

Leyden Select Board
Working Session
April 5, 2023
Minutes

Attending: Katherine DiMatteo, Bill Glabach, Glenn Caffery (virtual), Liz Kidder

Bill called the meeting to order at 6:04 pm. Bill signed the change in scope of work with Collins Center Agreement and letter to Sean Cronin at DSL. The change in scope of work had been approved at a previous Select Board meeting.

Discussion of Town's administrative structure and compensation policy

The Town Clerk position needs to be posted soon. Amanda will be working full time for Northfield but has indicated that she will help Leyden with a transition to a new Town Clerk although she did not say what that would look like or for how long. Katherine will contact her to discuss.

There are requests for clerical help from the Emergency Management Committee, Public Safety Advisory Committee for Fire Department, paperwork assistance for Highway Department, administrative support for other committees, routine reception, and clerical work that the Municipal Assistant does now. This could be another job. Discussion about whether it would require full or part-time, and what to budget. Since full time would trigger benefits of which the Town pays 75% of Health insurance regardless of how much one works over 20 hours, a part time position – no more than 20 hours – is a likely scenario. When we meet with Municipal Assistant to review her work, we can get more information on how much time her clerical work require versus grants and management. Different scenarios were discussed about supervising the finance team – Tax Collector, Treasurer, Accountant, and Assessor's Clerk. Would the new clerical position report to Municipal Assistant? Would that trigger a new title and additional salary?

It was noted that there is a wide diversity in how people are paid: some get a flat rate but no accounting for time (Tax Collector, Treasurer, Accountant); Highway workers are paid hourly whether full or part time. There does not appear to be any written policies or decisions in minutes on how all these came about in the past. The SB would like to clean this up but maybe they will not have enough time to do so this year. Will ask when we do reviews how much time those at a flat rate are working.

Katherine will make a comparison of wages to towns of equal population and the percentage the wage is of the total town's budget and calculate the value of all the benefits Leyden provides. This will help with our future discussions of jobs and compensation.

Agenda for April 10, 2023

Two reviews – Alice Wozniak and Michele Giarusso

Possible executive session to discuss next steps for Penfield/Hunt Hill

Possible contract for Fire Chief

Warrant

Municipal Assistant report.

Glenn moved that the meeting adjourn at 8:10 pm. Katherine second. Glenn- yes, Katherine yes.

Respectfully submitted,
Katherine DiMatteo