

Middlefield to Hold Special Town Meeting

The Town of Middlefield will hold a special town meeting on Wednesday September 14, 2022, at 7:00 P.M. at the Town Hall located at 188 Skyline Trail in Middlefield. The purpose of the meeting will be to discuss and vote on four Articles. Article one will see if the Town will vote to create a Town Administrator position. The Town Administrator's duties will consist of activities such as obtain, manage, and fulfill the requirements of various grant opportunities, comply with required state regulations, coordinate, and manage town projects/repairs including the bidding process, etc. The Town Administrator will be a fulltime position and will be shared with the Town of Washington with each town getting half of the Town Administrator's time each week. The Town Administrator would deal with the higher-level needs of the town as noted above. The existing part time Town Administrative Assistant position formerly held by Duane Pease will also be filled. This position will be involved with the day-to-day activities of running the town, such as responding to emails, mail, filing, etc.

The second Article will be to see if the town will vote to raise and appropriate the sum of \$20,000 to go towards a portion of the first-year salary of the Town Administrator.

The third Article will be to see if the Town will raise the current salary of the Administrative Assistant from \$17,000 to \$20,000.

The final Article will be to see if the town will vote to raise and appropriate the sum of \$7,500 to cover the cost of an audit of Town financial procedures for FY 2022 as recommended by the Town auditor. This audit was recommended by the auditing firm that completed the FY 2021 audit of town finances. It will include a review of the Town's cash balance reconciliations and bank statements, cash disbursements, review the accuracy of the schedule A submitted to DLS and will continue to track fixed assets which will be needed for future audit reporting.

The Select Board is requesting that all registered voters in the town come to the meeting to discuss and vote on these important articles.