

## 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**