

**Leyden Selectboard
Leyden Town Offices
Regular Session Minutes
September 21, 2020
7:00pm**

Selectboard Members Present: Bill Glabach, Jeff Neipp

Others Present: Michele Giarusso, John Higgins, Michele Higgins, Tom Scanlon, Angelica Desroches, Susan Bobe, Gilda Galvis, Roxanne Zimmerman, Andrea Zimmerman

Meeting Called to Order at 7:01 pm.

Minutes

Motion: Jeff moved the minutes of August 31, 2020 as printed. Unanimous.

Signed extension agreement with Clayton Davenport to continue to do more work on Keets Brook Bridge, signed MOA with FRCOG and Franklin County Emergency System Oversight Committee for the future of The Town of Leyden an Operable user of the Comm. of MA Interoperable Radio System (coMIRS).

Discussion

Audit results-Tom Scanlon of Scanlon Associates reviewed the management letter and full financial audit his company completed for the town recently. He stated the town is reconciling cash on a regular basis now and that is good. One issue is the timeliness of tax collection. Roxanne needs to improve on depositing of checks quicker and go after taxes owed, taxes going back to 2006. These need to be cleaned up and put properties with low value in tax title for taking. Free cash is much better. Deferred property taxes- there needs to be better backup on why you are doing and make sure the tax collector has a lien on these properties. Tax collector stated she would do. Tax deferred properties are the biggest risk to the town. Otherwise tax collection is around 95%. You are reconciling much better and he suggests that Roxanne submit her affidavit when she sends out tax bills so people know they went out. This is the law and it needs to go to the town clerk. Town clerk should have a file for this. Veterans benefits revenue and expense needs to be documented better and the accounting practice of stabilization account expenditures improved. Angelica the new town accountant stated she knows what to do with those and will be documenting better. There are also many old accounts just sitting there that can be closed out. Especially those under \$25,000. The accountant should meet with select board and agree upon what should be closed out. He said to consider cleaning out the septic system account of \$82,000 and putting in stabilization if this program no longer exists. Tom suggests both the tax collector and treasurer bonds be increased to \$100,000. Michele stated she will do that. Finally, he suggests that the financial team should be on the same software for better communication.

Jeff asked how often an audit should be done for the future and Tom answered every 2 years for Tax Collector and Treasurer books.

Municipal Assistant-Michele stated she has been working on submitting all the paperwork to receive payment from MADOT on Keets Brook bridge and is working with Gill engineering and Clayton Davenport on the extension of work that needs to be done on the bridge as far as making sure all paper work is in order. She will also be working on the paperwork for the \$84,000 grant she received for Coates Road culvert. She has asked Gill engineering if they could draw up design and they said they could. Jeff attended the ceremony where they presented the grant last week since she was on vacation and could not attend. Busy season as she will be working on 2 other grants all fall in addition to the bridge and culvert. Four grants total. Mark Smith will be connecting Nicole's computer with the state this week and that project will be complete. There will be a flu clinic here on Nov. 8. Michele and Beth will be helping Lisa White of the FRCOG on that day. The town of Greenfield has received a \$690,000 grant for businesses as a result of changes due to COVID. Since the select board signed on to that grant businesses in Leyden could apply for up to \$10,000 for COVID related reimbursement. Michele will put something on the

town's website. Michele has been receiving inquiries about broadband and if the first connections have been installed. Jeff stated had not heard. Michele will email broadband chair so she will have information for town residents.

Motion: Bill moved to adjourn meeting at 8:25pm. Unanimous.

Respectfully Submitted,
Michele Giarusso