



Town of Middlefield Board of Selectmen

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All-Boards Meeting May 22, 2024

The meeting was called to order at 6:30 PM by Ann Marie Visconti, Chair, and Curt Robie and Tamarin Laurel-Paine, members were also present. Other people in attendance: Sean Curran, Town Administrator, Mark Doane, Administrative Assistant, Adair Laurel- Cafarella, Lois Leonardo-Bell, Librarian; Doreen Black, Planning Board; Skip Savery, Highway Superintendent; Bill Girard, Building Inspector; Ken Murray, Assessor; John Les, IT; Maureen Sullivan, Zoning Board of Appeals; Jenny Dion, Police Chief; Laurie LaFreniere, Assessor; and Loren Davine from Hampshire County Public Health.

Loren Davine was given the floor, and explained the services Hampshire County will be supplying Middlefield. Hampshire County currently serves Middlefield with Nursing , but will also be supplying inspection services. Food Inspections is up and running, next will be housing, followed by septic/perk inspections. 4 inspectors are in place and one contractor. Loren explained that Hampshire County will collect the fees, however, the Town will issue the permits, the Town will receive the fees collected, and the Selectboard will continue to act as the Board of Health. Questions were raised about continuing to use Permit Eyes. Loren reported that no one in the 14 towns in Hampshire County is using Permit Eyes. Hampshire County does electronic inspections, and the homeowner and/or contractor get an electronic copy. Hampshire has a shared electronic file folder accessible to both the Town and Hampshire County. These services are supplied by a 30-year grant through the Office of Local and Regional Health.

John Les reported that 4 PC's and one laptop have been secured, with 2 PC's being returned secondary not working correctly. The new "OWL" is available, and ready to use, and will be stored in a secure location. John has put a search bar on the new website. John stated all our computers are now ready to convert to Windows 11. John is also monitoring the computers monthly to assure the Town isn't infected with ransomware. John also assisted Maureen Sullivan and Bill Girard with setting up e-mail accounts.

A discussion was held on the Town Hall floors. The invitation for bids should be done with in a week or two, with the hopes that the floors can be completed by September Of 2024. It will be a three-part process with the library and two office spaces done first, followed by the police and hallway, and concluding with the auditorium and kitchen. The library has concerns about being able to continue

service to the Town because of CWMARS. Curt stated that they are hoping actually to move the library by the end of July. Curt also hopes to put out a calendar for moving of offices etc. Temporary office spaces will be set up in the auditorium as the computers a wireless.

Job descriptions were handed out to those present and were asked to review, make changes, and return to the administrative assistant.

Tamarin reported that the Middlefield Community Service Group, which was established when the Grange disbanded, will be putting new flags and geraniums on all Veterans' graves beginning at 10:00 AM on Sunday, May 26th.

It was also recommended that since we are transferring to a new accounting software system on July 1, 2024, all town expenses need to be in early. The new software will not have FY 2024 figures on it.

There being no further business to come before the Selectboard, the All-Boards meeting was closed at 8:00 PM.

Respectfully Submitted,
Mark W. Doane, Administrative Assistant

Ann Marie Visconti, Chair

Curt Robie, Member

Tamarin Laurel-Paine, Member