

Leyden Select Board Minutes
Leyden Town Office Building
Working Session
April 18, 2023
5:00 pm

Select Board Members Present: Bill Glabach, Katherine DiMatteo, Glenn Caffery-remote

Others Present: Michele Giarusso, Bill Brooks, Susan Bobe, Liz Kidder

Bill Brooks, Highway Superintendent review

Bill agreed with the job description he was given; he had worked with the consultant on the content. An exception is the wording on managing a transfer station, this should be deleted. Bill filled out the prequestionnaire paperwork and handed it to Katherine. He stated all highway workers receive DOT physicals every 2 years; they must have a valid DOT medical card. Glenn asked if in the job description should there be something added that he has an essential role in emergencies. Bill replied not just emergencies he gets called out for many different scenarios. Accomplishments he is proud of is the blasting on East Hill Road went without a hitch, the engineered retaining wall came out well, and the homeowner is happy. He stated there were no delays or setbacks and his measurements got the retaining wall correct elevation wise. He stated working through problems helps him grow and good communication with everyone including homeowners is a must. Katherine asked how they could help in the future. Bill replied the Select Board could decide how wide the town roads should be. This may require a town meeting vote, he wasn't sure. Katherine asked about a clerk to assist him with paperwork, and he agreed this would be welcomed. He thought 1 day a week would help. He went over his goals for the coming year as written.

Susan Bobe, Treasurer review

Susan filled out the prequestionnaire paper work. She said she has spent quite a lot of time on state agency public records requests from her and the accountant this past year. The records are not in any kind of order from previous years, and some are missing, which made her job much harder. She stated her accomplishments and goals as written. She is currently happy with the treasurer pay being a fixed stipend for the year, and she believes it is an appropriate match to the workload. She might use a time tracker app to get a better sense of her actual hours.

Fire Department job descriptions

Liz Kidder presented revised fire chief job description and job posting.

Motion: Katherine moved the fire chief job description and posting as submitted. Glenn seconded. Roll Call: Glenn-yes, Bill-yes, Katherine-yes.

Motion: Katherine moved to allow Jim Brodeur, Chair of Planning Board contact town counsel. Glenn seconded. Bill-yes, Glenn-yes, Katherine-yes.

Motion: Katherine moved to adjourn the meeting at 7:00pm. Glenn seconded. Bill-yes, Glenn-yes, Katherine-yes.

Respectfully submitted,
Michele Giarusso