadband Initiative ensued, and was fully supported by legislators who were there.
- Mary Courtney was contacted by town counsel re: Harry Pease Rd.. Town Counsel was cc'd on latest correspondence submitted by Mike Jamula, and would like to review information from Mr. Jamula's attorney. It would bring some kind of comprehensive closure to the opinion letter. Mary made a motion to grant the authority to town counsel to complete that assessment and then provide us an addendum to the opinion letter with no cost to the town. Robert Gazda seconded the motion. Mary suggested that Skip send a letter to Mike Jamula acknowledging receipt of application for permit.
- Mary will put a call into Sen. Downing's office re: recall petition.
- Discussion on putting up new feature on town web site "Just neighbors" ensued, as well as features for other town boards.
- Meeting adjourned at 8:30 p.m.

Meeting minutes submitted by Suzanne C. Lemieux

MIDDLEFIELD BOARD OF SELECTMEN

Larry Pease, Chairman Robert Gazda, Selectman Mary Courtney, Selectman

MIDDLEFIELD BOARD OF SELECTMEN

Middlefield Town Hall

March 22, 2010

Present: Robert Gazda, Mary Courtney, Larry Pease (absent)

Others: Sherry Venditti, Skip Savery, Wally Smith, Noreen Suriner, Terry Walker, Marge Batorski, Ed Vivier, Scott Artioli, Gita Jozsef-Harris, Maureen Sullivan, Marin Laurel-Paine.

- Meeting officially began 7:33 p.m.
- Mary Courtney read previous week's minutes. Move to accept minutes as amended. Robert Gazda seconded. Minutes were signed.
- Selectmen responded to Peter Oligny's concern over Middlefield not being listed as address on census form. Peter called Census Bureau, and had received erroneous information. Mary Courtney went online to census bureau and asked same question. Answer= If your form has the wrong city name or ZIP code, the actual location of your address has been verified for accuracy and assigns your data to the correct geographic area. Correct address is identified in barcode. This information was verified last year by census workers. See attached.
- Noreen Suriner stated that 24 towns have agreed to put the broadband initiative on the warrant for town meeting. Informational meeting will be held on April 12, '10 at 7:00 p.m.
- Joe Kearns stated that \$5,000 "anticipated cherry sheet aid" has been reduced. The number of vocational students will double next year. We're over levy limits by about \$71,000, after including \$60,000 in free cash. We either take other revenues or reduce expenditures. Suggestion = eliminating article 17 " \$5,000 cap old dump"
- Finance Meeting

Article 3 - Change 2010 adopted column "Selectman" to \$1500. Selectmen voted to reduce their pay to \$1350 for next fiscal year.

Will meet again to discuss Town Clerk's figure

Article 4 - Finance com. recom. column. changed Asst. Assessor line item to 5, 400

Take transfer station attendant line out.

Article 5 - Discussion Special projects " legal opinions". Draft a separate warrant article introducing something new. Eliminate line item special projects.

Article 6 - Change Conservation Com. to \$1,170 from \$1,300

Change Planning Board to \$300 from \$500.

Change Plumbing inspection to \$10 from \$1,000

Change Communication Com. to \$150 from \$300

Article 9 - Change Sheriff's dept to \$505 from \$500

Change Fire Dept. to \$4,000 from \$4,300

Article 12 -Need to revisit Recreation Committee amount

Article 17 -Eliminate

Article 22-Add word salaries. Change word program to transfer station. Change to \$5,000 from \$6,000.

Article 27-Expand to include " to accept all grants for town of Middlefield"

- Mary Courtney moved to adjourn to enter executive session to discuss litigation matter.
- Meeting adjourned at 10:10 p.m.

Meeting minutes submitted by Suzanne C. Lemieux

MIDDLEFIELD BOARD OF SELECTMEN

Larry Pease, Chairman Robert Gazda, Selectman Mary Courtney, Selectmen

MIDDLEFIELD BOARD OF SELECTMEN

Middlefield Town Hall

March 29, 2010

Present: Robert Gazda, Larry Pease, Mary Courtney(absent)

Others: Sherry Venditti, Skip Savery, Wally Smith, Noreen Suriner, Maureen Sullivan, John Richardson, Marin Laurel-Paine, Laurie Lafreniere, Gita Jozsef Harris, Terry Walker, Allen Vint, Marge Batorski, Joe Kearns, Scott Artioli, Ed Vivier, Mitch Feldmesser, Richard Wade, Greg Winters(Scanlon Associates).

- Meeting officially opened at 7:30 p.m.
 - Management letter (See attached) Greg Winters(Scanlon Associates), discussed current year comments and recommendations:
 1. Delivery of Goods: All supplies need to be delivered to town hall. If undeliverable, supplies should be forwarded to town garage.
- Use of Credit Cards: Personal use dangerous. One Staples card issued for all. If others purchase directly from Staples, they should submit itemized bill.
2. Budgeting Local Receipts: Town didn't meet budgeted estimated receipts. Recommends more accurate estimations.
 3. Familiarity with Financial Statement Reporting (Other Matter): Town Accountant has needed assistance in past to properly make adjustments in order for an accurate balance sheet to be prepared and used for the certification of free cash. All departments working together has made a definite improvement.
 4. Accounting/Financial Policies and Procedures Manual(Other Matter) Middlefield does not have a current and comprehensive accounting policies and procedure manual. Greg will send examples of manual policies designed for larger towns, which can be downsized and used for the town of Middlefield.
 5. Transfer Station(Other Matter) Transfer station receipts were not made on a timely basis. Update: Cathy is depositing weekly.
 6. Implement Regular Depart. Internal Audits(Other Matter) Departments need to continually work together. Outside audit recommended every two years for town this size.
 7. Expenditures(Other Matter): Appropriate documentation needs to be submitted in timely matter. Credit Card paym't questioned. Matter has been visited previously See #1.

8. Inventories(Other Matter) Inventory recommended. Inventory does exist for insurance purposes.

9. Tax Receivable Reconciliations (Other Matter): Considerable amount of time spent on Town Collector's receivables. Cama software responsible for this. Richard Wade understands system and works around it. Improvements have been made. Rich has been very proficient in collecting old taxes.

10. Deputy Collector Disbursements(Other Matter):Fees paid to the Deputy Collector were paid directly from this account without appearing on a warrant. Update: Town has changed the process and are now being placed on the town's warrant for processing.

- Stabilization funds & Free Cash amounts are healthy
- Revenue has fallen short.
- Discussions on overlay money, cemetery commission -perpetual funds usage.
- Definite improvement noted. If current state of employees exists, no problems are foreseen.
- Joe Kearns(Finance Co.) submitted revised annual town meeting warrant. Deadline for Selectboard to make any changes is 7 days before May 1st.
- Meeting was adjourned at 9:25 p.m.

Meeting minutes prepared by Suzanne C. Lemieux

MIDDLEFIELD BOARD OF SELECTMEN

Larry Pease, Chairman Mary Courtney, Selectman Robert Gazda, Selectman

MIDDLEFIELD BOARD OF SELECTMEN

Middlefield Town Hall

4/12/2010

Present: Robert Gazda, Mary Courtney, Larry Pease

Others: Sherry Venditti, Skip Savery, Noreen Suriner, Terry Walker, Marge Batorski, Skip Savery

- Meeting officially began 8:00 p.m.
- Discussion on town budget warrant ensued. Questions on Article 1, ask Joe Kearns whether or not the question is a ballot or warrant article; Art. 4, admn. asst.; Art. 12, Recreation ; Art. 17 (needs to be capped); Article 25 & 26 (needs to be clarified); Art. 31. Robert Gazda asked Terry to call the DOR and ask: Must the Board of Selectmen accept the Finance Co. recommendation figures for the upcoming budget year?
- April 19 BOS meeting is cancelled, due to Patriot's Day. Meeting is rescheduled for Thursday April 22nd @ 7:30p.m. Information shall be posted. Finance Co. shall be invited to discuss current town budget draft at the 22nd meeting.
- Mary Courtney made a formal motion that the Board of Selectmen format the town warrant to reflect a 3 column article format including FY2010 adopted, FY2011 requested, and a recommended column, striking the Finance Co. recommendation and Selectboard recommended language from the monetary articles. Robert Gazda seconded the motion. All were in favor.
- Language of Article 25 discussed. Mary Courtney made a motion that the Board of Selectmen make a recommendation as to Article 25, that the current language reading: He shall be a registered voter of the town selected annually by the Town Moderator be modified to read: Who shall be a registered voter of the town, elected at the annual town meeting. Robert Gazda seconded the motion. All were in favor.
- Mary Courtney read April 5, '10 minutes. Minutes were approved and signed.
- Skip reported progress on grading the roads.
- April 26, '10 meeting cancelled. Meeting rescheduled for April 27, '10. Will be posted.
- Meeting adjourned at 9:40 p.m.

Meeting minutes submitted by Suzanne C. Lemieux

MIDDLEFIELD BOARD OF SELECTMEN

Larry Pease, Chairman Robert Gazda, Selectman Mary Courtney, Selectman

MIDDLEFIELD BOARD OF SELECTMEN

Middlefield Town Hall

4,22,2010

Present: Robert Gazda, Mary Courtney, Larry Pease

Others: Sherry Venditti, Terry Walker, Marge Batorski, Marin Laurel-Paine (Finance Co. Rep.), Maureen Sullivan, Wally Smith, Peter Oligny

- Meeting officially began 7:30 p.m.
- Read previous minutes of 4/12/2010 – accepted
- It was brought to our attention that the finance committee brings budget to town & Selectboard finalizes warrant – due to town bylaw statute.
- Senator Downing's offices' message – The Re-call provision started in '08, is in it's third round of House & Senate. Eventually it will go to the Governors office – optimistically, it may be by July.
- Warrant articles for annual town meeting discussed – most debate / discussion was on Article 1 – over-ride question.
- An idea was to add \$65,000 from stabilization as an article, retain article 1, free cash \$90,000 – voted yes
- Meeting adjourned at 10:30 p.m.

Meeting minutes submitted by Larry Pease

MIDDLEFIELD BOARD OF SELECTMEN

Larry Pease, Chairman

Mary Courtney, Selectman

Robert Gazda, Selectman

MIDDLEFIELD BOARD OF SELECTMEN

Middlefield Town Hall

4,22,2010

Present: Robert Gazda, Mary Courtney, Larry Pease

Others: Sherry Venditti, Terry Walker, Marge Batorski, Marin Laurel-Paine (Finance Co. Rep.), Maureen Sullivan, Wally Smith, Peter Oligny

- Meeting officially began 7:30 p.m.
- Read previous minutes of 4/12/2010 – accepted
- It was brought to our attention that the finance committee brings budget to town & Selectboard finalizes warrant – due to town bylaw statute.
- Senator Downing's offices' message – The Re-call provision started in '08, is in it's third round of House & Senate. Eventually it will go to the Governors office – optimistically, it may be by July.
- Warrant articles for annual town meeting discussed – most debate / discussion was on Article 1 – over-ride question.
- An idea was to add \$65,000 from stabilization as an article, retain article 1, free cash \$90,000 – voted yes
- Meeting adjourned at 10:30 p.m.

Meeting minutes submitted by Larry Pease

MIDDLEFIELD BOARD OF SELECTMEN

Larry Pease, Chairman

Mary Courtney, Selectman

Robert Gazda, Selectman

MIDDLEFIELD BOARD OF SELECTMEN

Middlefield Town Hall

5/03/2010

Present: Robert Gazda, Noreen Suriner, Larry Pease

Others: Sherry Venditti, Skip Savery, Ron Radwich, Matt Radwich, Terry Walker, Marge Batorski, Skip Savery, Joe Kearns, Maureen Sullivan, Mary Cuccinello, Gary Wheeler, John Richardson, Mary Richardson, Wally Smith, Laurie Lafreniere, Tim Parker, Maureen Parker.

- Meeting officially began 7:40 p.m.
- The Board of Selectmen held a Public hearing to propose safety improvements by way of a grant to repair Chester Rd. from Skyline Trail to Chester town line. The purpose was to provide the public an opportunity to become acquainted with the proposal and construction in safety improvement project. All views and comments made at the hearing will be reviewed and considered. The function of the project will be to acquire from the small town road assistant grant. The grant will be written in the amount of \$500,000. The main purpose of the improvement is to enhance the safety and improve visibility. The proposed improvements are to construct and resurface a section of Chester Rd. from the Chester town line to Skyline Trail, which is approx. 1.8 miles. The road will be upgraded, some ledge removed; new culverts; new catch basins will be installed. Ditches will be cleaned and repaired for proper drainage. The road will be re-graded and will also be brought up to proper grade. This will be followed by asphalt and top coated. The process will be completed with the painting of central yellow lines and installation of guard rails. All work of this project will be performed in the existing right-of-way, all abutters will be notified by certified mail.
- This is a competitive grant. Initial investment required for completion of grant, will be between \$3,000 & \$4,000. Discussion of condition of road ensued; work needed to repair them. Questions about project were answered.
- The town received score points for completion of the Commonwealth Capital Plan. Results are positive for the award.
- Letters of support from the taxpayers for project will help. Letters should be addressed to the Office of Transportation and Construction, 10 Park Plaza, Boston, Ma. 02116. Director is William Palmer. Deadline is June 30th, '10. These letters should be sent to P.O Box 238, and will be included in grant application. Letters to our Senators and Representatives will also help.

- Meeting adjourned at 8:10 p.m.

Meeting minutes submitted by Suzanne C. Lemieux

MIDDLEFIELD BOARD OF SELECTMEN

Larry Pease Robert Gazda, Chairman Noreen Suriner

MIDDLEFIELD BOARD OF SELECTMEN

Middlefield Town Hall

May 10, 2010

Present: Robert Gazda, Noreen Suriner, Larry Pease

Others: Susan Baker Donnelly, Skip Savery, Marge Batorski, Terry Walker, Marge Batorski, Patricia Baker, Mike Jamula, Margaret Stumbaugh, Sandra Dellea, Adair Cafarella, Wally Smith, Maureen Sullivan, Gerald Jasmin, & daughter, Marin Laurel-Paine.

- Meeting officially began 7:30 p.m.
- Received dog complaint from Gerald Jasmin & his daughter. Secretary will type up draft. Selectmen will review on the 17th meeting.
- Mike Jamula requested status of driveway permit that he requested. Selectmen will review response from town counsel on this issue, and will respond accordingly. Mary Courtney is on the 17th agenda, and may have info on this matter.
- Larry Pease made a motion to elect Robert Gazda "Chairman" of the Board of Selectmen. Noreen Suriner seconded the motion. All were in favor.
- May 12th financial review scheduling discussed. Secretary will contact DOR.
- Kopelman & Paige will be approached to offer training.
- Annual town meeting minutes review is scheduled for the 24th meeting.
- Joe Kearns informed the Selectboard that he is expecting bids for replacing the boiler from two companies "Whiting ; Belanger". A pump person and an asbestos person will be at the town hall on the 11th @ 9:00a.m , & 10:00a.m.
- Vocational Transportation follow-up will be put on the 24th agenda.
- Finalizing special town meeting warrant will be added to the 24th agenda.
- Gita Jozsef Harris submitted copies of 2 separate contracts. Selectmen will review the contracts, and respond at the 17th meeting.
- Meeting adjourned at 9:20 p.m.

Meeting minutes submitted by Suzanne C. Lemieux

MIDDLEFIELD BOARD OF SELECTMEN

Larry Pease Robert Gazda, Chairman Noreen Suriner

MIDDLEFIELD BOARD OF SELECTMEN

Middlefield Town Hall

May 17, 2010

Present: Robert Gazda, Noreen Suriner, Larry Pease

Others: Sherry Venditti, Terry Walker, Marge Batorski, Mike Jamula, Wally Smith, Tom Ryan, Mary Courtney, Tim Pease, Cindy Oligny, Peter Oligny, Laurie Lafreniere, Gita Jozsef Harris, John Richardson, Mary Richardson, Maureen Sullivan, Steve Savoy, Joe Kearns

- Meeting officially began 7:30 p.m.
- Cindy Oligny "Town Librarian" brought forward her concern about security at the town hall during open library hours. Considering the location of the library, it's impossible to regulate the comings and goings of other parties. Cindy suggested that the patrons of the library use the rear entrance closest to the Library. The main entrance will remain locked. The Board of Selectmen gave their approval. Cindy will look into specifications and bids for completion of this project and will report back when they are complete.
- The BOS reviewed the Real Property FY2011 Triennial Revaluation and Certification contract agreement. Noreen Suriner made a motion to approve and sign this contract, for the amount of \$1,200. Larry Pease seconded the motion. All were in favor. Contracts were signed by the BOS & the Board of Assessors: Gita Jozsef Harris & Laurie Lafreniere. The BOS reviewed the FY2011 New Construction Building Permit Inspections contract agreement. Noreen Suriner made a motion to approve and sign this contract, for the amount of \$7,500. Robert Gazda seconded the motion. All were in favor. Contracts were signed by the BOS & the BOA.
- Mary Courtney submitted her input on Transitional issues. (See attached)
- Letter received from Jean Mcknight " Kopleman & Paige re: Harry Pease Rd. is missing. Executive Session will be held on May 24 '10.
- Robert Gazda made a motion to enter Executive Session re: taxpayer's issue. Voted to reconvene open session after adjournment of Executive Session. Time: 8:20 p.m.
- Reconvened open session at 9:20 p.m.
- Robert Gazda read draft of dog complaint. Letter was signed by BOS. Secretary will mail.

- Robert Gazda read minutes from May 3, & May 10, '10. Minutes were approved and signed as amended.
- Discussion of training ensued. Avenues to explore include: Open Meeting Laws, Conflict of Interest, Public Disclosure. Letter will be finalized at next meeting.
- Joe Kearns "Finance Co." requested that the Receiving and opening of bids for: Evaluation of hazardous materials & Boiler replacement be put on next week's agenda. The BOS will open the bids and take them under consideration.
- Meeting adjourned at 9:55 p.m.

Meeting minutes submitted by Suzanne C. Lemieux

MIDDLEFIELD BOARD OF SELECTMEN

Robert Gazda

Noreen Suriner

Larry Pease

Chairman

Selectwoman

Selectman

MIDDLEFIELD BOARD OF SELECTMEN

Middlefield Town Hall

May 24, 2010

Present: Robert Gazda, Noreen Suriner, Larry Pease

Others: Sherry Venditti, Terry Walker, Marge Batorski, Mike Jamula, Wally Smith, Tom Ryan, Tim Pease, Marie Pease, Eric Weiss, Dave Belageron, Laurie Belageron, John Lacy, Craig Mckelvey, Susan Baker Donnelly, Skip Savery, Tom Austin, Jennifer Austin, Anthony Jamula, Joe Kearns, Maureen Sullivan

- Meeting officially began 7:30 p.m.
- Robert Gazda announced that the executive session re: Harry Pease Rd. will not be held. Larry Pease recused himself from the room. Letter received from Jean McKnight "attn" Kopelman & Paige, re: Harry Pease Rd. will not be discussed in public session. Bob indicated portions of the letter and the results of having received this letter: Based on the opinions of the attorneys, the BOS will recommend to Skip Savery "denial of a driveway permit that was sought."
- Larry Pease has re-entered the meeting.
- Eric Weiss has written 2 different sets of specifications which were signed off by Larry Pease. One for the boiler replacement which will be funded through the stimulus grant. The second "highly recommended by the window installers" is for testing of the paint, and putty around the windows for three substances: Lead, asbestos & PCBs. The second bid is from firms who do this type of testing.
- Bob stated that we have one bid for the testing analysis; and three for the boiler replacement. Bob proceeded to open the bids. The first bid is from Environmental Compliance Services, Silver St., Agawam, Mass., for lead, PCB & asbestos analysis, and removal "if present". Testing is \$1,000: provide abatement recommendation as needed - \$500 – Total price= \$1, 500. The second bid for the boiler replacement is from Climate Heating & Cooling, Pittsfield, Ma., is for \$33, 050, contains a 5% check required for putting in the bid. The second bid on Boiler Replacement is from Whiting Energy Fuel, No. Hampton, Mass., total cost = \$29,308.42, plus 5% check. The final bid is from Belangers Plumbing & Heating, East Hampton, Mass, for \$20,500, plus 5% check. The BOS will be officially taking these bids under advisement. Eric requested permission to meet with Skip Savery and Joe Kearns to discuss bids. Permission granted. Eric requested authorization to proceed with testing analysis, as only one bid was received.

- Eric will be submitting the budget to the DOER. Before June 30th, a check for 50% of the \$121,000 will come in to Middlefield. Two more 25% payments will occur during next fiscal year as the project moves along.
- Susan Baker Donnelly announced that a wedding will be held at the Middlefield Congregational Church between Jeff Manion & Mellisa Foy, who will be pitching a tent on church lawn which may stray into Starbuck Park. The BOS suggested that they make their request in writing; and also contact their insurer, who may write them a 6 hour rider of protection, in case of injury on town property.
- A request was made for an estate sale & auction permit for 28 Town Hill Rd. The estate sale will be May 28 & 29. The Real estate auction will be held on June 19. Terry Walker will address this. The BOS signed the business licenses.
- Annual Town Meeting minutes are completed, and will be reviewed by the BOS, who will then release them to the public at that time.
- May 31 BOS meeting will be cancelled due to commemoration of Memorial Day. A brief one-agenda meeting will be held on June 1, 2010 at 7:00p.m. in order to finalize the Special Town Meeting warrant. Secretary will post.
- All Boards Meeting will be scheduled for July 12th at 6:30 p.m. Points of discussion will include: Conflict of Interest, Public Records Disclosure & Open Meeting Laws. This shall be posted.
- Bob suggests that it would be beneficial to the town to have the Board of Health be a separate entity apart from the BOS. They will be soliciting individuals who might be available for the positions.
- There will be a posting available for anyone who has interest in being a part of the appointed committees. Incumbents who are still interested need not re-apply, as they are already in place and appreciated.
- Noreen Suriner read previous meeting minutes. Minutes were approved and signed. Bob read April 27, '09 minutes. Minutes were approved and signed.
- Terry Walker reported that there is \$600" PHER grant" available. Charles Hunter "BOH" submitted a bill of \$600, as a result of his computer crashing. The PHER grant will be used to cover this bill.
- Wired-West reported that the town has voted in favor of pursuing their services. Robert moved to appoint Noreen Suriner as representative of the Town for Wired-West. Larry Pease seconded the motion. All were in favor.
- Skip reported that he had spoken to a biologist who recommended that he waits until the November beaver trapping season to correct a dam problem.

- Bob gave Skip three letters received from DOT re: bridge signs. Discussion of request of Cindy Oligney “Librarian” for concrete pad ensued.
- Tom Austin promoted creating a position on the police force for a female officer. Money is available for position in the compensation account. Tom explained that there has been a problem re: female underage drinking at the Middlefield Fair. A female officer would be helpful in these situations. An interview was held with Jennifer Austin “ interested candidate” Jennifer graduated May 9, '09 from the Police Academy. She is interested in getting experience and also helping out. Tom stated that Curt Robie would be her supervisor. Robert Gazda entertained a motion to create a position for a female officer. Noreen Suriner so moved. All were in favor. Tom will work up a posting that will be posted in two locations, the town hall & post office for a period of two weeks,
- Meeting adjourned at 8:45 p.m.

Meeting minutes submitted by Suzanne C. Lemieux

MIDDLEFIELD BOARD OF SELECTMEN

Robert Gazda	Noreen Suriner	Larry Pease
Chairman	Selectwoman	Selectman

MIDDLEFIELD BOARD OF SELECTMEN

Middlefield Town Hall

June 3, 2010

Present: Robert Gazda (Absent), Noreen Suriner, Larry Pease

Others: Finance Co.-Joe Kearns, Gita Jozsef-Harris, Laurie Lafreniere

- Meeting opened 6:05p.m.
- Discussion on S.T.M. warrant- Voted to approve warrant as presented to the board.
- Meeting adjourned at 7:05 p.m.

Meeting minutes submitted by Larry Pease

MIDDLEFIELD BOARD OF SELECTMEN

Robert Gazda

Noreen Suriner

Larry Pease

Chairman (absent)

Selectwoman

Selectman

MIDDLEFIELD BOARD OF SELECTMEN

Middlefield Town Hall

June 7, 2010

Present: Robert Gazda , Noreen Suriner, Larry Pease

Others:-Joe Kearns, Terry Walker, Wally Smith, Sherri Vendetti, Maureen Sullivan, Cathy Roth, Marge Batorski, Jay Swift, Laurie Lafrenier, Skip Savery, Susan Baker-Donnelly, Judy Hoag

- Meeting opened 7:30 p.m.
- Cathy Roth “Middlefield Heritage Society” The society grew out of the first Middlefield “Heritage Days” and has become a non-profit organization, which can receive grants. They have been looking at the mile corridor “Concentration of historic homes” Cathy submitted a map which shows the corridor beginning at Bill Denault’s home to 187 Skyline Trail, and proceeds up Bell Rd. to the fairgrounds. “See attached” Two public meetings with Bonny Parsons “PVPC” .have occurred. 2/3rd of the property owners in this corridor attended one or the other meeting, and have shown tremendous support. If a majority of property owners do not favor it, they need to make that official by having a notarized letter sent to the Mass. Historic Commission, National Registered District is a no-restriction designation. Benefits: Helps honor our history; tax benefits to encourage business; grants. The MHC will send an official letter to every property owner to inform them that this has gone from public meetings to this step. Noreen made a motion to support the efforts of the Heritage Society to create a National Register District. Larry Pease seconded the motion. All were in favor. Cathy will call the commission to get the exact wording which is needed to support the district. The BOS will then send their letter of support.
- Letter received from Nan Dugan, re: dog complaints to be filed. Agriculture Committee has visited property to inspect fence being erected. Fence should be completed by June 13. The Agric. Com. will re-visit after completion and report back to the BOS. Noreen has received correspondence from Nancy Graham, which establishes a process for requesting hearings for nuisance dogs. This shall be filed with dog regulations.
- Discussion re: maintenance of town’s buildings in center of town ensued. Bob requested a letter from the COA asking the BOS to investigated possibility of grant funding, and other sources in order to accomplish this.
- Susan Baker-Donnelly submitted written request for the BOS to make new appointments to the COA. Larry Pease made a motion to appoint Cathy Roth & Ed Vivier to the COA. Noreen Suriner seconded the motion. All were in favor.
- BOS requested that Marge Batorski present a list of 5 Historical Committee members to be appointed.to the BOS.
- Bob requested a posting of a list of appointments in the annual report, requesting individuals interested in maintaining or adding their names as potential

appointees, to please let the BOS know no later than June 28. Incumbents need not apply.

- Discussion of item being added to special town meeting warrant re: settlement in order to avoid litigation. 2nd special town meeting to be scheduled for July 12th @ 8:00 p.m.
- A public records request log will be established. Who is making the request, date of request and a listing of requested items under the BOS's control will be duly noted. Files also need to be secured with 2 sets of keys.
- Request for business licenses brought up. BOS will review zoning by-law before signing licenses.
- BOS read June 29, '09, June 22, '09, May 24, '10 minutes, approved and signed.
- Bob entertained a motion to appoint Amy Jasmine as an alternate representative to Wired-West Committee. Motion passed unanimously.
- Beaver problem discussed. A price to trap and remove beavers was quoted at \$750. Other alternatives to solve this problem will be investigated.
- Meeting adjourned at 9:20 p.m.

Meeting minutes submitted by Suzanne C. Lemieux

MIDDLEFIELD BOARD OF SELECTMEN

Robert Gazda

Noreen Suriner

Larry Pease

Chairman

Selectwoman

Selectman

MIDDLEFIELD BOARD OF SELECTMEN

Middlefield Town Hall

June 14, 2010

Present: Robert Gazda , Noreen Suriner, Larry Pease

Others: Terry Walker, Wally Smith, Sherri Vendetti, Maureen Sullivan, Marge Batorski, Susan Baker-Donnelly, John Richardson, Gita Jozsef-Harris, Mary Courtney, Ray Letendre Sr., Ray Letendre Jr., Andrew Baker.

- Meeting opened 7:30 p.m.
- Board of Selectmen announced entering into Executive Session, stating reason: To discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or discuss the discipline or dismissal of, or complaints or charges against, a public officer, employee, staff member or individual. Majority voted in roll call to enter into executive session: Robert Gazda, Noreen Suriner, Larry Pease. Announcement made that open session will re-convene at adjournment of executive session. Leaving open session at 7:35 p.m.
- Re-convened open session at 7:45 p.m.
- Terry Walker, Town Accountant & Administrative Secretary BOS, requested that all departments requesting Terry's assistance be written out and submitted to the BOS for their approval before Terry can proceed. Each department should record any appropriations paid out to Terry and include a definition of her services in their records. Discussion ensued about definition of Adm.Secretary versus Accountant duties.
- Town Meeting Warrant Minutes were reviewed and will be released as demanded. Mary Courtney volunteered to make copies. Copies will be posted on Town's web site.
- Andrew Baker "CDC" announced his leaving the CDC ending 4 yrs as interim director, Andrew cited grants earned that enabled the CDC to have programs for 1st time home buyers, money management training, raised \$40,000 for heads-up program during his leadership.
- Bob announced that the meeting on the 21st will be held at 7:30p.m., with a brief one-agenda meeting: reviewing, approval & signage of contract with Environmental Compliance Services. Secretary will post.
- Special Town Meeting Article re: monies requested for litigation purposes are not necessary. Funds available for this purpose are in the legal expense account. Robert Gazda made a motion to set and fund the pending settlement & agreement out of the legal expense account. Noreen Suriner seconded the motion. All were in favor.
- Bob reported on phone complaint made re: Skip Savery, concerning Skip pulling

person stuck in back of church with town pay- loader. Bob toured West Hill Rd. in response to verbal complaint made by Michael Brighenti, and reported that the passage is in remarkably good shape, except for the completion of widening in one area.

- Acknowledged receipt of letter by Mary Richardson declining offer to be part of a Board of Health group. Secretary will notify her.
- Larry Pease made a motion to appoint Marjorie Batorsky, Anita Myers, Cyndy Oigny, Tamarin Laurel-Paine to the Registrar of Voters. Robert Gazda seconded the motion. All were in favor. Robert Gazda made a motion to appoint Jack Cobb, Roy Haapala, Marge Batorski, Rita Doktor, Howard Knickerbocker to the Historical Committee. Also appointed as Associates: were John Savery, and Mary Ann Walsh. Noreen Suriner seconded the motion. All were in favor. Noreen Suriner made a motion to appoint Larry Pease as Civil Defense Warden, Thomas Austin as Asst. Warden; Larry Pease & Ron Radwich as Fire and Forest Warden, Larry Pease as Smoke Alarm/Oil Burner/Carbon monoxide/Propane Tank Insp., Emergency Management Director. Robert Gazda seconded the motion. All were in favor. Marge Batorski requested that the same people be sworn in by her when they receive their notices of appointments. Terry will send out immediately.
- BOS read June 7, '10 minutes. Minutes were approved as amended, and signed.
- Meeting adjourned at 9:05 p.m.

Meeting minutes submitted by Suzanne C. Lemieux

MIDDLEFIELD BOARD OF SELECTMEN

Robert Gazda

Noreen Suriner

Larry Pease

Chairman

Selectwoman

Selectman

MIDDLEFIELD BOARD OF SELECTMEN

Middlefield Town Hall

June 21, 2010

Present: Robert Gazda , Noreen Suriner (absent), Larry Pease

Others: Terry Walker, Wally Smith, Marge Batorski, Tom Ryan, Ray Letendre Sr. & Jr., Patricia Baker, Mary Courtney, Gary Wheeler

- Meeting opened 7:30 p.m.
- Accepted bid from Boulanger. Bids came through HRMC.
- 4 bids for Boiler Replacement-\$20,500- lowest bid- accepted from Boulanger.
- Looked at agreement for wind power assessment for the town from HRMC – Board agreed to go forward with looking into information.
- Information about Vocational School to Collectively amongst towns for Busing this fall - more info coming -
- Reviewed meeting dates
- Reviewed an e-mail- will acknowledge receipt of letter to person sending e-mail – a request was made to have person sending e-mail to be present at next scheduled meeting and please not to discuss information in letter until next open meeting.
- Meeting adjourned @ 7:55p.m. for special town meeting.
- Minutes submitted by Larry Pease

MIDDLEFIELD BOARD OF SELECTMEN

Robert Gazda

Noreen Suriner (absent)

Larry Pease

Chairman

Selectwoman

Selectman

MIDDLEFIELD BOARD OF SELECTMEN

Middlefield Town Hall

June 25, 2010

Present: Robert Gazda , Noreen Suriner (absent), Larry Pease

- Meeting opened 4:00 p.m.
- Meeting to approve Special town meeting warrant for July 14 – one article for Strap Grant - approved
- Meeting adjourned at 4:10 p.m.

Meeting minutes submitted by Larry Pease

MIDDLEFIELD BOARD OF SELECTMEN

Robert Gazda

Noreen Suriner

Larry Pease

Chairman

Selectwoman

Selectman

(absent)

MIDDLEFIELD BOARD OF SELECTMEN

Middlefield Town Hall

June 30, 2010

Present: Robert Gazda , Noreen Suriner, Larry Pease

- Meeting opened 8:00 a.m.
- Motion made to accept motion to re-appoint the Police Dept. as indicated in letter from the Police Chief. Approved – Motion made to appoint Charlie Hunter as BOH agent. – Approved – motion made to re-appoint Skip Savery as Hyw. Supt. – Approved -
- Meeting adjourned at 8:25 a.m.

Meeting minutes submitted by Larry Pease

MIDDLEFIELD BOARD OF SELECTMEN

Robert Gazda

Noreen Suriner

Larry Pease

Chairman

Selectwoman

Selectman