

**Leyden Select Board Meeting Minutes**  
**Leyden Town Office Building**  
**Regular Session**  
**October 10, 2023**  
**9:00 am**

**Select Board Members Present:** Glenn Caffery, Erica Jensen, Katherine DiMatteo

**Others Present:** Michele Giarusso, Janelle Howard, Liz Kidder, John Higgins, Nanette Rolstad, Bill Brooks, John Lepore, Dave Pomerantz

Glenn called the meeting to order at 9:00 am.

**Discussion**

Minutes

**Motion:** Erica moved to approve the meeting minutes of September 25, 2023, as printed. Glenn seconded the motion with minor amendments.

**Motion:** Erica moved to accept Glenn's amendments. Vote: Erica-yes, Glenn-yes, Katherine-abstain.

**Motion:** Erica moved to approve the meeting minutes of October 2, 2023, as printed. Glenn seconded with amendments. Glenn's amendments were under minutes to add. *Glenn amended the motion for the hiring of the town clerk to ready 3 hours/week (not day). Under Public Safety Efficiency and Regionalization Grant to add to the second sentence consultant-recommended urgent safety repairs by Current Electric ~~bill~~ Company. Add to the second paragraph as recommended by the consultant. Under the agenda item Highway equipment policy change from version 3 to version 2 in both sentences.*

**Motion:** Erica moved to accept Glenn's amendments. Vote: Erica-yes, Glenn-yes, Katherine-abstain.

Water Leak in Church Supply Line

Katherine stated she communicated with town counsel that the town would like her to draw up an agreement with the town and the Leyden Methodist Church that the water supply be accessible to the church in perpetuity. Town Counsel has been busy and now we must discuss the maintenance and repair of the water pipe. Katherine stated she was trying to honor the water rights of the church by contacting Town Counsel to get everything in writing with both parties. Glenn has been trying to get in touch with Emily Herron with no response.

Nanette shared that she is in attendance of the meeting because she researched on how the water was established between the town and the church. She found a 1968 Annual Town Meeting warrant article but does not have the meeting minutes. Michele will try and find the book holding the meeting minutes to see what the town voted on. Glenn asked Nan if she represented the church. Nan said no she is not, but she is willing to share the information with the church. Emily Herron, Rita Klaus and Gilda Galvis are the Directors for the church.

Bill Brooks was the one who shut the water off and told church members because he found the leak through watching the low water pressure of the water tank. Bill thinks the water pipe supplying the church is under the porch and handicap walkway and the ramp may have to be torn out. Bill does not have time to repair the pipe as he did for the fire department and highway garage and feels a contractor should be hired to repair. The road will have to be torn up and the road closed for repair.

Glenn stated there is a lot to figure out here so let us try and figure out the next steps. Short term for the church to function a key can be signed out for the town hall to use if someone needs to use the restroom. Bill Brooks will test the water to see how long it takes to lower the pressure in the tank. There needs to be a repair plan if the church wants to rent their space out for functions.

Glenn will call a well company to see if they will come out and look at what would need to be dug up to repair.

#### Two Beaver Dams Threatening Roadways

Bill Brooks shared that there are 3 places in town where there are beaver dams that could cause problems for roadways in the future. One on West Leyden Road at the “bog” beavers have built a large dam on the south side of the road. The dam is probably 8 feet tall. Bill is concerned if this dam fails it could flood Bridge Lane. To remove the beavers a permit is required, and it is good for 10 days. One of 3 things can happen when investigating the issue. You can remove the dam, remove the beavers, and put in a diverter. Bill said permission is needed from the landowner for the town to obtain a permit. There is an open trapping season starting November 1 and a permit is not required to trap. The property owner can hire a trapper to trap during this time. Removing a dam is something Bill will have to investigate further; he is not totally clear what is involved. Bill did speak to the property owner on the south side several months ago when the dam was probably only 4 feet high. Katherine suggested a letter be written to the property owners or someone to speak to them and try to work on agreements with them soon before November 1. Bill suggested all the property owners be contacted around the “bog”. Katherine offered to contact the LeBlanc’s on West Leyden Road. Bill communicated there is also a beaver dam on Greenfield Road and maybe one on North County Road.

#### Public Safety Efficiency and Regionalization Grant

Liz Kidder sent an email previous to the meeting to update the budget for this grant. The new portable sign has been purchased and put up on West Leyden Road. ADT Security will be meeting with Chief Palmeri at 2pm today to give a quote for the Town Office Building. Liz shared there still may be \$10,000 remaining in the grant.

#### Fire Chief Disclosure Forms

The Fire Chief will be submitting disclosure forms for the Select Board to sign but they have not arrived yet. Katherine stated the board must be careful on spouses working within the same department.

#### Deborah Bernard Herron appointment to East Hill Cemetery Commission

Glenn spoke to Deborah. She said she received the letter asking her about her intention to serve. She would like to be reappointed to the East Hill\_Cemetery\_Commission.

**Motion:** Erica moved to appoint Deborah Herron to the East Hill Cemetery Commission for 3 years. Katherine seconded the motion. Unanimous vote.

#### BJ’s account and Credit Card

Katherine had researched setting up a pay by invoice account. She was told the town could set up a primary plus one account but there needs to be a name on the account. To add members, it would cost an additional \$30, and a letter would have to accompany the request. BJ’s also has a Business Club Card membership they are advertising for \$20 for October. They do tax exempt accounts for businesses. There was discussion on whose name should be on the credit card.

Michele will ask the Treasurer if she would mind having her name on it. We should use the same pre-authorization form previously established for other town accounts.

**Motion:** Katherine moved to trial a BJ’s credit card membership and identify who should be the contact’s name on the card, contact the Treasurer. Also, contact the COA, Recreation Committee and Library for members names to add. Erica seconded the motion. Unanimous vote.

#### Status on Next steps Regarding Collection of Delinquent Taxes

Glenn asked the board if an Executive Session should be scheduled to discuss the ongoing issue of collection of taxes. Members agreed to schedule for next Monday evening.

#### MVP Grant

Erica communicated she investigated the grant further as she was on vacation when discussed in August and she knows any match of a grant must go before a town meeting. She is also concerned about the strict procurement laws, and this is a reimbursable grant based on tasks and she does not want Leyden to be on the hook for any costs as there is no money for this grant within the town without going to a town meeting. She stated there must be a contract with vendors, we need to receive quotes for anyone doing work over \$10, 000 and Leyden passed a drone resolution in 2016. She feels we need town counsel to weigh in the drone resolution. Erica also feels management and reconciliation of the grant must go through the town and not a consultant. She wants to decide how the vendors will be paid, up front or after the town receives the money from the state. The in-kind match is significant in this grant and the match must come from paid municipal stipends or paid municipal employee time and volunteer citizen scientists time not John and Dave's consultant time. Erica is trying to mitigate risk to the town by bringing up these issues.

Erica could not find procurement exemptions for foresters as had been mentioned. Dave Pomerantz said he would call the OIG's office for procurement exemptions.

Dave Pomerantz stated he and John have concerns that vendors will not want to wait more than 30 days to be reimbursed.

Katherine is concerned that if we do not have an agreement with Bernardston, if we have any money issues with this grant Bernardston will never be on the hook to help pay, yet this is a two-town grant. Erica stated that all the equipment purchased will be in the possession of Leyden and just can't go to Bernardston without an agreement. Any equipment purchased in a municipality stays within that municipality.

There was discussion and agreement that a meeting should be set up with both towns to discuss these issues so Bernardston knows the risk Leyden is taking and the benefit Bernardston will be receiving at the end of this grant.

Erica would like to have an agreement on the use of drones, a new budget and vendors should expect 45 days for payment.

Michele will call Andrew Smith on the start date of the grant. She will send town counsel the drone resolution for her opinion on flying drones in Leyden and she will contact Bernardston to set up a meeting amongst both Select Boards.

#### Comp Time Policy

**Motion:** Katherine moved to approve the Comp Policy of 10/4/23. Erica seconded the motion. Unanimous.

#### Startup, Training and Office Equipment for New Hires, Priorities for Admin Assistant

Priorities discussed and agreed upon for Janelle are in order, Public Safety and Fire Department bills and paperwork, correspondence, Highway bills, LEMC, Town bills and Assistant Town Clerk duties.

#### Select Board Agenda Planning

Glenn will send out a draft for the next agenda.

**Motion:** Erica moved to adjourn at 12:36 pm. Katherine seconded the motion. Unanimous vote.

Respectively submitted,

Michele Giarusso  
Municipal Assistant