

Leyden Select Board Minutes
Leyden Town Office Building
Working Session
December 12, 2022
9:15 am

Select Board Members Present: Katherine DiMatteo, Glenn Caffery

Others Present: Michele Giarusso, Karin Parks, Mary Glabach, Beth Kudzeba, Rachel Stoler, Meg Ryan, Sara Seinberg

Glenn called the meeting to order at 9:15am in lieu of the chair. Introductions of all present.

FRCOG presentation of Partnership for Youth/Communities that Care Coalition/Mass in Motion

This is a LifePath lead organization. The Age and Dementia Friendly Survey was not a checklist, it was decided by communities.

Mass in Motion is a movement not a program. Complimentary to the Age Friendly Process. Franklin County is one in ten Mass in Motion communities across the State. 11 towns in Franklin County are participating. Parameters:

- Use a leading with race framework – social construct.
- Address root causes in the community

MOU requires:

- Work group from Leyden needs to be formed.
- \$4,230 available to work group to participate, meet and plan strategies.
- Set priorities. Mass in Motion can help find sources of additional funds.
- All groups will be asked to attend Health Equity training in February – pushing for focus on rural communities and results of survey. This will be a full day training in Greenfield. Sara asked that attention be paid to options for eating that protect those attending from possible infection. Training will be at the Transit Center meeting room or Jon Zon Senior center.

Glenn asked to what degree have all residents been accessed and those that did not respond to the survey how will their voices be heard? Rachel responded that work groups will be asked to address this. The work group will be asked to include voices that are not in the majority so that they can help ensure that the plan is inclusive.

MOU to be considered and voted on at the next Selectboard meeting.

DISCUSSION

Purchasing Policy regarding reimbursements and use of personal credit cards

Michele and Glenn did research on what other towns have done and found that there is very little examples of policies. Glenn described the situation: This is not new, a continuation of old habits. Leyden is tax exempt and when personal credit cards are used taxes are charged. At the very least we should not reimburse taxes. Although personal credit cards are convenient, their use is not transparent as to the benefits to the person through the credit card. We need policies that include emergencies, documentation of the expense and reason for personal credit card use.

Katherine noted that the easiest way to handle this is to not to allow any reimbursements but understands that there are circumstances that would require use of personal cards. Karin asked for a master list of accounts that have been set up for the town. Three levels in policy:

- Need to identify additional accounts that should be set up.
- Get pre-approval from the Select Board. There are tax exempt cards that can be carried that identify the purchaser is tax exempt. Can petty cash requested in advance be another approach?
- Address emergencies in the policy

Katherine noted that there needs to be a limit on spending even if there is a budget. Glenn asked if this would apply to Department Heads. Katherine spoke to changing habits and to introduce responsibility about spending budgeted amounts. Michele stated that there is tendency to spend all that is budgeted rather than what is needed. Mary asked if inventories are kept. Inventories are not currently kept or kept up to date but is necessary for fiscal responsibility. Sara stated that there is a responsibility to the taxpayers – to protect public funds.

Policy to be drafted and circulated to Treasurer, Accountant, committees, boards, Department Heads. Glenn noted that there is urgency, and we should have a transition communication until we come up with a policy.

Motion: Glenn made a motion to send a communication immediately to all boards, committees, department heads that the use of personal credit cards is not allowed, however prior approval can be granted by the Selectboard. Taxes charged are not reimbursed. ST-5 identification cards are available that indicate that purchases for town are tax exempt. All will be notified that a policy is to be developed to address purchasing for town expenses. Katherine seconded the motion. Approved unanimously.

Glenn volunteered to draft a policy and communicate. Katherine volunteered to draft the communication. SB agreed to set up a meeting with accountant and treasurer to share information and fiduciary responsibilities.

Personnel policy work.

Glenn and Katherine continued to review and edit the draft personnel policy. Katherine will incorporate all the changes and suggestions and reformat. This new draft will be circulated to Town Counsel and Select Board.

Other Business

COA correspondence to Select Board

Motion: Glenn moved that we consult with Town Counsel to protect the privacy and other rights of a town citizen, and possible violations of open meeting laws. Katherine seconded the motion. Approved unanimously.

Motion: Katherine moved to adjourn the meeting at 1:05pm. Glenn seconded. Approved unanimously.

Respectively submitted,
Michele Giarusso
Municipal Assistant