

**Leyden Select Board Meeting Minutes**  
**Leyden Town Office Building**  
**Select Board Working Session**  
**June 12, 2023**  
**9:00am**

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

**Others Present:** Michele Giarusso, Erica Jensen, Ginger Robinson, Liz Kidder, Jack Golden  
Amanda Lynch, Mark Penfield, Jason Penfield, Attorney McLaughlin, Attorney MacNicol

Bill Called the meeting to order at 9:08am.

**Discussion**

**Municipal Assistant Update**

Michele reported that \$4,220 is due for the VADAR maintenance contract. The payment was made from the Tax Collector expense account last year. If paid again from the Tax Collector expense, there is no need to use the amount allocated in the accountant expense.

**Motion:** Glenn moved to take the VADAR maintenance expense from Tax Collector's expense for FY 24. Katherine seconded. Unanimous vote.

Michele explained Susan will pay the outstanding Staples bill if the Select Board votes on it today since we have no financial policies to allow her to do this outside of a warrant.

**Motion:** Katherine moved to have Susan wire money to Staples so we can start using this account again. Glenn seconded. Unanimous vote.

Katherine has called Staples to set up a Business Staples Advantage account. They will contact Michele to activate.

There needs to be a motion to appoint someone to be the point person for Senator Comerford's office to answer questions regarding the ambulance trust fund.

**Motion:** Katherine moved to appoint Erica Jensen as point person for the town to Jo Comerford's office as she is knowledgeable on the issue. Glenn seconded. Unanimous vote.

Glenn mentioned the once-a-year exclusion for a bonfire is at the discretion of the Fire Chief and Select Board. The bonfire can be done as fire department training. Katherine suggested perhaps on the same day as the Emergency Management event being planned.

**Review Annual Town Meeting Warrant with Moderator and Town Clerk**

Amanda is going to have people check in at the door and hand out cards to vote. Jack will have microphones available so everyone can hear motions, comments etc. Jack has gone over the warrant and has a few new ideas he would like to try at the meeting. Jack mentioned for the STM MLP warrant articles and the ATM MLP budget he will have to step down as moderator and someone will need to be elected from the floor. There was discussion on the role of the Town Clerk in this situation and the possibility of nominating and choosing a temporary moderator just for the articles with a conflict. The Town Clerk will preside over elections from the floor for moderator.

Amanda reported that she has ordered a ballot box for the Town Clerk's office. Katherine asked if the registrars will be asked to check in the voters. Amanda will ask. Amanda reported that she will purchase microphones and speakers for the town from her budget.

If the town doesn't vote for the Town Clerk to be appointed, then there will be a need to look for and train someone to stand for election next year.

**Motion:** Katherine moved the Annual Town meeting warrant as printed. Glenn seconded. Unanimous vote.

Hourly pay vs. Stipend Positions

Glenn moved to pay the constables the same rate as the poll workers starting July 1, 2023.

Katherine seconded. Unanimous.

Meeting with Attorney MacNicol and Attorney McLaughlin

Donna started the meeting by presenting the reason for this meeting -to hear what the Penfield's would like to do with their land. Attorney McLaughlin noted the Penfield's understand the town is trying to discontinue the road and make it a statutory private way. His clients like the land and want to keep it but they need 200 ft. of a public way to have a building lot. He stated he has an appraiser to appraise the land but has not called her yet. He also mentioned this is an ANR lot. Donna replied, the wetlands along the road require a bridge be built to access the land. If the town would give Penfield's 200 ft it would be a wash money wise as the town cannot afford to expand the road 200 ft. It would be too expensive. Donna presented the town's offer of \$54,000 wat it is currently assessed for. Attorney McLaughlin stated the town has to go to the Planning board and get permission before going to town meeting to discontinue and layout a statutory private way. Donna asked the Penfield's if they would be interested in a conservation restriction on their property. Mark Penfield asked what a CR entailed. Attorney McLaughlin suggested meeting again on June 20<sup>th</sup> at 12n prior to town meeting. All in agreement. Donna mentioned that we needed to have the Planning Board vote on this at their meeting this week.

Discuss new administrative position.

Discussed new position duties, no decisions made.

Discussion on meeting schedule and end of year transfers.

End of year transfer meeting will be on 6/28 at 5:00pm

Select Board meeting on 6/20 at 10:00 am with an executive session at 11:30am

Select Board meeting on 6/26 at 10:00 am. Agenda to include planning for orientation.

**Motion:** Glenn moved to adjourn at 3:20pm. Bill seconded. Unanimous vote.

Respectively submitted,

Michele Giarusso

Municipal Assistant