

MIDDLEFIELD BOARD OF SELECTMEN

Middlefield Town Hall

October 6, 2008

Present: Robert Gazda, Mary Courtney, Larry Pease

Others: Maureen Sullivan, Wally Smith, Kim Savery, Skip Savery, Katherine Darrow, Marge Batorski, Joe Kearns, Jay Swift, Jane Thielen, Terry Walker, Eric Main, Matthew Varnum.

- Meeting officially opened at 7:30
- The Selectmen read, approved, and signed last week's meeting minutes.
- Matthew Varnum, financial advisor for Cape Cod 5, made presentation to the Selectmen re: loan needed for the town hall roof construction. Discussed full service gov't banking that he can provide. Terry Walker, and Jane Thielen both recommend that the town use his free services. Terry and Jane will be contacting banks for bid proposals. Jane would like to be notified of schedule of payments due to roof contractors.
- Eric Main explained that all checks written out for inspections and permits are made out to the Town of Middlefield. Inspection fees include \$40 for whole house, with at least three inspections required- rough, service, and final. All wiring has to be inspected. Terry and Jane asked him to be more specific when filling out his payroll sheet, as to which is an inspection fee, and which is a permit fee.
- Kim Savery asked for update on funds needed for Social Services for the residents of Middlefield. Mary Courtney had a conversation with Jim Masik, PVPC, this evening, and will conduct a follow-up conference call tomorrow. Jim Mazik stated that the entire roof would need to be replaced in order to qualify for program funds. Discussion ensued about condition of COA roof. The Selectmen need to keep funds available for infra-structure projects. Robert Gazda made a motion to take the funds in question, \$10,000 and apply to Family Services. Larry Pease seconded the motion, All were in favor.
- Skip Savery reported that the town has the use of the mower for two weeks, at a cost of \$500 a year.
- Larry Pease is going to try to contact William Zeitler, plumbing inspector, to investigate complaints made against him.

· Secretary was asked to contact applicant for janitorial position for town hall, and ask him to appear at the Oct. 14 Selectmen's meeting.

· Discussion re: roof contract. Tom Austin would prefer not to hand out keys to his office due to sensitive material. It was decided that Matt, highway dept. employee, will hold the key, and requires a 24-hour notice to relinquish it. Mary Courtney had a conversation with Jim Wall, general contractor, who would like to get the contract. Mary had a 5-hour discussion with the architect, the MIAA representative, town counsel trying to get the insurance coverage section of the contract done. Contracts are now ready for Jim to execute and return to the town, to then send to town counsel for a final review. Jim Wall still needs the electrical and the roofer's submittals. If all goes well, he would like to give the roofer's the go-ahead to start by the middle of next week. Issues outstanding-(keys, needs to be ready by thursday's pre-construction meeting: times of public use list: is town going to remove all items in hallway. Wall construction list.(See attached) Skip Savery volunteered to be contact person if needed.

· Trick or Treat is officially scheduled for Friday October 31, 2008, between 5:00 and 7:00 p.m.

· Meeting adjourned at 9:15 p.m.

Meeting minutes submitted by Suzanne C. Lemieux

Middlefield Selectboard

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