

Leyden Select Board Meeting Minutes
Leyden Town Office Building
Select Board Working Session
July 24, 2023
9:00am

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

Others Present: Michele Giarusso, Liz Kidder

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

Discussion

Town Clerk

The Town Clerk was unable to attend the meeting.

The board discussed the transition of town clerk and assistant town clerk and what the next steps should be. Amanda is vital for the goals of both the town clerk and assistant town clerk. Glenn will call the Secretary of State's office and ask who can post meeting minutes under an appointed town clerk.

Communication and notification expectations when cancelling office hours.

Discussion on the Tax Collector, Town Clerk and Assistant Assessor who have posted public hours, these are stipend employees and do not receive vacation days. A discussion followed about the policy for vacation time for these positions, the differences between compensation based on stipend vs hourly rate, and public notification about change in posted hours. Focusing upon outputs, the discussion centered on the need to set up parameters for how much time is needed for each position. Erica questioned whether the discussion is about the Tax Collector being available to the public, then we need 24 hours' notice when they will not be in for their posted hours. Katherine felt if it was not an emergency it was reasonable to have 1 weeks' notice. If someone knows they will not be here for a day, they need to send an email to all Select Board members. Erica felt the Select Board needed to clarify the expectations of employees. Being available to the public is very important in some positions and the person in the position must understand the importance the position is to the public. There needs to be a notification policy and the website banner is a place where public officials who will not be in the office can be displayed for the public. Premade signs could also be made and put outside the door. Emergency notices should go to all the Select Board members.

Motion: Katherine moved nonemergency changes to posted public office hours must be communicated with 1 week notice to Select Board and Municipal Assistant. For emergency changes, notice should be given to the same parties as soon as possible. Postings will go on the front door and on the website. Erica seconded. Unanimous vote.

Share language in personnel policy under development on vacation time accrual

Sharing all input and edits for personnel policy. Because we have a new board member, Glenn shared with Erica and Katherine a compilation of all the notes, comments, and edits. He thanked Katherine for leading this effort, combining the discussions from several meetings, two of which involved town counsel, and reaching out to other key town officials for input. Select Board members will review changes and set a future meeting to reconcile and approve a version to be sent to town counsel.

The select board shared the table in the new Personnel Policy showing a monthly accrual of vacation time, a change from the previous front-loaded annual accrual. Katherine shared a reduction in how much time can roll over from one year to the next, with the goal being encouraging employees to take their vacation time. Given the timing of the adoption of the new

policy, the Select Board agreed that the municipal assistant can roll over up to two weeks of unused vacation time from the previous fiscal year into the current one.

Administrative position job descriptions

Erica has updated the job descriptions previously worked on at the last meeting.

Motion: Erica moved the Administrative Assistant job description as written with minor edits worked on today. Katherine seconded. Unanimous vote.

Motion: Katherine moved the Town Coordinator job description and the new title with the minor edits worked on today. Erica seconded. Unanimous vote.

Discussion continued on the new Town Coordinator position, if it needs to be posted and compensation should be looked at as there are new responsibilities that have been updated although have been getting done. Erica felt it is a replacement of the previous job description. We are not saying we are creating a new position. Glenn would like to ask Donna these questions. She may have a different viewpoint. We should look at the compensation of both positions in the FRCOG wage and salary survey and the tiny towns in our area. Katherine has pulled out the tiny towns for comparison. Erica would like to look at them. Katherine has shared the tiny town comparison with members, and the ranges for the Town Coordinator is in line with the other tiny towns in our area.

The range for the administrative assistant position should be \$20-22.00/hour depending on experience. The posting should be internal, posted on the website and in the North County notebook part of The Recorder and other municipal job posting sites and listservs. Possibly an ad in the Recorder.

Glenn will ask Town Counsel whether the change to Town Coordinator from Municipal Assistant and a new job description should be considered a new job to be posted internally and/or externally. And, whether this change triggers a change in compensation.

Michele will draft a description of the Administrative Assistant position for posting.

New officials' orientation schedule

Glenn shared some ideas for orienting all new appointees and elected officials. He hopes it can be a fun, collaborative atmosphere after people have been trained in conflict of interest, open meeting law and public records retention. The session will probably be 60-90 minutes. Hopefully Donna can come and answer questions. Should we also open this up to the public for anyone who may be interested? It was agreed that it should be open.

The second week of September is a possible time as it looks like we are all taking some time off in August. There needs to be time for the appointment letters to also go out. Then Amanda must swear people in, maybe she can give a couple of evenings to do so. She also needs to recommend the poll workers and registrar names to us for appointment. There are some appointments that are still vacant, but residents have been responding. Erica will touch base with the moderator on yearly appointments.

Items for July 31 agenda

Secure records storage-Glenn met with the vendor Amanda asked to give a quote.

Pole Hearing will take place at 5:30pm

Phil Brodeur at 5:45pm

Green Communities-two letters need to come from town counsel, Glenn will send draft of letters to select Board members before sending to Donna.

The Building Needs committee sent an email they would like to meet in October. Glenn is not sure they have been in touch with Alison Gage from FRCOG on information for Green Communities.

Procurement policies

Pollinator grant letter needs to be sent to FRCOG

Continue appointments.

Discussion

Public Comments -Glenn asked if he should continue giving residents the opportunity to ask questions during the meeting on agenda items. Katherine responded that the public only see the agenda item, they do not have the background documents we have in hand or may have seen previously. Public comments do not work if the public has no idea what we are discussing. Glenn replied he could share resource documents on the website with the agenda. Erica responded that it is admirable that Glenn is offering and wants to be as open as possible but does not see the need that every resource be available. Glenn replied he really did not have the time to post the resources in time for the meetings each week anyways he realizes. Katherine does not think agenda items need to be discussed ahead of time. The chair has the authority to create the agenda and the members have the right to ask for items to be put on the agenda. If someone raises their hand, they should not be called upon for every item. Ten minutes for public comment or to address future agenda items is sufficient. There should not be dialogue back and forth. Glenn will continue the public comments on the agenda for ten minutes and focus on the Select Board conversation and manage any back-and-forth conversations from the audience. Erica asked when the task list get updated on the shared document. Glenn replied he will archive the tasks in the task list when items get put on the agenda, and we can all add items to be taken up by the select board. Each meeting will end with a look at the task list and agenda planning sheet to prioritize what comes next and note responsible parties for new tasks on our plate.

Minutes

Motion: Katherine moved to approve the meeting minutes of May 22, 2023, as written. Glenn seconded with an amendment. He amended under the agenda item Annual Town Meeting warrant articles the motion under Clean Water Trust article the end of the second sentence a word be changed to “several” years ago. Unanimous vote.

Motion: Katherine moved to approve the meeting minutes of May 31, 2023, as written. Glenn seconded with an amendment. Agenda item Tax Collector Annual review second from last sentencetaking a day off from her “Greenfield” job. Katherine recused herself she was not in attendance. Glenn approved.

Motion: Katherine moved to approve the meeting minutes of June 12, 2023, as written. Glenn seconded with amendments. He amended under the agenda item Municipal Assistant, fourth paragraphGlenn mentioned “once a year exclusion for a bonfire”...The bonfire can be done as “fire department training”. Agenda item Hourly vs. Stipend Positions, first sentence, Glenn would like the sentence to read.....poll workers starting July 1, 2023. Agenda item Meeting with Attorney MacNicol and Attorney McLaughlin, delete fourth sentence entirely. Katherine amended the agenda item Municipal Assistant, “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 expenses, there is no need to use the amount allocated in the accountant expense”. Also, under the same agenda item, she would like to add “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”. Unanimous vote.

Motion: Katherine moved to approve the meeting minutes of June 20, 2023, as written. Glenn seconded with an amendment. Agenda item Meeting with Attorney MacNicol and Attorney McLaughlin Glenn would like the paragraph to read... Donna started the meeting framing the discussion around the CR restriction and the price for that protection and permissions upgrades needed to access the land. Bob Penfield said he'd rather the town fix up the road because of the challenges the expect to have navigating wetland issues. Penfield said they liked 2" stone because it is stable. Penfield's asked what the Town would be willing to pay for the CR, and Glenn suggested 20,000 - 25,000. Penfield's said they'd be agreeable to 25000. Glenn asked if the Penfield's would be OK with our going ahead with the discontinuance of the lower part of Hunt Hill at Annual Town Meeting tonight, leaving 200 feet of frontage while we continue negotiations. Penfield's agreed but asked that we extend the frontage a little farther to include a flat location which would provide the best access to their property. All in agreement. Glenn will measure this afternoon, before the Town Meeting and make an amended motion. Donna mentioned that we needed to have the Planning Board vote on this at their meeting this week. Unanimous vote.

Motion: Katherine moved to approve the meeting minutes of June 26, 2023, as written.. Glenn seconded. Unanimous vote.

Motion: Katherine moved to approve the meeting minutes of June 28,2023, as written. Glenn seconded. Unanimous vote.

Motion: Katherine moved to adjourn at 1:05pm. Glenn seconded. Unanimous vote.

Respectively submitted,
Michele Giarusso
Municipal Assistant