



Town of Middlefield Finance Committee

1/30/25 Meeting

In attendance:

Adair Laurel-Cafarella
Karri Trask

Gita Jozsef

Stephen Harris, Secretary

Ken Murray

Also attending:

Donald Trask

Maureen Longobardi

Al Longobardi

Doreen Black

Quorum, call to order:

The meeting was called to order at 5:00 pm.

Review minutes from previous meeting:

Minutes from previous meeting on 01/14/24 were approved as written.

Annual budget requests:

Voted to recommend:

- \$600 historical records request.
- Highway Department \$20K tree removal request.
- \$50K for maintenance of public buildings.
- \$1K for maintenance of public buildings printing.
- \$10K for the reserve fund.
- \$2K for selectboard copier expense.
- \$40K for town administrator salary.
- \$7,164 selectboard salaries.
- \$4K veterans' benefits.

Recommended that Highway Department requests of \$24K to purchase a grapple for the loader, \$12K for a pressure washer, and to hire an additional crew member be brought before a special town meeting.

Affirmed previous recommendation to fund Hilltown Resource Management with grant monies.

Any other business:

Due to previously noted accounting discrepancies that have come to light, the turnover in accounting staff, and town administrator's departure, the Finance Committee voted to send a letter to the Selectboard recommending that the town conduct a full financial audit, instead of the planned partial audit.

Next meeting:

The next Finance Committee meeting will be at the Town Hall on February 11th at 5 pm.

Adjournment:

Meeting was adjourned at 6:40 pm.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Stephen B. Harris". The signature is written in a cursive style with a large initial 'S'.



Town of Middlefield Finance Committee

Date: October 17, 2024

To: Middlefield Selectboard

Subject: Recommended alternate means of securing town grants

Dear Selectboard,

Please be advised that at our meeting on October 1, the finance committee unanimously approved the following article:

In light of the town administrator's resignation as of Oct. 31 and his failure to secure much in the way of town grants, committee members voted to recommend that an article be placed before the next town meeting to expend the remainder of his salary on alternate means to secure such grants – prioritizing having a grant writer rather than refilling the TA position. We reviewed a grant writing company, Capital Strategic Solutions, that appears to be promising.

Sincerely,

Middlefield Finance Committee



Town of Middlefield Finance Committee

Date: January 15, 2024

To: Middlefield Selectboard

Subject: Disposition of funds remaining in asbestos removal and floor replacement accounts

Dear Selectboard,

Please be advised that at our meeting on January 14, the Finance Committee unanimously resolved:

That all funds remaining in town hall asbestos removal and floor replacement accounts, upon the project's completion and the payments of all associated bills, must be transferred to the General Stabilization account as stated in Article 6 of the special town meeting warrant of April 13, 2024.

Moreover, the approved Article 6 of the above-mentioned warrant represents a binding agreement between the voters of the Town of Middlefield and the Selectboard.

Sincerely,

Adair Laurel-Cafarella, Chair
Middlefield Finance Committee



Town of Middlefield Finance Committee

Date: February 1, 2024

To: Middlefield Selectboard

Subject: Recommendation for a full financial audit

Dear Selectboard,

Please be advised that due to accounting discrepancies that have come to light, the turnover in accounting staff, and the town administrator's departure, the Finance Committee voted at our January 30 meeting to recommend that the town conduct a full financial audit, instead of the planned partial audit.

Sincerely,

Adair Laurel-Cafarella, Chair
Middlefield Finance Committee