

MIDDLEFIELD BOARD OF SELECTMEN

Middlefield Town Hall

July 12, 2010

Present: Robert Gazda , Noreen Suriner, Larry Pease

Others: Terry Walker, Wally Smith, Sherri Vendetti, Maureen Sullivan, Marge Batorski, Gita Jozsef-Harris, Joe Kearns, Ed Vivier, Marin Laurel-Paine, Adair Cafarella, Alan Vint, Eric Weiss, Terry Crean

- Meeting opened 5:30 p.m.
- Alan Vint (Conservation Commission) Alan informed the BOS that the Commission's main function revolves around wetlands & waterways. Alan announced that a vacancy is available on the board. A notice will be written up and posted in the town hall and the library. Alan reported that he and Mitch Feldmesser have completed fundamental training, Kim Baker has completed three quarters, and Wayne Main has not. Alan highly recommends that fundamental training be mandated. Alan requested support from the BOS for their continuing request to get funding for training, and general cooperation. Noreen requested periodic updates and open communication between the boards. Larry Pease made a motion to re-appoint Alan Vint to the Conservation Commission. Noreen Suriner seconded the motion. All were in favor. Secretary will send letter confirming this.
- Robert Gazda read statement of concern: bear problem, received by Coleen Budness, Middlefield. Coleen cited the probable cause could be a neighbor's open dumpster. The BOS recommend that a letter be sent to the individuals whose dumpster is unsecured and request that it be secured. Secretary will draft and mail.
- Terry Walker (Town Accountant) stated that as she was recording the special town meeting of June 21, she noticed that the travel expense and mileage account had been omitted for FY10. Bob asked Joe Kearns if they have the ability to move those monies that had been acted on with no specified dates. Joe Kearns recommended making a request to the Town Accountant that it be rolled over to next year.
- Bob gave copies of e-mails to Maureen Sullivan, researched by the secretary, upon Maureen's request. A request by Maureen re: The BOS quizzing DEP on matters pertaining to Maureen Sullivan's property has been denied.
- Tax Collector replacement process. Position has been posted, deadline has passed. Two individuals have applied for position. An interview has been scheduled @7:30 after Special Town Meeting on July 14th. Secretary will post.
- Beaver issue approached. Skip Savery and Bob have looked at lake created by the beaver dam. Initial concern is that culvert may become blocked; and therefore damage done to skyline trail. It has been decided that the dam is strong enough to not pose a threat to the road. The BOS may issue permits to residents

but there will be no expenditure of money to remove beavers from location. Bob will write letter to Vic Artioli informing him of this decision.

- Eric Weiss reported on that the testing of town hall windows have been completed, showing that asbestos & lead have been found; no PCB'S have been detected. This report has been integrated with the bid specifications. Eric requested that the BOS sign the bid specifications. Larry Pease made a motion that the BOS sign the bid specification for the window project at the Middlefield town hall. Noreen Suriner seconded the motion. All were in favor. Eric will change the last page re: where it says to install EIFS Gypsum, it is suppose to say designer windows.
- The BOS opened the bid submitted by Chuck Winn to mow and trim the town lawns for the amount of \$240.00. Larry Pease made a motion to accept the bid. Robert Gazda seconded the motion. All were in favor. Secretary will mail letter confirming this.
- Larry Pease made a motion to sign contract with Lee VNA for the amount of \$1,102.50. Robert Gazda seconded the motion. All were in favor.
- Robert Gazda submitted his letter of resignation effective after the scheduled meeting of July 26, 2010. Larry Pease made a motion to accept the resignation. Robert Gazda seconded it. All were in favor.
- Meeting adjourned at 6:30p.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

July 14, 2010

Present: Robert Gazda , Noreen Suriner, Larry Pease

Others: Terry Walker, Wally Smith, Sherri Vendetti, Maureen Sullivan, Marge Batorski, Gita Jozsef-Harris, Marin Laurel-Paine, Adair Cafarella, Alan Vint, Laurie Lefreniere

- Meeting opened 7:30 p.m.
- To meet with candidate for P. T. Tax Collector – Laura Lee Bertram – Interviewed for position – much discussion on candidate & voters present felt the time frame for advertising should be longer in hopes for qualified candidates.
- Discussed re-appointing some town officials – many done – few left to be done by 7/26/10
- Board will meet on Tuesday 7/20/10
- Larry Pease announced resignation as of July 26, 2010 end of meeting.
- Meeting adjourned at 8:50 p.m.

Meeting minutes submitted by Larry Pease

MIDDLEFIELD BOARD OF SELECTMEN

Robert Gazda

Noreen Suriner

Larry Pease

Chairman

Selectwoman

Selectman

MIDDLEFIELD BOARD OF SELECTMEN

Middlefield Town Hall

July 20, 2010

Present: Robert Gazda , Noreen Suriner, Larry Pease

Others: Terry Walker, Sandra Dellea, Kim Savery, Maureen Sullivan, Marge Batorski, Gita Jozsef-Harris, Joe Kearns, Judy Hoag, Jay Swift, Mitch Feldmesser, Alan Vint, Dale Hoag, Stephen Harris, Vic Artioli, John Richardson, Cathy Roth

- Meeting opened 7:10 p.m.
- Signed papers for Scanlon Associates for Audit Representation -
- Discussion on a beaver issue on Skyline Trail. Landowner has lost some valuable land for use due to this – Permission granted to sign a permit to landowner to remedy beaver problem – Permit to be granted for 10 days – signing date to be within 1 week
- Interviewed candidate Mary Ann Pease for Tax Collector position – Hope to interview 1 more candidate Mon. July 26 – Discussion as to how to go forward – interim position until special election for Selectmen in Sept.; or after final interview – Board will make some type of decision on Monday July 26, 2010 – When asked to the present public, feeling was OK-
- Discussion of exit audit for tax
- Meeting adjourned at 8:55 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

July 26, 2010

Present: Robert Gazda , Noreen Suriner, Larry Pease

Others: Terry Walker, Sandra Dellea, Kim Savery, Maureen Sullivan, Marge Batorski, Gita Jozsef-Harris, Joe Kearns, Judy Hoag, Jay Swift, Mitch Feldmesser, Alan Vint, Dale Hoag, Stephen Harris, Vic Artioli, John Richardson, Cathy Roth, Adair Cafarello, Ray Letendre Jr, Sr., Paul Richardson, Myrtle Richardson, Roseann Frieri, Nancy Paradys, Margaret Stumbaugh, Matt Radwich, Ron Radwich, Skip Savery, Brian Janik, Peter Rocke, Wally Smith, Patricia Baker, Ed Vivier, Tom Austin, Jack Baylis, Susan Baker Donelly, Sherry Venditti, Terry Crean, Mary Courtney, Pat Pascal.

- Meeting opened 7:36 p.m.
- Meeting held in Auditorium
- Middlefield Fair Booth was granted an entertainment license.
- Public Comment: RoseAnn Frieri “Republican candidate - State Representative” Stated her qualifications for running for office incl: Director of Veteran Services of Pittsfield, manages a \$600,000 budget. Priorities: Veterans & Seniors
- Marge Batorski “ Town Clerk “ announced that after checking with Lauren Goldberg “Attorney-Election Committee-Boston” After 64 days from date of resignation of Selectmen – Robert Gazda & Larry Pease – effective July 26, 2010 -Special Election will be held on Oct. 2 from [1pm.to](#) 5pm.,at the Middlefield Town Hall. The Town Caucus will be held Wednesday, Aug. 18 from 3pm. to 7pm. Anyone interested in running for vacant offices has until Wed., August 11, @ 5:00pm., to register.
- Noreen Suriner made a motion to call for a Special Election on Oct. 2, 2010, Robert Gazda seconded it, All were in favor. Paper calling for special election was handed to Marge Batorski “Town Clerk”
- Actions taken on vacancy for Tax Collector office. Bob reported on reference received from Ed McDonald “Chester Town Manager” re: Mary Ann T. Pease “candidate”= “Beyond glowing” Robert Gazda made a motion that we hire Mary Ann T. Pease as Tax Collector for the Town of Middlefield, at the beginning date of August 1, 2010, expiring June 30, 2011, at a salary of \$10,000. Noreen Suriner seconded the motion. All were in favor. Secretary will draft letter indicating conditions, which shall be signed by the Chairman.
- Appointments Bob made a motion that Terry Walker be appointed Accountant for the Town of Middlefield. Bob called for discussion. Lengthy debate ensued. Robert Gazda made a motion that Terry Walker be appointed Accountant for the Town of Middlefield beginning July 1, 2010 and ending June 30, 2011,, Larry Pease seconded the motion. Noreen Suriner voted Nay. Motion passed.

- Bob made a motion that Terry Walker be appointed Administrative Assistant. Bob asked for discussion. Lengthy debate ensued. Robert Gazda made a motion to appoint Terry Walker as Administrative Assistant for the Town of Middlefield, beginning July 1, 2010 and ending on June 30, 2011, Motion seconded by Larry Pease. Noreen Suriner voted Nay. Motion passed.
- Meeting adjourned at 9:05 p.m.
- Noreen Suriner called for emergency meeting to call for special election in 64 days after date of resignation of current Selectmen= Robert Gazda & Larry Pease resigning July 26, 2010.

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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

July 26, 2010

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- Meeting adjourned at 9:05 p.m.
- Noreen Suriner called for emergency meeting to call for special election in 64 days after date of resignation of current Selectmen= Robert Gazda & Larry Pease resigning July 26, 2010.

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Meeting minutes submitted by Suzanne C. Lemieux

MIDDLEFIELD BOARD OF SELECTMEN

Robert Gazda

Noreen Suriner

Larry Pease

Chairman

Selectwoman

Selectman

MIDDLEFIELD BOARD OF SELECTMEN'S MEETING

Middlefield Town Hall

Middlefield, Ma.

August 9, 2010

Present: Noreen Suriner

Others: Marge Batorski, Wally Smith, Terry Walker, Joe Kearns, Alan Vint, Sandra Dellea, Steve Paquette "R&R rep", Joyce Skarzynski.

- Meeting officially opened at 7:00 p.m.
- Noreen Suriner received a bid from R&R Window Contractors, East Hampton. Noreen opened the bid. The amount was for \$99,770. Bid was given to Joe Kearns, who will give it to Eric Weiss. Steve Paquette "R&R" asked Joe if bid was within budget. Joe said that it was real close and explained specifics. Joe also explained that Eric Weiss will review the bid and make a recommendation to Noreen Suriner who will then award it in two weeks. See attached bid.
- Noreen and Marge Batorski reviewed the warrants. Warrants were approved and signed. Warrants were for \$4, 606.46 and \$123,000.
- Alan Vint reported that the Preston Pond BOH Emergency Well Drill has been completed.
- Joe Kearns submitted an Invitation to Bid-Vocational Student Transportation for \$25,096.52. See attached bid. When school starts there could be a surplus in our account due to possibility of less students being enrolled than originally reported. Joe will re-look at issue the first of October.
- Noreen Suriner & Marge Batorski signed the Mutual Aid Agreement re. Homeland Security Grant. Secretary will mail.
- Joyce Skarzynski brought up wind energy for renewable energy. Wind towers discussed. It was suggested to attend a Planning Board meeting to further discuss this issue.

- Next Selectmen's meeting scheduled for Aug. 23 @ 4:00 p.m.
- Terry Walker will be meeting at the State House with the Planning Commission of Boston re: the Middlefield Strap Grant on Aug 26 to convince them that the Town of Middlefield needs a half million dollars for repairs to Chester Rd.
- Terry Walker will contact Erica Johnson "PVPC" to arrange time for meeting.
- Meeting adjourned at 7:35 p.m.

Meeting minutes submitted by Suzanne C. Lemieux

Noreen Suriner, Chair

MIDDLEFIELD BOARD OF SELECTMEN

Middlefield Town Hall

August 23, 2010

Present:, Noreen Suriner

Others: Marge Batorski, Joe Kearns, Ed Vivier, Marin Laurel-Paine.

- Meeting opened 4:04 p.m.
- Acknowledged letter received from Adair Cafarella re: complaint against Planning Board for not answering e-mail; not having schedule posted. Noreen will respond to Adair by mail the following morning.
- CDBG grant discussed. Will respond to Erica Johnson PVPC) re: Oct. 4 scheduling.
- Noreen has spoken to the lawyers re: Mike Jamula's recent request. Lawyers have recommended that confidential copies of report from Kopelman & Paige be opened and sent to parties requesting them. Noreen drafted note re: letter and advised Mr. Jamula to contact Skip about driveway permit. Secretary will mail.
- Noreen and Marge Batorski reviewed warrants. Warrants were discussed, and signed.
- Re: Legal settlement to Wheelers: Monies were previously thought to be taken out of legal expense account, but was not approved by DOR. Finance Com. recommended that a separate account be created with approval from DOR. A finance com. meeting will be required to vote on this transfer from the finance com. reserve. A finance com. meeting is scheduled for Tues. Aug 31.
- Boulanger's Plumbing & Heating will start working tomorrow on the Boiler Replacement Project. Discussion is in the works with R&R re: asbestos removal.
- Secretary will type updated e-mail passwords and send to all departments. Over-all training discussed. Town Web site discussed. Needs to be updated.
- Ed Vivier spoke about fire alarm system. Ed will get three quotes for set-up costs and maintenance fees.
- Next Meeting scheduled for September 6th will be cancelled and resume on Sept. 7. Secretary will post.
- Meeting adjourned at 5:09 p.m.

Meeting minutes submitted by Suzanne C. Lemieux

MIDDLEFIELD BOARD OF SELECTMEN

Noreen Suriner

MIDDLEFIELD BOARD OF SELECTMEN

Middlefield Town Hall

September 20, 2010

Present: Noreen Suriner

Others: Marge Batorski, Sherry Venditti, Ed Vivier, Belynda Basak, Stephen Harris, Judy Hoag, Dale Hoag, Gita Jozsef-Harris, Tom Austin, Susan Baker Donnelly, Erica Johnson, Laurie Lafreniere

- Meeting begins at 7:00 p.m.
- Candidates Forum: Joe Kearns “Moderator” Alan Vint, Mitch Feldmesser, and Sandra Dellea”Candidates”Two openings available: 1 yr. term, ending @ May election, and 2 yr. term. 2 questions asked of each candidate: Background, and what they specifically will do to help out the town. Each stated background. Alan proposed being pro-active rather than re-active. He seeks stability at the meetings. Mitch recommended returning to basic functions, suggesting Robert’s Rules be implemented. Sandra has fresh ideas, is a quick learner. Would like to be able to bring the Selectboard up to speed.
- Audience participation.
- Candidates: Terry Crean, and John Richardson. 1 opening for Zoning Board of Appeals. John & Terry stated their backgrounds. John’s first order of interest “Education” Terry’s, working on documentation.
- Audience participation
- Erica Johnson “ PVPC” explained about applying for the Community Development Block Grant. The application deadline has been moved up to December which is bad news for the town. There won’t be enough time to complete the engineering work which is needed in order to apply for moneys for repair to the COA roof. The town will be awarded \$18,000 for the planning segment of this project. Middlefield was a top winner for social services for FY09. Erica will return on Oct. 4 to discuss strategies for applying for the Block Grant, based on community needs.
- Meeting adjourned 8:37 p.m.

Meeting minutes submitted by Suzanne C. Lemieux

MIDDLEFIELD BOARD OF SELECTMEN

Noreen Suriner

MIDDLEFIELD BOARD OF SELECTMEN'S MEETING

Middlefield Town Hall

Middlefield, Ma.

October 4, 2010

Present: Noreen Suriner, Chair; Mitch Feldmesser, Alan Vint

Others: Marge Batorski, Wally Smith, Ed Vivier, Gita Jozsef Harris, Adair Cafarella, Terry Walker, Joe Kearns, Tamarin Laurel-Paine, Sandra Dellea, Kim Savery, Sherry Venditti, Tom Rock, Skip Savery, John Bergeron, Erica Johnson

- Meeting officially opened at 7:05 p.m.
- Mitch Feldmesser nominated Noreen Suriner as Chairman, Alan Vint seconded the motion. All were in favor. Motion approved.
- Mitch & Alan recused themselves from the following motion. Noreen has reviewed the minutes of August 9 & 23; September 7 & 20, 2010. Noreen made a motion to approve those minutes, and signed them. Noreen asked the secretary to correct the July 12, '10 minutes by adding the words "per mowing" to the amount of \$240 - Contract bid. Remaining minutes that were not reviewed by previous Selectmen, warrants further research, and shall be set aside till completed.
- Terry Walker's bonding status was questioned. Terry stated that she needed a letter from the Selectmen stating why bonding status should be changed. Status of open-meeting violation complaint re: March 29, 2010 Selectmen's meeting was discussed. Joe Kearns stated that salaries for Adm. Secretary, & Recording Secretary were voted into accounts. The Selectboard would then define what that is.
- Warrants were reviewed, approved, and signed @ \$7,430.50.
- Terry stated that she closed the books Sept. 22, '10, and everything has been sent to Joe Boudreau. Free cash should be certified in a couple of weeks.
- Erica Johnson "PVPC" introduced draft for the Community Development Block Grant Strategy for 2011. (See attached). Changes in draft: Chester not included because they have not spent down grant money; Priority projects: Securing a long-term location for social service agencies (2010) has been removed because a long-term lease has been signed; repair Senior Center roof leak (2010-2011) shall be removed because application deadline has been pushed to Dec. 10'10, which doesn't allow enough time to complete application. Discussion ensued. Funding has been approved to locate an engineer and architect to study project. Suggestion for additions to priority project: Fire Safety Complex. Other ideas were discussed. Erica will revise Strategy for 2011 and send it to Selectmen to be reviewed, approved, & signed.
- Public Forum:

Sandra Dellea requested that obscene graffiti be removed from stop sign at intersection of Arthur Pease & Chester Hill. Skip Savery will work on repairing this and other signs in town that have been tampered with.

Ed Vivier submitted quotes on the monitoring of our fire alarm system. See attached.

Berkshire Communicators = \$277.83, and Alarms of Berkshire County=\$276. Ed recommended hiring Berkshire Communicators. Discussion ensued. Noreen Suriner moved that the Selectmen make a motion to approve the hiring of Berkshire Communicators for the amount of \$277.83, w/authorization, if necessary, to have a dedicated telephone line installed. Alan Vint seconded the Motion. All were in favor. Motion was approved. Terry will notify Berkshire Communicators, and check on insurance rates with MIIA.

Skip reported vandalism that had occurred at town garage to town truck. Skip will make a call regarding patrols to area, and will report back next week.

Larry Pease submitted letter (see attached) re: asking the Selectboard to establish an official date for Halloween. Larry recommended Oct. 30 @ 5 – 7 p.m. for Trick or Treating. Alan Vint seconded the motion. All were in favor. Motion was approved. Admin. Secretary called Kim Savery to confirm schedule for Halloween party. All were in agreement.

- Noreen acknowledged formal complaint filed by Adair Cafarella against Planning Board. Adair stated that Planning Board needs to turn this over to the DA.
- Noreen stated that Jane Thielen has submitted a treasurer's report. Terry stated that Jane & Terry have balanced Cash for July.
- Noreen attended Broadband meeting re: process of establishing fiber optics. They are moving forward. B) Re: Wiredwest – Governing policies have been established. Town by-law changes will be addressed.
- Noreen expressed disapproval of Harmon Law Offices handling of disclosure of foreclosures. Noreen will draft letter of inquiry into this process.
- Alan Vint reported on an Emergency Management meeting that he and Noreen Suriner attended. A meeting w/emergency personnel will be needed to discuss options.
- Next planned meeting scheduled for Tuesday, Oct 12@ 7:00 p.m.; Oct. 19 w/ Paul Tacy (Building Inspector); Oct. 25 w/ Finance Com. will be posted.
- Ron Radwich (Deputy Fire Chief) informed Selectboard that the Federal Communication Commission will be narrowing down our airwaves from 25 watts to 12.5 by 2013. New radios will be needed at cost of replacement-approx \$22,154. Discussion ensued.
- Meeting adjourned @ 9:54 p.m.

Meeting minutes submitted by Suzanne C. Lemieux

SelectBoard

Noreen Suriner, Chair

Alan Vint

Mitch Feldmesser

MIDDLEFIELD BOARD OF SELECTMEN'S MEETING

Middlefield Town Hall

Middlefield, Ma.

October 19, 2010

Present: Noreen Suriner-Chairman, Alan Vint, and Mitch Feldmesser

- Meeting called to order at 7:10 p.m.
- Discussion regarding listing all people in attendance at Board of Selectmen's meetings. Noreen Suriner asked Mitch Feldmeser to research issue. She also suggested a sign in sheet.
- Board signed amended minutes from October 4, 2010.
- Mail was reviewed, and the October 12, 2010 will be available on October 25, 2010 with a few revisions.
- Harmon letter was reviewed and signed by the board. Terry Walker was asked to address envelopes and mail to various state agencies.
- Paul Tacy was invited to meet with the board. Paul gave an overview of his experience as a building inspector and he has been the Building Inspector for Middlefield for the past 13 years. He is a member of the Hampshire County Regional Building Inspectors and has been certified by the Department of Public Safety. Paul requested a locked file cabinet for the building permits. He suggests that the building permits applications should be updated on the Middlefield website. Paul informed the board that there were three new houses in town. Discussion on fee schedules-Paul explained that the Board of Selectmen must vote on the fee schedule for their town. Paul also enforces building code and zoning violations for Middlefield.
- Noreen Suriner stated that minutes from June-July 2010 have been received but not approved. She also stated that minutes from 2009 were not signed and they were received but not approved.
- Vendor warrant and payroll warrant were reviewed and accepted. Motion made by Noreen Suriner to sign vendor warrant totaling \$176,109.97, second Mitch Feldmesser, unanimous vote. Motion made by Noreen Suriner to sign payroll warrant totaling \$9,789.50, second Alan Vint, unanimous vote.
- Warrant was signed by the board to have a state election on November 2, 2010. Noreen Suriner made motion to sign warrant, second Alan Vint, unanimous vote.
- Complaint against Noreen Suriner and Marjorie Batorski regarding violating open meeting law was discussed. Decision by the board for Terry Walker to draft a letter stating that as far as the board can determine, this is not an open meeting law complaint. Letter will be mailed to Tom Rock and to the Attorney General. Noreen Suriner stated that the board would like to add to the October 12, 2010 minutes that Tom Rock's written complaint was different than his verbal complaint. Terry Walker will have letters on letterhead and ready to be signed by the board on October 25, 2010.

- Discussion of the key list for keys to the Board of Selectmen's office. Terry Walker was asked to find all the keys and make a new list with person's name and key number.
- Terry Walker reported that she had checked with MIIA and fire alarms do not receive a credit for our insurance claim. Terry also reported that she had investigated the letter from Apex Claims. When an insured person received an insurance settlement, the town receives back taxes or liens on the property and the insured receives the balance.
- Board of Selectmen supports the Mutual Aid Agreement and motion was made by Alan Vint, second Mitch Feldmesser, unanimous vote. Terry Walker was asked to make a copy and mail in the agreement.
- Skip Savery stated that the soil borings will be on Friday morning and they should be finished by noon. Skip also fixed signs in town and painted the graffiti. Individuals that destroyed the hood of a town truck will pay for damages and possible restitution.
- Board agreed that all emails must be reviewed by board and kept in a 3 ring binder.
- Lengthy discussion about who oversees information on the town website. Mixed feeling whether the Board of Selectmen or the Communications Committee should oversee the information.
- Alan Vint stated that there is over \$100,000 in Tax Title and nothing is being done about this. There is property in tax title for the last 20 years and the Treasurer needs to go forward and begin the process of collecting back taxes for these parcels.
- Mitch Feldmesser will fill out the form regarding Recreational Camps in Middlefield.
- Terry Walker will mail Erica Johnson the Town of Middlefield Community Development Strategy document which was signed by the Board of Selectmen.
- Noreen Suriner made a motion to adjourn at 9:45 p.m. second Alan Vint, unanimous vote.
- Motion to adjourn at 9:45 p.m. by Mitch Feldmesser, Alan Vint, second, unanimous vote.

Submitted by,
Terry Walker
Administrative Assistant

Noreen Suriner-Chairman
Board of Selectmen Middlefield

Alan Vint

Mitch Feldmesser

MIDDLEFIELD BOARD OF SELECTMEN
Informational Finance Meeting
OCTOBER 25, 2010

Present: Noreen Suriner, Chair, Alan Vint, Mitch Feldmesser
Joseph Boudreau (Department of Revenue)

Members of Finance Team: Marin Laurel-Paine, Mary Ann Pease, Gita Jozsef-Harris,
Ed Vivier, Scott Arteoli, John Richardson, Jane Thielen, Terry Walker, Laurie Lafreniere,
Joe Kearns

- Meeting came to order: 7:10 p.m.
- Accounting System Responsibilities (See attached)
- Process for establishing DOR Certified Free Cash (See Attached)
- Tax Title Taking Process discussed
- Meeting adjourned : 9:00 p.m.

Meeting minutes submitted by Suzanne C. Lemieux

Middlefield Board of Selectmen

Noreen Suriner, Chair

Alan Vint, Selectman

Mitch Feldmesser, Selectman

MIDDLEFIELD BOARD OF SELECTMEN

Middlefield Town Hall

November 1, 2010

Present:, Noreen Suriner, Chair; Alan Vint, Mitch Feldmesser

- Meeting opened 7:00 p.m.
- Select board read October 25, '10, Alan Vint made a motion to approve minutes as read, Mitch seconded the motion. All were in favor.
- Select board read minutes of October 19, 12, & 4. Alan Vint made a motion to approve minutes as read, with amendments.
- Discussion on required contents of minutes occurred.
- Warrants & Payroll read & discussed Noreen Suriner made a motion to approve a warrant for \$21,799.64, Mitch Feldmesser seconded the motion. All were in favor. Noreen Suriner made a motion to approve a voucher for \$6,228. Alan Vint seconded the motion. All were in favor.
- Eric Weiss (HRMC); Steve Paquette (R&R Windows) were present. Eric gave a brief history of the stimulus grant of \$122,000.00 that was awarded to the town to be used for boiler and window replacement. The new boiler has been installed, however all is not complete. Someone will be here Wednesday to adjust thermostats.

The window replacement bid was awarded to R&R Windows Contractors, Inc., in September by the Select board. Jay Swift, Joe Kearns, Eric Weiss, and Steve Paquette met on Sept. 27 to discuss the nature of the project. The steps that need to be taken tonight include any add-ons that the town might be interested in, and to sign the contract with R&R Windows. Eric has reviewed the contract (see attached) and stated that it contains exact bid specifications to replace all the windows. Steve

Paquette stated that he needs approved shop drawings, and a signed contract to be able to order the windows in November which would put the windows on site to be installed on March 14. Expected completion is third week of April. Joe Kearns stated that shop drawings are complete. Different types of insulation & windows were discussed. Project is already \$12,619 over because of the cost of asbestos removal (\$39,000) A special town meeting will be needed to appropriate overage.

Item #1: Alan Vint made a motion to approve the color (Harbor Green) for the outside of windows, and white on the inside, Mitch Feldmesser seconded, all were in favor. Noreen Suriner made a motion to approve the use of the urethane foam at the add-on cost of \$4,100, Alan Vint seconded the motion. All were in favor.

Item #2: Alan Vint made a motion to remove the cost of boxing the columns @ \$1,410 to the town of Middlefield, Mitch seconded the motion. All were in favor.

Item #3: Alan Vint made a motion to keep the windows as hopper-in and accept the flat screens, Noreen seconded the motion. All were in favor. Alan made a motion to approve the contract with R&R Windows, 1 Arthur St., Easthampton, Ma. for the replacement of windows at the Middlefield Town Hall, with funding as provided by DOER, Mitch Feldmesser seconded the motion. All were in favor. Noreen Suriner made a motion to sign the amended contract at the next posted

- Select board meeting. Alan seconded the motion. All were in favor.
- Discussion ensued on Community Development Block Grant re: Senior Center. Eric will contact Erica Johnson to discuss grant and determine if he can oversee it.
 - Skip Savery reported that repairs to two trucks have been completed and are ready to roll. Building for disposal area is ready to move. It needs to be insulated. Salt costs & treated salts discussed. Skip bought a door to replace the process rotted existing door at the Senior Center.
 - Terry Crean presented a letter of request from the Zoning Board of Appeals (See Attached), to the Select board to appoint one "Alternate" ZBA board member this evening. Discussion of process ensued. Alan objected to the lack of process in posting. While everyone agreed with Alan, it was clear that in fairness to the citizen, it was expedient to make the appointment. Mitch Feldmesser moved that John Richardson be appointed as an alternate member of the Zoning Board of Appeals, with a term to end this fiscal year. He is eligible to be appointed for another term. Additionally a second ZBA alternate will be appointed after it is posted. Noreen seconded the motion. All were in favor. John Richardson was sworn in as alternate member of the Zoning Board of Appeals.
 - Noreen stated the results of the investigation: 1) Open meeting law with a letter that has already been sent, with receipt of Tom Rock's signature that he has received it. 2) Cynthia Pepyne (DA) will be sending a letter within a week re: other Open Meeting Violation by the previous Select board.
 - We have yet to receive the letter from the DOR re: Free Cash. Terry Walker is not here to address this. Terry left the meeting at 8:40. Other issues on the agenda were not discussed. These issues will be on the next meeting's agenda when Terry is here.
 - Agenda for next meeting discussed
 - Ed Vivier reported that the town hall is being monitored by Berkshire Communication.
 - Alan Vint read a statement of disclosure re: abutting property.(See attached)
 - Meeting adjourned at 10:00 p.m.

Meeting minutes submitted by Suzanne C. Lemieux

Select board

Noreen Suriner , Chair

Alan Vint

Mitch Feldmesser

MIDDLEFIELD BOARD OF SELECTMEN'S MEETING

Middlefield Town Hall

Middlefield, Ma.

November 15, 2010

Present: Noreen Suriner, Chair; Mitch Feldmesser, Alan Vint

- Meeting officially opened at 7:00 p.m.
- Discussion "Nov. 1, 2010 minutes" Alan Vint objected to phrasing: "lack of process". Alan would like "in posting" be added to the phrase. Noreen Suriner made a motion to approve the November 1 minutes. No objections were made. So moved.
- Discussion "Contents of minutes". Mitch Feldmesser suggested putting discussion on the Dec. 6 agenda. Noreen wants "attendees present" discussed.
- Discussion "Warrants". Terry Walker stated that warrants are usually on the desk by Friday. The Payroll Warrant is not complete. Terry stated that Jane Thielen faxes figures into the payroll company on Saturday, the company e-mails exact figures to Terry, Terry usually completes the warrants, but has not received the exact figures. She's expecting them by the latest - Tuesday @ 10:00 a.m. Two Selectmen need to sign these by Thursday. Terry will let the Select board know.
- Kathy O'Brien "Disposal Attendant" approached the Select board with a request for the wiring of the shed at the Disposal Area completed. Poles and existing panel are in place. Wires have to be run from the outbox inside, which will run the heater, overhead light, one outlet, air conditioner, and spotlight on outside of building. Terry Walker stated that there was approx. \$15,000 left in the Disp. Area's account. The Select board gave their authorization to Kathy to call John Savery "Electrician" and ask him to do the work. Kathy will e-mail approx. cost of project to Select board. Report of these results will be put on Dec. 6 agenda.
- Terry submitted letter from Northwestern District Attorney's Office re: its investigation into a complaint made about a Open Meeting Violation " March 29, 2010". Investigation is considered closed. See attached.
- Strap Grant discussed. Terry stated that the Town of Brimfield has been approved, and that we will know of our status in 2 weeks. Noreen asked for a copy of the Middlefield grant. Terry will have a copy of it at the Nov. 22 meeting. Terry stated, if we don't get approved, she will change a few things and re-apply. Terry is working on the Commonwealth Capital Plan, which will take 20 hours to complete.
- Terry will confirm status of keys, and report whereabouts of #18 by the Nov. 22 meeting.
- Terry will look into Homeland Security FEMA Grant, and find out meaning of term "Winloc" and report back. Noreen will track down Bob Berry "Representative"
- Alan Vint said that he checked with the Treasurer re: Tax Title Summations, and expected information by today. Terry has a record of a journal entry stating to recommit the 18 tax bills to the new tax collector.
- Discussion ensued on new form submitted by Terry re: requests for vendor payments.

- Discussion “Certified Free Cash”. Terry stated she has closed the books for Sept., and that the DOR goes over it with a fine-tooth comb. Free Cash has not been certified yet.
- Terry gave an account of her previous week’s activities. Terry stated she had a call from a bidder whose check that had been enclosed with the bid, be returned. The check has not been found, but will continue searching for it.
- Terry Walker “Town accountant” has completed the audit for July, but not Sept, and Oct. To be discussed on the 29th.
- Administration duties to be discussed on the 22nd.
- BOH discussed. Noreen will be clarifying possible available training for Select board.
- Discussion re: letter written by Valerie Nickerson Bird, to Charlie Koniecki” District Health Officer of Ma.”, re: B&B in Middlefield, questioning permits for hood ventilation suppression system, and septic and water supply. Judy & Victor Artioli came forward and stated “ Dishwasher is certified; vent hood” 500 cubit ft per minute” fits restaurant’s standards; their septic tank holds 1000 gallons, has all new leach fields, and that their water is continuously tested” A Serv-Safe Certification & License to serve food was submitted (see attached). Judy also stated that her daughter “Certified Diet Manager” is on staff. Noreen will consult with Mr. Koniecki to find out rules and regulations concerning this issue, and draft a letter to Valerie Nickerson Bird. Tom Rock stated his opinion on issue.
- Discussion re: “Signs for Hunting” stating that potential hunters need to put their request in writing to property owners. Alan Vint will research the Town of Monterey’s rules re: this issue.
- R & R Window Contract was signed by the Select board.
- Discussions:
 - Metal bin,” people pay to unload metals, should other people benefit from this?”
 - Paquette Electrical Contract “Report on slight changes in lighting, new ballasts & bulbs installed, etc.”
 - ”Green Community “ Jay Swift has been appointed head of committee and has volunteered to put board together and investigate possibilities”.
 - “Condition of flags” Received complaint of condition of both flags on display in town. Selectmen agrees with complainant, flags should be replaced”
- Meeting was adjourned at 9:17p.m.

Meeting minutes submitted by Suzanne C. Lemieux

SELECTBOARD

Noreen Suriner, CHAIR

Alan Vint

Mitch Feldmesser

MIDDLEFIELD BOARD OF SELECTMEN'S MEETING

Middlefield Town Hall

Middlefield, Ma.

November 22, 2010

Present: Noreen Suriner, Chair; Mitch Feldmesser, Alan Vint

- Meeting officially opened at 7:00 p.m.
- Ray Gero "Veteran's Agent" spoke about condition of the town's flags. Ray has been purchasing the flags out of his personal expense, and replacing them every Memorial Day. Ray recommends flying flags from Memorial Day to Veterans Day due to severe weather. Ray will contact Larry Pease "Cemetery Commission" to discuss reimbursements. Ray will report back on Dec.6.
- Cultural Council contract was discussed & signed. Secretary will mail tomorrow.
- Response to Valerie Nickerson – Bird discussed. Letter written by Valerie to Charlie Koniecki re: bed & breakfast in Middlefield was read and discussed. Noreen has spoken to Charlie Hunter "BOH agent" about issue, and has drafted a letter of response. The Select Board read the letter. Mitch Feldmesser made a motion to sign as written, Noreen Suriner seconded the motion, All were in favor. Alan Vint preferred that stronger language be used. Secretary will mail with cc. to Charlie Koniecki.
- Job Descriptions discussed re: Admin. & Select Board Secretaries.
 1. Suzanne Lemieux "Selectman's Secretary" gave report of duties that she performs. Community Board discussed. Skip will be asked to replace cover. Discussion ensued.
 2. Terry Walker "Admin. Secretary" gave her report. Discussion ensued of this and also Contracts between Sec. and other depts. Suzanne will research Minutes stating exact wording from previous Select Board meeting and report. "See attached"Select Board resolved to assess priorities & decide how they should be delegated.
- Suzanne will call Country Journal in the morning to have a legal notice posted for a tree hearing to be held on Dec. 3, for WMECO to take down trees to install new poles and lines on Chester Rd.
- Mitch made a motion to adjourn @ 9:40 p.m. Alan Vint seconded the motion. All were in favor..

Meeting minutes submitted by Suzanne C. Lemieux

SELECT BOARD

Noreen Suriner "Chair"

Alan Vint

Mitch Feldmesser

MIDDLEFIELD SELECT BOARD MEETING

Middlefield Town Hall

Middlefield, Ma.

November 29, 2010

Present: Noreen Suriner, Chair; Mitch Feldmesser, Alan Vint

Finance Team Meeting open @ 6:30 p.m.

- Present: Jane Thielen "Treasurer" Mary Ann Pease "Tax Collector" Gita Jozsef – Harris "Board of Assessors" Laurie Lafreniere "Board of Assessors" Terry Walker "Accountant"
- 1. **Dates:** Problem: Confusion resulting from playing catch-up and listing one date on deposit slips on Mary-Ann's turn-over sheets. Solution: Mary-Ann provides photo-copies of deposit slips to Terry, so that Terry can track them.
- 2. **Forms:** Problems: New Vendor Payment forms not working well for insurance account that Jane works on. BOA also reporting problems with several accounts. Solution: Jane will use old form on 1st warrant of the month; if problem, will discontinue. Assessors may continue use of old form. New forms will continue to be used by other departments.
- 3. **Turn-over sheets:** Problem: Mary-Ann not receiving receipts of turn-over sheets. Terry's not getting back-up receipts. Solution: Jane will provide receipts, and back-up receipts.
- 4. **Overlay Sheets:** Problem: Gita needs Terry to complete the Schedule OL-1 Overlay work. "See Attached." Solution: Terry is working on it.
- 5. **Tax Titles:** Problem: Expenses re: Collection of Unpaid taxes. One Tax Discrepancy listed. Jane listed one Tax Discrepancy. Solution: Jane and Mary Ann are talking to each other and trying to get everything coordinated.
- 6. **Communications:** Problem: Mary Ann asked Terry if re-commitments were posted. Solution: Terry said she had these posted.
- 7. Terry stated that Free Cash has been certified for the amount of \$131, 826. "See Attached" She is now working on completing Schedule A.
- Finance Meeting closed @ 7:10 p.m.

Selectmen's meeting open @ 7:10p.m

- Noreen introduced Paul Mark "State Representative-Elect" Paul thanked the Select Board for having him & answered questions from those present. Paul observed the entire meeting.
- Ken Elstein "Hampshire Council of Governments" is visiting 15 towns this month to talk about how town government and small businesses can save money on electricity by buying it through the council and described steps needed to be taken in order to achieve this. "See attached" Long discussion ensued. Alan Vint is the official contact person for the Hampshire Council of Governments. Markelle Smith & Leslie Loutonic "Nature Conservancy" read letter submitted by Mark Lipton requesting that the Select Board approve the Conservation Restriction that he is requesting for his property on Alderman Road. "See Attached" The Nature Conservancy explained the process and answered

questions. Judy Peterman “Abutter” expressed approval. The Select Board will review lists of restrictions and will let the Conservancy know of their decision by returning signed or unsigned documents to the Conservancy. Noreen invited the Nature Conservancy to return on May 16th, 2011 to give a presentation regarding all the land under Nature Conservancy control.

- The minutes of Nov. 15,'10 were reviewed. Mitch Feldmesser made a motion to accept the minutes as read. Alan Vint seconded the motion. All were in favor. So Ordered. The minutes were signed.
- Noreen will call Eric Weiss “HRMC” & Kathy O’Brien “Disposal Area Attendant” to invite them to attend the Dec. 13th Select Board meeting to discuss the workings of the disposal area. Eric’s report on status of the PVPC Community Development Grant will also be included.
- Alan read a letter written by Valerie Nickerson-Bird to the Select Board on 11/25/10, “See Attached” Mitch will research state laws re: this issue. Noreen stated that Charlie Kaniecki will do an inspection of the B&B if asked. Alan Vint moved that Noreen Suriner contact Charlie Kaniecki, Mitch Feldmesser seconded the motion. All were in favor.
- Ron Radwich “Fire and Forest Warden” came forward to discuss funding to purchase new radios. Ron suggested the town bite the bullet and buy everything that we need. This will eliminate the crunch that will occur nearer the deadline of 2012. Ron also recommended not signing up with No. Hampton because of dispatching problems. Actual turnover will be 2013. Noreen will connect with the sheriff who can help us with the Winloc grants.
- Noreen recommended speaking to Mary Kersell “Pioneer Public Health Preparedness Coalition” to receive information on how to function better. Suggested date will be Dec. 15, from 4p.m. to 8p.m. Noreen will report back when meeting is confirmed.
- Ray Gero discussed flag appropriations for Middlefield. Ray will collect discarded flags and dispose of them properly. Larry Pease “Cemetery Commission” will purchase 2 new flags from the Cemetery Account for next May. Noreen will ask Larry to attend the Dec. 13,'10 meeting to discuss the workings of the Fire Dept.
- Sherry Venditti questioned Free Cash Certification, and Books that were not balanced. Alan Vint will contact Joe Boudreau tomorrow to research this.
- A tree hearing re: WMECO’s removal of trees on Chester Rd. in order to install poles and wiring will be scheduled for 7:45 p.m. on Dec.13,'10. Legal notice of hearing was called into the paper today.
- Discussion re: appointments to Committees and Commissions ensued. Alan & Mitch would like more notice before being approached to appoint people so that sufficient time is available to interview applicants. Secretary will check on term limits for Cultural Council. Noreen noted receipt of Andrea Tosi’s resignation from Cultural Council. Noreen Suriner moved to appoint Sarah Foley to the Cultural Council. Mitch Feldmesser seconded the motion. All were in favor. Motion Approved.
- Skip Savery “Highway Boss” will work on replacing stop sign & putting cover back on Community Board. Skip reported that cutting has begun at the store today, and that paving will be done tomorrow. Mitch asked Skip to attend a

Select Board hearing and discuss the going ons of the Highway Dept.

- Noreen left the meeting @ 9:10 p.m. Mitch & Alan reviewed and signed the warrants.
- Mitch Feldmesser made a motion to close the meeting. Alan Vint seconded the motion. Meeting was adjourned @ 9:20 p.m..

Meeting minutes submitted by Suzanne C. Lemieux

Select Board

Noreen Suriner, Chair

Alan Vint

Mitch Feldmesser

MIDDLEFIELD SELECT BOARD MEETING

Middlefield Town Hall

Middlefield, Ma.

December 6, 2010

Present: Noreen Suriner, Chair; Mitch Feldmesser, Alan Vint

- Meeting officially opened at 7:00 p.m.
- Minutes of Nov. 29, were read and discussed. Mitch Feldmesser moved to accept the minutes as corrected. Alan Vint seconded the motion. All were in favor. So Moved. Secretary will prepare them to be signed @ the Dec. 20 meeting.
- Discussion ensued re: contents of minutes. Select Board resolved to read minutes at every meeting, to have them available by 6 p.m. – pre-meetings.
- Appointments discussed. Resolved to post notice to all committees re: vacancies, to please notify Select Board as they occur..
- Noreen will meet with Charlie Koniecki on Wednesday, and report back with the results.
- Alan Vint reported that Free Cash is Certified, but there is still a discrepancy. Terry Walker explained that she is considering hiring a second set of eyes to help her find it. Noreen will call Joe Boudreau to find out his take on the ethics involved & possible solutions.
- Structure of meetings was discussed. The Board resolved to bring all business to Select Board meeting, to be reviewed and acted upon. Robert's Rules of Order was adopted, to be used for consultation when needed.
- Discussion of fee schedule ensued.
- Roger Pagery "Arthur Pease Rd." submitted folder to the Conservation Commission. Alan will get back to him in a couple of days.
- Discussion ensued about duties of Admin.& Select.Secretary. Terry will create a Phone log and present it at each meeting. E-mails shall be reported as well. Terry's attendance at Select Board's meetings was discussed, it was resolved that she will attend the meetings for the next month. Terry will bring in Town of Washington's description of Admin. Secretary duties @ next meeting. Secretary will update community board.
- Nature Conservancy contract with Mark Lipton was discussed. Mitch Feldmesser made a motion to sign the Nature Conservancy contract with Mark Lipton. Noreen Suriner seconded the motion. All were in favor. So Ordered. Mitch will contact Marge Batorski to have the contract notarized,
- Record of attendance discussed. Noreen would like to think this over before deciding.
- Mitch has spoken to Carl Lafreniere "Westfield River Advisory" re: work on Keystone Arch Bridges. Discussion ensued. Mitch will call Fish & Wildlife representative to arrange a presentation.
- Noreen is confirmed that the BOH & Preparedness meeting with Mary Kersell will be held on Dec.15th from 4p.m. to 8p.m.
- Noreen reported that Eric Weiss "HRMC" & Kathy O'Brien "Disposal Attendant"

will attend the Jan. 10 meeting. Some of the reports will include an update on the Windows project, and the results of research into the Community Development Grant.

- Larry Pease “ Fire Chief “ will be here on the 13th to update the Board on the going ons of the Fire Dept. Bill for previous repair of generator, and Emergency Management Performance grant for \$2,000 needs to be discussed.
- Discussion of Brownsfield project ensued. Alan will call Caprice Shaw, and report back.
- Payroll Warrants from last week were signed.
- Noreen is concerned about whereabouts of Bidder’s check,
- Letter written to Marjorie Heintz re: Real Estate Tax Map, from Tax Collector is attached to the minutes.
- Mitch Feldmesser made a motion to adjourn the meeting at 10:00 p.m. Alan Vint seconded. All were in favor.

Meeting minutes submitted by Suzanne C. Lemieux

SELECT BOARD

Noreen Suriner “CHAIR” Alan Vint Mitch Feldmesser

MIDDLEFIELD BOARD OF SELECTMEN'S MEETING

Middlefield Town Hall

Middlefield, Ma.

December 13, 2010

Present: Noreen Suriner, Chair; Mitch Feldmesser, Alan Vint

- Meeting officially opened at 7:00 p.m.
- The Select Board reviewed the Nov. 22, & Dec. 6 meeting minutes. Alan Vint made a motion to accept the Nov 22 minutes as read, Mitch Feldmesser seconded the motion. Mitch made a motion to accept the Dec. 6 minutes as read, Alan seconded the motion. So ordered. Minutes were signed.
- Warrants were reviewed & discussed. Alan made a motion to sign the warrants as presented, Mitch seconded the motion. Warrants were signed.
- Terry Walker gave her report of previous week's activities.
 1. Finished form for Tax Recap on Thursday, gave it to the Assessors.
 2. Recommitments completed from Assessors to Tax Collector. 15 out of 18 recommitments were balanced. Feels timing "date discrepancy" is the issue. Terry will work with Mary Ann Pease on them. Paper work has disappeared, so she needs to start all over again,
 3. Schedule A is being worked on. Terry feels that the work is very complicated, and time consuming.
- Noreen reported that Joe Boudreau "DOR" stated that we don't hire an accountant to sub-contract. Long discussion ensued. Alan will call Dennis Mountain "DOR" to find out alternatives. Mitch will call Jane Thielen "Treasurer" and ask her if she could help.
- Terry will have a validated key list at the next meeting.
- Terry will contact Bob Berry to ask about WINLOC grant, and will have a report about it next week.
- Terry is working on the Commonwealth Capital Report with a completion date of April 1st.
- Will work on phone log and have that ready for next week.

Select Board meeting is recessed at 7:44. Tree Hearing begins @7:45.

- Skip reported that WMECO has marked all the trees that need to be taken down from Robin Alsop's to the Baker's property. Anyone who has a complaint or concern could see what trees were being taken down, and be here to address them. Skip will check pole locations in the morning.
- Discussion ensued. No complaints were noted.

Tree hearing closed at 7:55 p.m. Regular meeting reconvenes @7:56.

- Larry Pease "Fire Chief" came forward with information on the Fire Department. Larry said that it was an all volunteer fire department "24-7" with Ron Radwich serving as assistant fire chief. Cathy Radwich is the dispatcher. Larry would like the Select Board to come down to the firehouse to check out the equipment when the weather gets better. Personnel was discussed. Arlene Radwich and Ed Vivier serve as medical personnel. New volunteer firefighters are always welcome. CPR- 1st aid – Defribulator training is required. All fire departments get

together to attend classes. If anyone is interested in volunteering, a meeting is held every Tuesday. There were 23 distress calls to the fire dept. in the last year. The department has its own elections, with Select Board approval. Grants were discussed. Larry will find out more about these on Wednesday @ the Emergency Preparedness Coalition Meeting.

- Letter of complaint written by Mary Wheeler was read and discussed. “See Attached”. Each point was discussed. It was resolved to get the minutes up in a timelier manner. Mitch will draft a letter of response to Mary Wheeler.
- Discussion ensued about generator needed at Senior Center. Skip will call Susan to discuss this. Terry will call company to have them send another copy of the invoice.
- Skip submitted a form stating that Middlefield was denied the STRAP grant funds. “See Attached” Discussion ensued. Skip submitted Chapter 90-Project Request & Reimbursement Request that needed to be signed. The Select Board signed both. “See Attached”
- Brownfield project discussed. Alan Vint spoke to Caprice Shaw, who was quoted as saying that at some point, a report shall become available.
- Skip reported that there could be a savings on salt prices per ton - available through the Berkshire group. Skip will call and report back. Discussion ensued of condition of trucks, snow plowing routes. Heat has been installed in Disposal Area’s new building. Next job: insulating it.
- Alan reported about his attending the finance committee meeting. Joe Kearns said that after the 1st of the year, finance meetings will occur twice a month. Postings will be at the town hall and on the web site. Finance Committee is working on a proposal for STM warrant. Joe will be contacting DOR for exact wording.
- “Right-to-farm” signs discussed. Mitch will research this.
- Noreen reported about attending a PVPC meeting. Grant availability - Center for Disease Control ; BOH obligations: way more then food & Septic. Discussion ensued.
- Discussion about ambulance abatement. The town votes each year for a certain amount of money to pay the ambulance co. This makes us part of collaborative.
- Payroll Warrants were read. Alan made a motion to approve the payroll warrants, Mitch seconded the motion. All were in favor. So Ordered. Warrants were signed.
- Alan made a motion to adjourn @ 10:28 p.m. Mitch seconded the motion..

Meeting minutes submitted by Suzanne C. Lemieux

MIDDLEFIELD SELECT BOARD

Noreen Suriner “Chair”

Alan Vint

Mitch Feldmesser

MIDDLEFIELD BOARD OF SELECTMEN'S MEETING

Middlefield Town Hall

Middlefield, Ma.

December 20, 2010

Present: Noreen Suriner, Chair; Mitch Feldmesser, Alan

Vint Meeting officially opened at 7:00 p.m.

- Select Board read and discussed minutes of Dec.13, 2010. Alan made a motion to accept the minutes as amended, Mitch seconded the motion. All were in favor. So Ordered.
- Alan's report on phone call to "DOR" reps: Joe Boudreau; Dennis Mountain
 1. Free Cash is certified, search for anomaly can be discontinued for now. Books are closed, Schedule A can be completed.
 2. In reference to Mary Wheeler's question: Procurement "Chapter 44 Section 31", states that we have to have the money before a contract is signed. Joe Kearns "Finance Comm." stated that in June, 2007, the town voted \$20,000 to a Town Hall Improvement account, per request of the Building Comm. was not used.
 3. Contractor is required "via Certified Letter" to find out if the town has sufficient money to pay the contract.
 4. Audits discussed. Joe Kearns recommended that an article be voted on at town meeting to pay for the audit at the end of that fiscal year.
- Noreen will contact Charlie Kaniecki & the Artioli's to arrange an inspection on Tues. Jan. 25, 2011.
- Special Town Meeting is tentatively scheduled for Jan.31, 2011. Joe submitted a suggested list to be included on the warrant.
- Tax Classification hearing is scheduled for Dec. 27.
- Mitch will consult Jane Thielen "Treasurer", to discuss her take on the accountant's anomaly.
- Mitch has arranged for presentation on proposal to repair the Arches. Reps from "Wild & Scenic" & "Fish & Wildlife" will attend. Mitch will notify interested parties that the scheduled date is Jan.24' 2011.
- Mitch's draft to Mary Wheeler discussed. Amendments made. Suzanne will type out and present at next meeting.
- Noreen requested that Susan Baker-Donnelly have a conversation with Skip Savery re: generator.
- Terry Walker "Admin.Assis't " weekly report:
 1. Key list discussed. Terry will contact Mary Ann Pease to find out status of missing key. Suzanne will put returned key in locked file.
 2. Phone log discussed.
 3. Terry needs to give Suzanne, info on ethics, to be placed in the locked file
 4. Terry will submit copy of letter that she will send to MIIA requesting check

next week.

- Discussions on delegating responsibility; accountability ensued:
 1. E-mails: Alan will call to get details on e-mails: which can be removed & which gets printed.
 2. When to arrange Public Forum time discussed.
 3. Discussion: Select Board establishing priorities: By-laws; audits; Dept of Financial Review.
- Noreen is waiting on a compilation of by-laws that have been approved since 1987, which Marge "Town Clerk" has been working on. Noreen will e-mail what she has completed to the Board this week. By-laws will be on the agenda for next week.
- Suzanne: Lists of to-dos:
 1. Put thumbnail of emergency preparedness into computer, view it and make report
 2. Work on COOP plan.
 3. Update fee list. Mitch asked Sherry to call Bob Dean "Director of Reg. Services" and get Franklin County's fee schedule.
- Discussion ensued on attendance at Convention. Noreen has a place to stay and would like to attend. Mitch made a motion to send Noreen to attend the Selectmen's convention. Monies will be taken out of Selectmen's expenses. Alan Vint seconded the motion. All were in favor. So Ordered.
- Noreen has an appointment with Ed McDonald "Chester Town Administrator" to visit with Breckett & Lewis "Lawyers", specifically to gather information.
- Discussion of format for warrant for town meeting ensued.
- Alan made a motion to adjourn the meeting at 10:00p.m. Mitch 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

MIDDLEFIELD BOARD OF SELECTMEN'S MEETING

Middlefield Town Hall

Middlefield, Ma.

December 27, 2010

Present: Noreen Suriner, Chair; Mitch Feldmesser, Alan Vint

- Meeting officially opened at 7:00 p.m.
- Public Tax Classification Hearing: A public hearing was held on the issue of adopting the percentages for fiscal year 2011, that the Board of Assessors (Gita Jozsef-Harris) presented information and data relevant to making such determination and the fiscal effect of the available alternatives at the hearing and that the percentages set forth above were duly adopted in public session on 12/27/ 2010. The Board signed the DOR classification LA-5 form for Middlefield. (See attached) Alan Vint made a motion to approve a single tax rate classification for FY 2011, Mitch seconded the motion. All were in favor. So Ordered. Public hearing was closed. Regular meeting resumed.
- Alan made a motion to approve the Dec. 13, 2010 minutes as amended, Mitch seconded the motion. All were in favor. So Ordered.
- Minutes of Dec. 20, 2010 were read and amended. Suzanne will edit and submit to the Board to be approved and signed. Previous un-approved minutes (quorum unavailable for approval), will be put on the web listed as draft.
- Marge Batorski (Town Clerk) will find the copy of the Right to Farm by-law. Marge requested a copy of a signed petition for Pole locations on Chester Rd. re: Robin Allsop's property. Suzanne will find a record of that pole hearing. Marge will call WMECO for information.
- Warrants were read and discussed. Alan is curious about electric bill at firehouse, and will leave a note for Terry Walker (absent) to investigate.
- Mitch made a motion to sign warrants as written. Alan seconded the motion. All were in favor. So Ordered. Warrants were signed.
- Discussion ensued on agenda for Special Town Meeting, including Wired-West & By-law information. Mitch made a motion to hold the Special Town Meeting on January 31, 2011, Alan seconded the motion. All were in favor. So Ordered.
- Mass. Municipal Association Conference was discussed. Alan made a motion to include food as an option at the conference. Mitch seconded the motion. All were in favor. So Ordered.
- Alan made a motion to adjourn the meeting at 9:10 p.m., Mitch 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

MIDDLEFIELD BOARD OF SELECTMEN'S MEETING

Middlefield Town Hall

Middlefield, Ma.

January 3, 2011

Present: Noreen Suriner, Chair; Mitch Feldmesser, Alan Vint

Meeting began at 7:00 p.m.

Kim Baker requested a business license. Discussion ensued. Mitch made a motion to sign off on the business license for Kim & Patricia Baker. Alan seconded the motion. All were in favor. So Ordered. Select Board will seek clarification on issuing class 2 auto sales license.

Linda Fontaine-Greenia requested a business license. Discussion ensued. Linda has gone through the ZBA to receive a zoning variance to have a class 2 used car dealer permit. Alan made a motion to sign off on the business license for Linda Fontaine-Greenia. Mitch seconded the motion. All were in favor. So Ordered.

Discussion ensued on Special Town Meeting Warrant. Joe Kearns will provide the warrant for next Monday night so that the Board can review and sign it. The Special Town Meeting was set for Jan. 31, 2011 at 7 p.m. It was so moved, voted and ordered. The Select Board reviewed the Dec. 27 minutes. Alan made a motion to approve the Dec. 27, 2011 minutes as amended. Mitch seconded the motion. All were in favor. So Ordered. Suzanne will amend the minutes and present them for signage at next meeting.

Alan made a motion to approve the Dec. 20, 2011 minutes as edited. Mitch seconded the motion. All were in favor. So Ordered.

WMECO pole hearing discussed. Suzanne will contact Nicole Davies to find out how they propose to solve this issue?

Sherry Venditti submitted the plumbing, gas, and electrical fees for Franklin County. Suzanne will check out the Nov. 16, 2010 minutes to find out when the new building permit fees were voted on--to be effective Jan. 1, 2009. Suzanne gave the Board a copy of the latest Hampshire County Building permit fees which Mitch will give to the Assessors. Mitch will contact Eric Main (Electrical Inspector), Charlie Hunter (Board of Health) agent, William Zeitler (Plumbing Inspector), Larry Pease (Fire Chief), & Skip Savery (Highway) to get information re: fees, and invite them to the Feb. 7, 2011 Select Board's meeting.

All of the Agenda items under 'follow-up' for the Accountant and the Administrative Assistant were put off one week as she was not present.

The Select Board signed two letters: response to Mary Wheeler & one re: seeking grants for Board of Health.

Warrants discussed. Questions concerning timeliness of warrants were brought up. Alan made a motion to accept the warrants as presented. Mitch seconded the motion. All were in favor. So Ordered. Warrants were signed.

Marge will make a copy of the Right --to--Farm BYLAW and put it in Noreen's mailbox. Some of the BYLAWS were reviewed and some corrections were made. Discussion ensued concerning this process. Discussion will be continued next week.

Mitch made a motion to adjourn @ 10.00p.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

MIDDLEFIELD SELECT BOARD MEETING

Middlefield Town Hall

January 24, 2011

Present: Noreen Suriner (Chair) Mitch Feldmesser Alan Vint

- Meeting began at 6:00p.m.
- Alan recapped Pole issue for Marge Batorski (Town Clerk)
- John Richardson applied for a business license. Select Board approved it. John submitted a check and received his license.
- Phone log was read:
 1. Bob Berry requested an estimate of expenses from recent storm from Skip Savery , in order to complete his application for a grant. Skip will call Bob tomorrow.
 2. Select Board checked out each call on log.
- Jan. 18, 2011 minutes were read. Suzanne will edit minutes and re-submit for signing. Alan made a motion to approve the Jan.18, 2011 minutes with amendments, Mitch seconded the motion. All were in favor. So Ordered.
- Sherry Venditti requested that all paperwork (Attached) to the minutes be scanned onto the Town web site.
- Discussion ensued on Padlocks. Noreen has ordered bar locks and padlocks for town files.
- Warrants were read. Mitch made a motion to approve the warrants for \$7,681. Noreen seconded the motion. All were in favor. So Ordered. Warrants were signed.
- Terry reported on her work week.
 1. Conversation ensued concerning Budget analysis sheet. Noreen requested that Terry re-submit the sheet to contain both the budgeted and actual expenditures.
 2. Terry stated that Schedule A is due March 1, 2011, but she's hoping to complete it in a week.
 3. She has met with the Tax Collector. The Tax Collector couldn't balance for the payroll warrant. Terry stated that she has done her part and that Jane has balanced for November. Noreen will speak to Jane about this problem.
- Noreen has responded to Marry Wheeler's e-mail, which was discussed last week.
- Salvaging at Disposal Area was discussed. Mitch will make a temporary sign stating that no metal salvaging is allowed. Eric Weiss will send copies of No Salvaging Bylaws.
- Select Board authorized Mitch to contact Face book regarding use of "middlefieldma." at a private business site. Discussion to ensue at next meeting.
- Alan spoke to Skip concerning complaint of only one exit at town hall being shoveled out. Skip reported that the highway crew has since cleared 3 entrances. Next year's budget re: snow removal, ensued.
- Alan will call Caprice Shaw to find out status of Old General Store DEP Site.
- Noreen has spoken with an MIAA representative, who reported that crisis counseling is available to town staff. She will invite the Insurance Rep. to come and talk about our insurance policy.
- The Select Board will request that the Planning Board come to a Select Board's meeting for an update. Discussion ensued about appointing a representative to attend PVPC meetings.
- Noreen gave the Select Board GETZ cards, to be used in case of emergency, only; and also gave Ed Vivier information about reverse 911. Ed will look into this and report back.
- Ed Vivier will get a proposal for a fire alarm dispatch system at the senior center, which could be covered by a grant.

- Problems re-occurred with Terry not completing pay roll warrants in time for signing. She didn't get the figures on time from the Payroll Co. She called Jane Thielen to get Jane's figures, and submitted the warrants to the Select Board. Alan will call the Payroll Co. to find out what the problem is. Mitch made a motion to approve the payroll warrant for \$15,413.88. Alan seconded the motion. All were in favor. So Ordered. Warrants were signed.
- Sherry Venditti spoke with the Chesterfield Town Administrator who told her that a grant is available to hire low income people to work for the towns. The Select Board asked her to explore this and report back.
- Mitch made a motion to adjourn the meeting at 9:30 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

MIDDLEFIELD SELECT BOARD MEETING

Middlefield Town Hall

February 1, 2011

Present: Noreen Suriner (Chair) Mitch Feldmesser Alan Vint

- Meeting began at 7:07p.m.
- Terry Walker 's Administrative Assistant's resignation was acknowledged. Town Clerk requested a written resignation before the Select Board could officially accept it. Alan will e-mail Terry to ask that she confirms what she has already indicated in written form, and return the keys for the BOH file cabinet. Adm. Asst. job description was discussed. Noreen will ask Ed McDonald (Chester Town Administrator) to come to a meeting for consultation. It was decided to firm up the job description after they have spoken to Ed.
- Mitch will follow-up on inviting the appointed members who charge fees for their services in order to update our fee schedule; and discuss any issue that may arise. Mitch will also follow-up on research of Face book regulations.
- Alan has spoken with Paul Tacy (Building Inspector) about rules concerning complaints against restaurants in an unapproved zone. Paul Tacy stated that he would shut it down.
- The issue of Business Licenses was discussed. Joe Kearns recommended that Alan contact Nanci Swartz (Certified Procurement Officer) for Hampshire Council on Governments for free information.
- Jean McKnight's request from another lawyer to share information about Harry Pease Rd. was discussed. Alan will speak with Len Kopelman about this.
- Noreen stated that as users of the National Incident Management System and as Select Board, they need to qualify by taking a test as soon as possible. The link was distributed.
- Vic Artioli submitted a request for a permit. The Select Board will look at this next week.
- E-mails concerning the town that were sent to Terry, instead of the Select Board website discussed. Suzanne will make a list.
- Noreen stated:
 1. The Select Board Association Meeting will be in Ware on March 16
 2. The Open Meeting Law Conflict of Interest Seminar will be in Northhampton on Feb.23.
- Mitch stated that Lauren Goldberg (Kopelman and Paige) would be willing to come here and discuss the difference between a request for Public Records and harassment.
- Joe Kearns has spoken with Steve Paquette (R&R Windows) who requested that he store the made windows at the Middlefield Town Hall on the stage. Joe consulted Cyndy Oligny (Librarian), who doesn't have a problem with that. Alan wants to make sure about liability. Joe stated that the windows are R&R's responsibility.
- Joe Kearns (Finance Committee) informed the Select Board:
 1. Pioneer Valley has received money from the Greens Communities, and in turn will provide 100 hours of service to the Planning Board. There are 10 requirements that the
 2. Town needs to fulfill in order to be a part of the Green Community. One of these is the Stretch code, which could pose a problem.
 3. A joint meeting with the Finance Committee and the Select Board was requested for some time in February. Discussion on budget ensued.
- Noreen will invite Ron Radwich to come to a meeting to have a conversation about emergency radios; Tom Austin for a discussion re: police dept.; and speak to Peter Oligny about scheduling another dinner to benefit Scott Will; Jack Baylis, about shoveling and salting the entrance.
- 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

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 28th 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

MIDDLEFIELD SELECT BOARD MEETING

Middlefield Town Hall

February 28, 2011

Present: Noreen Suriner (Chair) Mitch Feldmesser Alan Vint

- Meeting began at 7:04 p.m.
- Select Board read the February 22, 2011 minutes. Alan Vint made a motion to approve the Feb. 22, 2011 minutes as amended. Mitch seconded the motion. All were in favor. So Ordered. Minutes of Feb. 7, and Feb. 15 were signed.
- Suzanne was asked to notify everyone concerned (annual town report 2011), that the report is due by March 15, 2011.
- Noreen will contact DOR to find out what is required for financial reports.
- Copy machine discussed. Noreen will call McFarlane Office Product, Inc. to find out if it's relatively simple to track copies made.
- Brian Markey(PVPC) informed the Board of the Green Communities Action Plan .(See Attached) Discussion ensued. Paul Tacy (Building Inspector) submitted (Frequently asked questions concerning-Stretch Code (see attached).The Planning Board needs the approval of the Select Board, in order to pursue this. The Planning Board will present this to the town at the Annual Town Meeting. Noreen made a motion to adopt the Green Communities Action Plan. Mitch seconded the motion. All were in favor. So Ordered. Noreen will come up with several lines defining that this action has been taken.
- Paul Tacy submitted his determination of whether or not building code & zoning requirements have been violated relative to the Olde Farm Bed and Breakfast, and his suggestions as to what can be done to correct any violation(s) (See Attached). Discussion ensued. Paul suggested that he be notified prior to license requests, so that he can research the bylaws to determine if this license is allowed. Mitch will call Paul to give him the history of licenses already issued. Paul also suggested that Noreen contact Todd(Executive Director for the Hampshire County) and arrange a meeting with the Board so that Todd can offer a broader reaching process by which all the bylaws could be explained.
- Skip Savery gave a report on the condition of snow removal equipment .Skip was also told that the Governor might be signing something for the January storm which could impact the town.
- Alan submitted final draft of description of Admin. Assisstant's position. Alan will check out other town's pay scales.
- Noreen stated that Susan Baker-Donnelly informed her that the generator has been checked out, and that there are adequate funds available to cover the bill.
- Mitch will reschedule the meeting concerning the Keystone arches for May. 31st.
- Recreation Comm. Discussed. Suggestions were that Char Gero calls Bea Basak for her input.
- Noreen made a motion to adjourn the meeting @9:25 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

MIDDLEFIELD SELECT BOARD MEETING

Middlefield Town Hall

February 28, 2011

Present: Noreen Suriner (Chair) Mitch Feldmesser Alan Vint

- Meeting began at 7:04 p.m.
- Select Board read the February 22, 2011 minutes. Alan Vint made a motion to approve the Feb. 22, 2011 minutes as amended. Mitch seconded the motion. All were in favor. So Ordered. Minutes of Feb. 7, and Feb. 15 were signed.
- Suzanne was asked to notify everyone concerned (annual town report 2011), that the report is due by March 15, 2011.
- Noreen will contact DOR to find out what is required for financial reports.
- Copy machine discussed. Noreen will call McFarlane Office Product, Inc. to find out if it's relatively simple to track copies made.
- Brian Markey(PVPC) informed the Board of the Green Communities Action Plan .(See Attached) Discussion ensued. Paul Tacy(Building Inspector) submitted (Frequently asked questions concerning-Stretch Code (see attached).The Planning Board needs the approval of the Select Board, in order to pursue this. The Planning Board will present this to the town at the Annual Town Meeting. Noreen made a motion to adopt the Green Communities Action Plan. Mitch seconded the motion. All were in favor. So Ordered. Noreen will come up with several lines defining that this action has been taken.
- Paul Tacy submitted his determination of whether or not building code & zoning requirements have been violated relative to the Olde Farm Bed and Breakfast, and his suggestions as to what can be done to correct any violation(s) (See Attached). Discussion ensued. Paul suggested that he be notified prior to license requests, so that he can research the bylaws to determine if this license is allowed. Mitch will call Paul to give him the history of licenses already issued. Paul also suggested that Noreen contact Todd(Executive Director for the Hampshire County) and arrange a meeting with the Board so that Todd can offer a broader reaching process by which all the bylaws could be explained.
- Skip Savery gave a report on the condition of snow removal equipment .Skip was also told that the Governor might be signing something for the January storm which could impact the town.
- Alan submitted final draft of description of Admin. Ass'ts position. Alan will check out other town's pay scales.
- Noreen stated that Susan Baker-Donnelly informed her that the generator has been checked out, and that there are adequate funds available to cover the bill.
- Mitch will reschedule the meeting concerning the Keystone arches for May. 31st.
- Recreation Comm. Discussed. Suggestions were that Char Gero calls Bea Basak for her input.
- Noreen made a motion to adjourn the meeting @9:25 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

MIDDLEFIELD SELECT BOARD MEETING

Middlefield Town Hall

March 14, 2011

Present: Noreen Suriner (Chair) Mitch Feldmesser Alan Vint

• Meeting began at 7:00 p.m.

• Budget Meeting

Gita Jozsef- Harris submitted Annual Town Meeting Warrant 2011 edition; Salaries for Financial Positions. The Finance Committee has voted on some of these articles, which were submitted budget requests, and needs the Select Board's input.

Article 3: The Select Board moved that Article 3 be approved. Alan seconded. All were in favor. So Ordered.

Article 4: Noreen moved that Article 4 be accepted with the Select Board's amendments:

1. Admin. Assist, & Recording Sec. be combined for \$10,000.
2. Addition of \$500 for Town Hall Custodian (Snow Removal)

Alan seconded the motion. All were in favor. So Ordered.

Article 5: Select Board moved that Article 5 be approved. Alan seconded. All were in favor. So Ordered.

Article 6: Noreen moved that Article 6 be accepted with following amendments. Alan seconded. All were in favor. So Ordered.

1. Line item added (Printing) \$1,400
2. Add word **expense** where needed
3. Line item increased (Technology Expenses) to \$1500.

Gita will seek info from Verizon re-Internet Access

Noreen contacted McFarlane re: Copier-Machine can be coded at no extra expense.

Article 7: Will be revisited

Article 8: Select Board moved that Article 8 be approved as amended. Alan seconded. All were in favor. So Ordered.

1. Cemetery Request (2011) \$3,500

Article 9: Noreen moved that Article 9 be approved. Alan seconded the motion. All were in favor. So Ordered.

Article 10: Noreen moved that Article 10 be approved. Alan seconded the motion. All were in favor. So Ordered. Terry will contact Lee VNA to make sure amount stays the same.

Article 11,12a: Noreen moved that Article 11,12a be approved. Alan seconded the motion. All were in favor. So Ordered.

Article 12b: Noreen moved that Article 12b be approved with amendments. Alan seconded the motion. All were in favor. So Ordered.

- 1 Add **expense** to line item-Agric. Comm.

Article 13,14,15: Noreen moved that Article 13, 14, and 15 be approved. Alan seconded the motion. All were in favor. So Ordered.

Article 16: Number has not been provided as of yet.

Article 17: Noreen moved that Article 17 be approved with amendments. Alan seconded the motion. All were in favor. So Ordered.

1. Raise line item \$2,000 Conservation Commission.

Article 18,19,20: Number has not been provided as of yet.

Article 21: Noreen moved that Article 21 be approved. Alan seconded the motion. All were in favor. So Ordered.

Article 22: Hold

Article 23,24,25,26,27: Noreen moved that Articles 23,24,25,26,27, be approved. Alan seconded the motion. All were in favor. So Ordered.

The Finance Committee will have another warrant ready in two weeks for the Select Board.

- Ron Radwich submitted proposals from Pittsfield Communications Systems Inc. for Middlefield Highway/Fire/Police for Radios. See Attached.
- Discussion ensued on possibility of town meeting day change. Diane McQuade will research the subject.
- Mitch will put a notice in the paper re- voluntary road-side trash pick-up day.
- Noreen made a motion to adjourn the meeting at 10:20p.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

MIDDLEFIELD SELECT BOARD MEETING

Middlefield Town Hall

March 28, 2011

Present: Noreen Suriner (Chair) Mitch Feldmesser Alan Vint

- Meeting began at 7:00 p.m.
- Minutes of March 21, 2011 were read. Alan made a motion to accept the minutes with amendments. Mitch seconded the motion. All were in favor. So Ordered.
- David Dinicola requested that the Select Board sign a letter stating that Scott Will has disconnected his sewer and water lines. The Select Board signed this.
- Tom Austin informed the Select Board that permission was given to a former resident to perform Community service for the town. Discussion ensued on 911 dispatches difference in cost by using Northampton instead of Berkshire Jail. Matter will be looked into.
- Appointment of Large Animal Inspector discussed. Mary Wheeler described duties involved for position. Discussion ensued. Alan made a motion to re-appoint Mary Wheeler as Large Animal Inspector. Noreen seconded the motion. Mitch abstained from voting. Vote was 2-1. So Ordered.
- Erica Johnson (PVPC) requested that the Select Board give their approval to go ahead on the roof design plan for the COA. Discussion ensued. Alan moved that we approve the document. Mitch seconded it. All were in favor. So Ordered.
- Skip Savery submitted Matt Radwich's resignation from the highway department. Discussion ensued. Mitch made a motion to accept Matt Radwich's resignation. Alan seconded the motion. All were reluctantly in favor. So Ordered.
- Discussion ensued concerning warrants. Jane will call Suzanne on Tuesday morning to find out if warrants were approved at the Select Board's meeting before the checks are issued.
- Noreen announced that Joe Kearns will receive the Grace and Calvin Coolidge Public Service Award.
- A suggestion from Paul Tacy (Building Inspector) to combine Plumbing, Gas and Electrical inspections in one package was addressed. Select Board is in favor of this.
- Select Board received two petitions that were requested to be put on the town warrant at the annual town meeting. Discussion ensued. According to town bylaws, articles must be presented to the Select Board not later than 45 days prior to Town Meeting. These petitions were presented 41 days prior to Town Meeting, therefore will not be include in the Warrant. Secretary will notify warrant submitter.
- The Finance Committee submitted Annual Town Warrant draft. Discussion ensued. Alan made a motion to recommend that the town raise and appropriate \$5,000 to establish a reserve fund (Article 12) Mitch seconded the motion. All were in favor. So Ordered. Finance comm. will be updating Warrant next week and again the week after.
- Discussion on Wired West. Noreen will check into having a Wired West representative be at the pre-town meeting to answer questions.
- Alan reported on Town's Counsel Advice to put Artioli's petition on the town warrant verbatim. Alan made a motion to have the Planning Board get a legal opinion about the Artioli petition. Mitch seconded the motion. All were in favor. So Ordered.
- Secretary asked to contact MIIA representative re. MIIA's current partnership with Cor Vel Corp.
- Secretary asked to contact Charlie Hunter to follow-up on fee schedule.
- Noreen made a motion to adjourn the meeting at 10:00 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

MIDDLEFIELD SELECT BOARD MEETING

Middlefield Town Hall

March 28, 2011

Present: Noreen Suriner (Chair) Mitch Feldmesser Alan Vint

- Meeting began at 7:00 p.m.
- Minutes of March 21, 2011 were read. Alan made a motion to accept the minutes with amendments. Mitch seconded the motion. All were in favor. So Ordered.
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- A suggestion from Paul Tacy (Building Inspector) to combine Plumbing, Gas and Electrical inspections in one package was addressed. Select Board is in favor of this.
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- Discussion on Wired West. Noreen will check into having a Wired West representative be at the pre-town meeting to answer questions.
- Alan reported on Town's Counsel Advice to put Artioli's petition on the town warrant verbatim. Alan made a motion to have the Planning Board get a legal opinion about the Artioli petition. Mitch seconded the motion. All were in favor. So Ordered.
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- Secretary asked to contact Charlie Hunter to follow-up on fee schedule.
- Noreen made a motion to adjourn the meeting at 10:00p.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

MIDDLEFIELD SELECT BOARD MEETING

Middlefield Town Hall

April 4, 2011

Present: Noreen Suriner (Chair) Mitch Feldmesser Alan Vint (**Absent**)

- Meeting began at 7:03p.m.
- Charlie Hunter (Board of Health Agent) submitted fee schedule. Select Board reviewed schedule. Secretary will contact Charlie to seek clarification on several issues, and then re-type document.
- Ron Radwich submitted name & telephone # of applicant interested in applying for Building Inspector position. Select Board will review.
- Minutes of March 28 were read. Noreen made the motion to accept the minutes as amended. Mitch seconded the motion. So Ordered.
- Warrants were reviewed. Noreen made a motion to approve Payroll Warrant for \$8,443.00. Mitch seconded the motion. So Ordered. Treasury Warrant was discussed. Select Board questioned several entries. Noreen made a motion to approve Treasury Warrant for \$7,071.35 Mitch seconded the motion. So Ordered. Questionable entries were removed from Approved Warrant until questions are answered.
- Skip Savery reported on previous week's events. He will speak with interested applicant for Highway Dept. and report back. Skip's to do list: Write up a schedule for road maintenance; Order permanent No Metal Salvaging signs for disposal area; Write up something for Town Report.
- Resignation submitted by John Richardson re: Master Plan Committee acknowledged. John's decision to not be appointed as alternate for ZBA also acknowledged.
- COA Roof Design Contracts discussed. Erica Johnson (PVPC) suggested that the Select Board appoint a review committee for COA Roof Contracts. Secretary will e-mail Country Journal.
- Noreen will draft article re: Joe Kearns receiving Paragon Award.
- Noreen spoke with Wired-West. A representative will attend the pre-town meeting to answer questions.
- Mitch will call the Nature Conservancy and ask them to change their schedule from May 16 to May 31.
- Noreen made a motion to adjourn the meeting @ 9:23 p.m. Mitch seconded the motion. So Ordered.

Meeting minutes submitted by Suzanne C. Lemieux

MIDDLEFIELD SELECT BOARD

Noreen Suriner (Chair)

Alan Vint (Absent)

Mitch Feldmesser

MIDDLEFIELD SELECT BOARD MEETING

Middlefield Town Hall

April 11, 2011

Present: Noreen Suriner , Chair Mitch Feldmesser Alan Vint

- Meeting began at 7:06 p.m. Meeting adjourned at 7:10 p.m. Meeting re-opened at 7:18 p.m.
- Select Board read minutes of April 11, 2011. Mitch made a motion to accept the minutes as read. Noreen seconded the motion. All were in favor. So Ordered.
- Lee VNA contract was reviewed. Noreen signed it. Secretary will mail.
- Discussion ensued on current mileage rates. Alan raised objection to federal rate. Noreen moved to peg it to the federal rates until the end of this fiscal year. Mitch seconded the motion. All were in favor.
- Drapes for town hall were discussed. Secretary will email the Country Journal a notice to be published requesting proposals for window treatments.
- Annual Town Meeting Warrant discussed. Administrative asst. salary discussed. Finance Com. Recommends \$9,000. Select Board will recommend \$9,000 as well. Highway Dept. Wages were discussed. The Select Board will recommend \$110,000 for highway wages.
- Joe Kearns, Steve Paquette (R&R Windows), and Eric Weiss (HRMC) will be meeting Thursday to do a walk through on the window project.
- Communications problems discussed at the town hall. Secretary asked to email the Country Journal to post a notice inviting people to be on the Building Committee. Any interested parties should come to the May 23 meeting.
- Discussion ensued about Beaver problem on Arthur Pease Rd. Skip needs an emergency permit from the Board of Health to pull the dam down. The road is in danger of being washed out. Noreen made a motion to authorize Alan to sign the emergency permit. Mitch seconded the motion. All were in favor. So Ordered.
- Skip reported on boom mower progress. Discussion ensued. Skip will be following up.
- Alan made a motion to adjourn the meeting at 9:40 p.m. Noreen 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

MIDDLEFIELD SELECT BOARD MEETING

Middlefield Town Hall

April 25, 2011

Present: Noreen Suriner , Chair Mitch Feldmesser Alan Vint

- Meeting began at 7:03p.m.
- Select Board read minutes of April 20, 2011. Mitch made a motion to accept the minutes as amended. Secretary will edit.
- Annual Town Meeting Warrant discussed:
 1. Green Communities Initiative – (Select Board sponsored)
 2. School budget. Discussion included (One man-One vote)
 3. Noreen moved that the Select Board sponsor Article 24. Alan seconded the motion. All were in favor. So Ordered.
 4. Select Board Meeting is scheduled and posted for April 27. One item agenda: Sign Annual Town Meeting Warrant.
 5. Noreen will email superintendent to Gateway.
- Warrants were reviewed. Select Board signed corrected warrants. W11-20V check has been voided.W11-20 has been changed to \$7,071.35.
- Mail:
 1. SHAEC is sponsoring a Hilltown Fundraiser. A patch design representing Middlefield for a patchwork quilt is needed. Noreen will ask Vicky Reed if she is interested. If not, Mitch will contact Susan Baker-Donnelly.
 2. Alan will research request for attendance in Middlefield, Ct. parade.
 3. HCOG announced that our region has received one of the District Incentive Grant awards. Noreen will attend the first planned meeting on April 26th.
 4. Formal complaint received from Adair Cafarella. Mitch recused himself from the room during this discussion. Complaint shall be forwarded to Paul Tacy (Building Inspector).Noreen drafted a response to acknowledge receipt. Secretary will type, and mail.
- Mitch has re-entered room for meeting.
- Joe Kearns :
 1. File Cabinet locks discussed, Select Board approved.
 2. Joe showed proof of recent work accomplished (Boiler & Window replacements) to Jim Barry (DOER). R&R Windows will return to fix any problems with windows. A representative from MIIA inspected the newly installed boiler and found corrections that need to be made: 1) Leak, 2) Barometric Damper (Installation was incorrect), 3) Forty PSI Pressure relief valve requires upgrade of tanks. There is also a problem with the thermostat in Library. A problem is anticipated in getting these corrected by Boulanger(Company who installed Boiler)
 3. Joe will bring dump stickers to Kathy O'Brien.
 4. Joe will invite Eric Weiss (HRMC) to a Select Board meeting to discuss improvements to Disposal Area.
- Mitch made a motion to adjourn at 9:34. 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

MIDDLEFIELD SELECT BOARD MEETING

Middlefield Town Hall

May 9, 2011

Present: Noreen Suriner, Chair Mitch Feldmesser Alan Vint

- Meeting began at 7:03p.m.
- Larry Pease has met with Bob Barry today and filled out a grant budget form requesting reimbursement from the Massachusetts Emergency Management Agency for \$2,000 towards the purchase of a portable Radio& charger, Cots, Basic Medical Kits, and Portable Shelter. The Select Board endorsed this with their signature. When Larry completes this form with the correct numbers, he will send a copy to the Select Board.
- The Select Board met with the Senior Center Roof Committee: Jack Cobb, Ralph Bell, Susan-Baker Donnelly, Ed Vivier. Other members not present: Cathy Roth & Doris Lines. Discussion included PVPC grant, present condition of the roof. Erica Johnson (PVPC) reported that she has not received any bids for architectural design. Erica will visit firms and request bids. The Roof Committee will explore other means to fund this project, and get estimates from other contractors and report back.
- Annual Town Meeting was discussed. Noreen will visit other town's websites to find out options for town meeting warrants.
- Larry submitted previous years wording for invitation to bid for mowing with amendments. Secretary will correct and submit to the Country Journal.
- Joe Kearns will submit vendor warrants for R&R Windows for \$66,000. Joe suggested they needed to be on the warrant for next week. Joe reported that Boulanger Plumbing came up to address jurisdictional recommendations reported by Frank Palasz, Risk Control Consultant, from Travelers insurance co. Secretary will send letter of response confirming this.
- Question about generating electricity arose concerning Wired West. Noreen will speak to Ken Elstein to get clarification before giving the town clerk the paperwork for Marge to send in.
- Alan will bring in proposal for hiring admin. Asst. next week for Select Board to review next week.
- Employee Hiring discussed. Skip Savery stated that Robert Miller has been hired as temporary part-time help @ \$15per hour. Alan made a motion to approve hiring Robert Miller as a temporary, part-time worker@ \$15 per hour. MF seconded the motion. All were in favor. So Ordered. Alan will clarify with Town Counsel.
- April 25 meeting minutes were reviewed. Alan made a motion to approve the minutes w/an amendment. MF seconded the motion. All were in favor. So Ordered. Secretary will amend and present for signature.
- Noreen has contacted Vicky Reed, who will design the Middlefield Patch for a Hilltown fundraiser, sponsored by SHAEC.
- Alan made a motion to adjourn at 9:25p.m. MF 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

MIDDLEFIELD SELECT BOARD MEETING

Middlefield Town Hall

May 16, 2011

Present: Noreen Suriner, Chair Mitch Feldmesser Alan Vint

- Meeting began at 6:00p.m.
- First part of meeting was held in the auditorium. Craig MacDonnell, Dept. of Fish and Game; Chris Curtis (PVPC); Kerry Banks, Di vision of Ecological Restoration, Carl Lefreniere , Westfield River Advisory; Dave Pierce, Friends of Keystone Arches; Lauren Johnson, Land Owner; Tom Austen, Police Chief; and many interested people were present.
 1. Chris Curtis Informed the Select Board and interested citizens of Middlefield, of his history searching for grants to restore the Keystone Arches. Chris is hoping for a \$1.5 million dollar federally funded grant. Funding is contingent on getting easement secured with reauthorization of landowner-Lauren Johnson.
 2. Dave Pierce stated history of Arch Bridges= 1st stone arches -mountain bridges erected.
 3. Kerry Banks stated that the Westfield River Advisory Committee is very interested in helping to get this grant.
 4. Craig MacDonnell stated that they have negotiated a right of way from CSX which would include flaggers throughout the construction. Herbert Cross Rd. would be too costly to improve in order to use that as access for construction equipment.
 5. Tom Austen stated that lack of regulation of area are is responsible for vandalism. Would like to see some kind of impediment at each end of trail.
 6. Lauren Johnson suggested that the \$200,000, that will pay the CSX flaggers, should be used to reconstruct Herbert Cross Rd, to make entrance accessible at all times.
 7. Craig MacDonnell, Chris Curtis, and Kerry Banks will do further research on several matters, and will return on July 25, @ 6:00 p.m. to establish rules and regulations along with any interested parties in Middlefield, as well as Becket, and Chester, for the Keystone Arch Bridge Trail.
- Meeting resumes @7:35p.m. In Select Board's office.
- Select Board signed letters expressing full support from the Town of Middlefield for the application for a planning category grant from Hilltown CDC for the Wired West network, also an endorsement, and agreement to participate in the application of the Hampshire Council of Governments to the Dep. Of Public Utilities for the Municipal Aggregation of Electricity. Secretary will photocopy onto Select Board stationery.
- May 9, 2011 minutes were read. MF made a motion to approve the minutes as read, Alan seconded the motion. All were in favor. So Ordered. Minutes were signed. Previously approved minutes of May 2, w/amendments were signed.
- Marge will submit minutes from annual town meeting on June 13.
- Alan submitted draft of ad for Adm. Asst. position. Alan scouted for potential advertisers and found that the Country Journal and the MMA on the web are the best options. Noreen suggested that Alan call the MMPA to ask if their services also allow the Select Board to advertise for personnel for free or with some sort of benefit. Alan will submit ads.
- Skip Savery submitted Summary of Law concerning guidance for Board of Health Implementing M.G.L. c.131, s.80A Threats from Beaver and Muskrat-Related Activities. Discussion ensued.
- Alan stated that a letter received from Town Counsel concerning Employee hiring states: Part-time employees should not work more than 20 hrs. Per week. Skip was asked to submit a job

description, and assist the Select Board to write a help wanted ad on May 23. Skip also should do the preliminary interviewing and then, at least 3 finalist will be interviewed with the Select Board in a public session. Discussion ensued.

- MF informed Skip that Mark Stinson recommended that culverts should be made of metal or concrete instead of plastic on an intermittent stream, because plastic becomes a virtual barrier for creatures trying to get upstream. Discussion ensued.
- Alan made a motion to adjourn at 9:34p.m. MF. Alan seconded the motion. All were in favor. So Ordered.
- Meeting reconvened at 9:35p.m.
- Warrants were read. MF made a motion to approve W11/23 for \$97,654.90, and WP11/23 for \$4,582.75. Alan seconded the motion. All were in favor. So Ordered. Warrants were signed.
- MF made a motion to adjourn the meeting at 9:45 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

MIDDLEFIELD SELECT BOARD MEETING

Middlefield Town Hall

May 23, 2011

Present: Noreen Suriner, Chair Mitch Feldmesser Alan Vint

- Meeting began at 7:03 p.m.
- May 16 meeting minutes were read. Alan made a motion to approve minutes as amended. MF seconded the motion. All were in favor. So Ordered. Secretary will amend minutes and present them to Select Board for signature.
- Todd Ford , Executive Director of Hampshire Council of Governments
Kathy LeBeau, Assistant Director of Finance
Members of the Planning Board: Alan Vint, Jay Swift, Maureen Sullivan, Terry Crean.

Topics include:

- 1) Overall vision of regionalization
- 2) Specific of the Financial Component

Todd gave an overview of some of the things that the Council of Governments is tackling now. He also spoke of the Regional Accountant System that is being currently rolled out.

Kathy Lebeau provided the Select Board with a Bookkeeping/Accounting Draft Proposal. Jay Swift explained the needs of the Planning Board in regard to looking at town bylaws, and asked what the scope of their services was. Todd stated that a Regional Planning Director will be hired July 1, and that services would be available by early fall.

- Laurie Lefreniere presented a Window Treatment Proposal Quote. The quote was prepared by Aprille Thomas. Approx. amount will be \$2,312. Discussion ensued. Noreen Suriner made a motion to approve the hiring of Aprille Thomas to provide and install Town Hall Shades with an amended amount. Alan seconded the motion. All were in Favor. So Ordered. Laurie will return with a contract for the Select Board to sign.
- Skip Savery :
 - 1) Informed the board that a \$10,000 grant was awarded to the Town of Middlefield which will cover some of the equipment, overtime and material used in snow removal.
 - 2) Discussed and wrote up advertisement for hiring highway dept. personnel.
 - 3) Announced that the town will host the use of the Boom-mower. Skip will e-mail WMECO for a copy of the contract and will have the Select Board look it over.
- Finance Committee: Joseph Kearns, Gita Jozsef Harris, Scott Artioli, Judy Hoag, Ed Viviere.
 - 1) Joe suggested a Special Town Meeting Warrant for the 20th of June.
 - 2) Noreen made a motion that to approve the appropriation transfer for the Recreation Sub-Committee for the amount of \$30.88. Alan seconded the motion. All were in favor. So Ordered. The Select Board signed off on this, which was previously signed off by the Finance Comm. Alan made a motion to approve the appropriation transfer for the Selectmen's Secretary Account for \$232.50. MF seconded the motion. All were in favor. So Ordered. Select Board signed off on this, which has been signed off by the Finance Com.
- Noreen stated that we were turned down for grant to repair community sign.

- A Pole Hearing will be scheduled with WMECO concerning poles on Chester Rd. Alan will call to confirm.
- Noreen made a motion to adjourn at 10:00 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

Joint Meeting of Communications Committee and Select Board

6/8/11, 7 PM

Members present: Mitch Feldmesser, Noreen Suriner, Alan Vint, Leanne Every, Steve Harris

Also present: Marge Batorski, Joe Kearns

1. Discussed the work done by Steve and Leanne mapping the DSL wiring in the Town Hall Offices.
2. After discussion, the Select Board agreed to hire Ascentek to evaluate and make recommendations regarding networking the computers to the copier/printer. Recommendations will include security, backup, connectivity, updating windows, having a uniform operating system, maintenance, and wireless/Ethernet in the auditorium.
3. Noreen agrees to chat with each computer user to form a network, to the printer/copier and to each other.
4. Communications Committee will discuss networking with Joe Boudreau.
5. Noreen moves we transfer to new website on June 20th. Seconded by Alan. So ordered.
6. Steve will be responsible for redirecting website on June 20, 2011.
7. Steve charged \$203.00 for GoDaddy domain for one year and web hosting for 5 years.
8. Steve will look into other Middlefield websites so we can “own” names (domains).
9. Communications Committee will research DDGraphics payment and terminate their services.
10. Alan moved to transfer email accounts to new “.net” addresses. Noreen second. So ordered.
11. Communications Committee will inform all users.
12. Communications Committee will determine the protocol for having different Boards upload their own minutes and do training as needed.
13. Precinct Map approved by Select Board.