

Selectboard Minutes  
July 29, 2013

Meeting opened at 6:30pm

Present: Alan Vint, Chair; Howard Knickerbocker, Clerk; Mitch Feldmesser  
Duane Pease, Administrative Assistant

Alan motioned to move to Board of Health (BOH) meeting to approve minutes of the July 1, 2013 hearing and then to reconvene Selectboard meeting, Howard 2<sup>nd</sup>, vote 3-0.

Minutes were reviewed approved with minor editing on motion by Alan, Howard 2<sup>nd</sup>, vote 3-0.

BOH meeting was closed at 6:37pm on motion by Alan, Howard 2<sup>nd</sup>, vote 3-0.

Minutes of July 1 Selectboard were approved with minor edits on Alan's motion, Howard's 2<sup>nd</sup>, vote 3-0.

Mail reviewed, Board authorized Alan to sign the visiting nurse contract with Porchlight VNA (formerly Lee VNA). Hampshire Veteran's submitted billing for the entire FY and it was believed that Middlefield was awarded a 12 month grant to cover the costs. Administrative Assistant will check on status.

Howard discussed Document Preservation and felt the entire picture must be approached: inventory, state requirements, etc. he suggested an Ad Hoc committee to review what needed to be preserved and then form a committee to handle the preservation. Also, some of the documents he has seen will require a 11"x17" scanner to copy them.

Sherri Venditti advised some of the historical preservation is separate from the Town documents. She has spoken with several people at the State and UMASS level in the past and was advised the Town storage is relatively good. The building is cinderblock construction and fire safe and dry. Marge Batorski, Town Clerk, and Jack Cobb, Historical Commission member, have

done a good job in preserving the documents. However, the more the records are handled, the more they can be damaged. Most of the information was placed on microfilm in the 80's and should be digitized. Also, if these documents are to be digitalized, she felt the expense should be borne by the town.

Howard said he was more interested in the historically important documents and museum records. This will be discussed more at a future Board meeting.

Next item for discussion were the parameters for the Building Commissioner (See attached list). Mitch questioned the wording of #2 and he felt the 24 hour response to an individual member of the Board was unreasonable. Howard said if the Selectboard has a question it deserves an answer in a reasonable amount of time. It was generally agreed that 48 hour response would be more acceptable. The BC will submit a list monthly of all permits issued within that time period. There was discussion on the remaining items on the list but most were agreed to with minor tweaking.

The position of Town Electrician was next on the agenda. Alan had submitted a request to the State Ethics Commission regarding the Conflict of Interest Law and the reply is attached to the minutes. Alan put forward 2 options: 1) Create the position and determine the budget, wages, etc. Then post/advertise for candidates. 2) Create a "Special Town Employee" that way any one involved in activities for the Town would be eligible to bid on the work once they have submitted the proper forms to the Ethics Commission. It was agreed there is a need for technical expertise as the Town Hall's electrical system is outdated and the circuit breakers that were installed when the building was built are no longer available. Alan and Howard favored Option 1 but Alan will have to review with the Inspector General's Office as suggested by the Ethics response.

Susan Baker-Donnelly, COA, advised the Board that Pioneer Valley Planning Commission (PVPC) was awarded a Block Grant and it included the work needed on the Senior Center building. \$170,000 was awarded for replacement of the slate roof, repair of the chimney and additional insulation in the building. This will go out to bid under the direction of PVPC. Also, the kitchen in the Senior Center has received approval from Highland Valley Elder Care and the Town's Health Agent.

Cemetery Commission members Larry and Tim Pease advised the Board a resident is willing to donate 5.8 acres of land to the Town for use as an expansion of the Pine Grove Cemetery. The Commissioners urged acceptance and that the Town absorb any costs associated with the deed transfer, etc. Alan will check with one of the Town attorneys on the proper way to transfer this property. Tim suggested that a plot be donated to the donor in appreciation of his generous gift.

Lastly, Howard advised the recall petition is still pending in the Mass legislature. Also, the AA requested permission to speak with Town Counsel regarding the Request for Documents submitted by Attorney Lynch. And the phones used by the Town Clerk, Treasurer and Selectboard are in dire need of replacement as the batteries no longer hold a charge and the cost difference between updating the phones and battery replacement is not that great. The AA will purchase the phones in the near future.

Alan motioned to adjourn, Mitch 2<sup>nd</sup>, vote 3-0 and meeting adjourned at 8:06pm.

Minutes respectively submitted by:

Duane Pease  
Administrative Assistant

Minutes accepted with/without changes:

Alan Vint, Chair

Howard Knickerbocker, Clerk

Mitch Feldmesser