



Town of Middlefield Board of Selectmen

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Selectboard Meeting December 13, 2023

The meeting was called to order at 6:32 by Ann Marie Visconti, Chair with Curt Robie and Tamarin Laurel-Paine, members, also present. Also present were Sean Curran, Town Administrator, Mark Doane, Administrative Assistant, Adair Cafarella Paine, Suzanne Lemieux, and John Les, IT for Middlefield.

The Warrants were reviewed and signed, mail was reviewed, and Minutes were signed. with the exception of one bill from ZOLL Medical that needs further clarification, and the TAA will follow up on.

Sean Curran, Town Administrator, reported he completed the Procurement Training program. He is also going to be contacting FRTA to see where the Town is in for using their service. He is in discussion with the Post Office over the condition of the post office trailer, as well as a lack of operating hours. He feels this is a delicate negotiation. He reported that the Town received a grant in the amount of \$25,700.00 for new computers including ZOOM capabilities. The new transfer station steps to the cans/bottles container is in place and another set is on order. Sean also announced the free Town Chicken dinner on January 13, 2024 in the Town Hall. He is hoping that Paul Mark and Nick Boldyga will be able to attend. The Admin Assistant will put in the Quarterly Newsletter that will go out at the end of December.

John Les, Middlefield IT reported that the new website went live on November 7, 2023. New gmail accounts are being created. He reported that about half of the Town accounts are up, but the other half are not done yet. New email accounts will be utilizing 2-step authorization for security purposes. All new email accounts are to be completed by January 5, 2024. 3 departments are requesting additional authentication, as multiple members use the same email account: Police, Finance, and Assessors. He also reported that Cyber Security Training should be done by all who are using the Town computers. Discussion was held about IP phones, however, our current lines would need to be updated to Comcast and not Verizon.

As previously reported, one set of stairs are in place at the Transfer Station, with another on order. The Town is also working to get quotes from Civil Engineers to make improvements at the Transfer Station. So far Fuss & O'Neil, Tighe & Bond, Levesque have been contacted. Huntley to be contacted.

Curt Robie reported that Ed Fahey recommends we have someone who is Serve Safe Certified so we are in compliance when the Town Hall Kitchen is used. All State Fire is scheduled to come out for semi-annual inspection on December 28, 2023 at noon. Once completed, will contact Ed Fahey to come and do his inspection. Serve Safe course is available on line from Berkshire Community College. Curt also reported that CTC (HVAC company) gave a quote \$7,399.00 for repairs to heating system, with a rebate

of \$695.00 if we do all that is recommended. He also stated that the slate roof at the Senior Center has been repaired. A motion was made, seconded, and carried that CTC do all the work necessary.

ARPA has enough funding in it to look at doing two rooms in the Town Hall for floor replacement and to look at office configuration. Estimates on the floors from Abide were approx.. \$13,420.00 for each room, \$14,610 for the library, plus halls and kitchen. Curt to work with Abide for office configuration and for quote on completing.

Goals for Fiscal Year 2025 were discussed. Many ideas were put out there. Some spoken about were formulating a master plan, office configuration, a new playground that is ADA compliant, continuation of pursuing grants, organizational support systems for tracking and being transparent, protection for Police vehicles, get the repairs necessary for the Senior Center, transition to being more energy efficient, and reducing the tax burden. Other ideas included researching and scanning documents, look at lack of storage, and go thru the general clutter in the Town Hall.

Mark Doane, Admin Assistant will be reducing his hours to every Monday 9 AM to 3 PM, and every other Wednesday when the Selectboard meets. He also stated that he knows there will need to be flexibility with that schedule as things come up. Selectboard in agreement.

Suzanne Lemieux, Town Clerk and Mark Doane, Assistant Town Clerk will contact the Attorney General's office for a current copy of the Town By-laws they have on record. However, the Town Census needs to be completed first. Census has to be out in the beginning of January 2024.

Other items brought up included:

1. Tonya Santaniello will be in the Police Department as traffic control and office management. Question raised of storing police Vehicle in her carport.
2. What insurance to use for the Fire Department, and what does each insurance cover, especially for the Fire Chief. The two insurances discussed were MIIA and VFI.
3. A meeting is to be held with the Town of Washington on January 31, 2024, and now that the Town Administrator has been employed for 6 months, to have him come up with a work schedule that benefits both Towns.
4. The Librarian's salary will be looked at to make sure appropriate funds are available.
5. Discussion on holding an occasional Selectboard meeting on a Friday morning, so those people who don't/can't drive at night would be able to attend. It was decided that the next Selectboard meeting will be held on Friday, December 29, 2023 at 10:00 AM

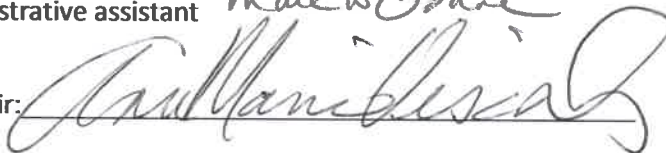
No further business to come before the Selectboard, it was closed at 9:05 PM.

Respectfully Submitted,

Mark W. Doane, Administrative assistant



Ann Marie Visconti, Chair:



Curt Robie, Member:



Tamarin Laurel-Paine, Member:

