

## MIDDLEFIELD SELECT BOARD MEETING

Middlefield Town Hall

February 15, 2011

Present: Noreen Suriner (Chair) Mitch Feldmesser Alan Vint

- Meeting began at 7:00p.m.
- Select Board signed Jan. 24, and Feb. 1, 2011 minutes.
- Ed McDonald(Chester Town Administrator)
  1. Ed shared his knowledge and experience with the Select Board. Ed suggested that the Select Boards are most proficient when they operate as a unit. A lot of useful information was dispensed.
  2. Ed described his job as Town Administrator, as well as an Admin. Assistant's role in government. Ed volunteered 10 hours a week to train someone to become a well-qualified Admin. Assistant. This may be accomplished in 6 months time. His association with Noreen and Joe Kearns has moved him to do this.
- February 7, 2011 minutes were read and discussed. Mitch made a motion to approve the minutes as amended. Alan seconded the motion. All were in favor.
- Alan & Mitch met with Paul Tacy (Building Inspector) at the Artioli's. Paul Tacy suggested that before a license is issued, the Select Board should contact the Building Code Enforcement Officer. Business licenses were discussed. Noreen will invite Paul Tacy to the February 28<sup>th</sup> meeting. Charlie Hunter will also receive an invitation.
- Noreen stated that a Finance Committee meeting will occur on March 14.
- Noreen will send a response to Peter Oligny concerning his request.
- Sherry Venditti submitted Facebook's statement of Rights and Responsibilities. Copyright issue was discussed. Issue is not resolved. Will be visited later.
- Alan stated that Mitch's drafts ( previewed the previous week) to Turley Publications requesting clarification of whom the sponsor of an event was; as well a draft addressed to the Country Journal were edited and sent out.
- Alan reported that the Conservation Commission took the Pole Status up briefly, and will revisit it at the March 2, 2011 meeting. Select Board will receive a report March 7.
- Alan read his composed draft of Administrative Assistant duties. (See attached) Noreen suggested that she would like to add some requirements. Alan will properly prepare draft and present it next week.
- Marge relayed Phone Log. Marge will make a call back tomorrow concerning erroneous information listed in Hilltown CDC 2011 business directory.
- Alan reported on standard operating procedure information that he had received from Jean McKnight (Kopelman & Paige) re: Harry Pease Rd. The town will not have further involvement in this issue.
- Noreen asked to have MIIA Employee Assistance Program, be signed and faxed.
- Ray Gero stated that the flags were in, and that he will erect them when the weather permits.
- Noreen stated that Terry Walker requested to work at the Senior Center, during the asbestos removal at the town hall. Issue discussed. Mitch will call R&R Windows to find out their schedule before further decisions are made.
- Ray Gero asked for the balance of the Recreation Comm.'s budget, because his wife was interested in doing something for the winter carnival. Discussion ensued.
- Noreen has e-mail concerns from private citizens. Situation was discussed.

- Mitch made a motion to approve payroll warrant for \$115,322.24. Noreen seconded the motion. All were in favor. So Ordered.
- Mitch made a motion to adjourn the meeting at 9:35 p.m. Alan seconded the motion. All were in favor. So Ordered.

Meeting minutes submitted by Suzanne C. Lemieux

**MIDDLEFIELD SELECT BOARD**

**Noreen Suriner (Chair)**

**Alan Vint**

**Mitch Feldmesser**