

**Leyden Select Board and Finance Committee Minutes**  
**Leyden Town Offices**  
**Regular Session Minutes**  
**September 13, 2021**  
**6:00pm**

**Select Board Members Present:** Jeff Neipp, Bill Glabach, Erica Jensen

**Others Present:** Michele Giarusso, John Higgins, Michele Higgins, Gilda Galvis, Dan Galvis, Beth Kuzdeba, Ann Garvey, Zack Delucca, Bob Depalma

Jeff called the meeting to order at 6:00 pm. Board signed FY22 warrants. For information; Jeff spoke to Greenfield Highway department to cut back vegetation along guard rails from Eunice Williams Road to town line and asked them to repair guardrail where they are all bent. Highway superintendent stated he would put in a work order.

**Police Chief Dan Galvis** – Jeff stated starting tonight we are going to have all department heads, police, fire and highway meet monthly with the select board to stay better connected and give us updates. We have asked Dan to update and bring personnel files to police office in this building as well as policy and procedure books. Dan stated the personnel files are in this building and the policy and procedure book is out with a police officer. Dan stated he plans on burning the policies onto a DVD for every officer to have. Dan stated his fax machine is not working because it does not recognize VOIP technology. He has been working on it with the printer company (Brother). Erica stated that should be interesting to see if Brother can help but use the town fax machine in the meantime. Dan shared his email for town business is now [chiefgalvis@leydenpolice.com](mailto:chiefgalvis@leydenpolice.com) Gilda's is [captaingalvis@leydenpolice.com](mailto:captaingalvis@leydenpolice.com). He went on to say under the police reform act we have to have services for all police officers to be able to access for stress, emotional issues etc. He spoke to Chief Paciorek in Deerfield about regionalizing these services. Michele stated this sounds like an Employee Assistance Program (EAP) which the town has access to for all employees. Erica asked Dan if he will have to provide an action plan to the state as to how the town is offering this program. Dan has a new policy and procedure that he would like to implement. He can now use Fire Department personnel for traffic control if he does not have police available for traffic detail. Erica asked if he has spoken to Brian about this and he said he would.

**Gilda Galvis** – Gilda presented a form to keep Leyden as one voting precinct. She stated the board has to vote on this.

**Motion:** Bill moved to continue one voting precinct for the Town of Leyden. Erica seconded. Unanimous.

Select board signed the letter. Gilda stated she receives faxes from veterinary clinics on rabies shots and was wondering if she should reach out to residents who have not come in to get their dog license. Jeff replied she should. Gilda also swore in Carole Kuzdeba who was looking for paperwork from Gilda to sign. Gilda stated she does not have any paperwork for people to sign when sworn in. She did look at another person's and it is the municipal assistant who gave out. Michele said she does send a form for new appointments, so they know to get sworn in and do the Conflict-of-Interest training, but she has not done for Carol yet, she was just appointed 4 working days ago. Jeff asked if people have done the Conflict-of-Interest training. Michele answered no, not many have done.

**Clean up around gas tank** – Jeff stated he hired Sean Berthiaume as a contractor to cut vegetation around the gas tank outside of town office building as that has to stay clear. As a result of an inspection that was done by the state he has contacted a HVAC person Mike Townsley and he has contacted an electrician to put in shut off switches outside the boiler room.

**Municipal Assistant update** – The board will need to vote and approve the wording Paul Mark's office sent to file legislation on behalf of Dan.

**Motion:** Bill moved to approve wording sent by Paul Mark's office. Erica seconded. Unanimous. Michele presented a one-day liquor license permit she typed up for Leyden.

**Motion:** Erica moved to approve the form with one addition. She would like to add item 8. Insurance policy number and insurance policy company. Bill seconded. Unanimous.

Michele has contacted 5 surveyors for quotes for surveying East Hill Road. One has retired, one has declined due to being too busy, two have replied they will send a quote and one has not replied to her email. She broached the subject of joining the Pioneer Valley IT collaborative. It is \$250 for the year. Michele will be attending a series of webinars on Cyber security put on by the FRCOG. The Pioneer Valley Collaborative is now allowing Franklin County towns to join. This is for information only as she is thinking Leyden should become a part of this. Michele stated they will have better purchasing power for Cyber software as well as help towns with policies and procedures and other items needed to protect our towns. Leyden has no back up at this time other than the new VADAR software. All departments need to be networked to be protected. Erica stated it is a good idea, but she would like to know how many towns have joined the collaborative and any other information she can read about it. Michele will follow up with more information as a decision does not need to be made tonight. Michele received a reply from the Sheriff's office that they cannot paint the outside of the town office building this year but we will be on a list for next year. The American flags she ordered for here and town hall are still back ordered.

**Code of conduct policies** – Michele typed up 3 policies to be considered for approval. These policies were copied from other towns. Discussion followed that these had no teeth in them but just to have if people get unruly at meetings or in other instances.

**Motion:** Erica moved to accept the Code of Civil Conduct Policy and the Rules of Order for Select board meetings with the first bullet point in the Rules of Order to be deleted. Bill seconded. Unanimous. Erica did not want to accept the Code of Conduct for Elected and Appointed positions as the bullet point that referred to MA Gen laws she thought should be eliminated. Discussion followed; this policy will be tabled.

**Motion:** Erica moved to adjourn the meeting at 7:35pm. Bills seconded. Unanimous.

Respectfully Submitted,  
Michele Giarusso