

Leyden Select Board Meeting Minutes  
Leyden Town Office Building  
Regular Session  
January 8, 2024  
9:00 am

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

**Others Present:** Michele Giarusso, Liz Kidder and Beth Kuzdeba remote

Glenn called the meeting to order at 9:01 am.

**Minutes**

**Motion:** Katherine moved the December 27 meeting minutes as presented. Erica seconded the motion with amendments. Erica seconded. Glenn moved amendments under the Assessors discussion. Glenn stated the Assessors responsibility falls into three areas. He read the amendments and will send to Michele in writing. He also would like to amend Assessor's Assistant to Assistant Assessor and paying the Assessors a stipend and then for the ongoing training consistent with other boards/committees for the future. Katherine accepted the amendments. Erica seconded. Roll Call Vote: Erica-yes, Katherine-yes, Glenn-yes.

**Discussion**

**Select Board engagement in the PVRSD school issues, facilities plan, budget process and the Six Town Regionalization planning board.**

Katherine put forward a suggestion that the Select Board should be more involved in school issues. She feels the Select Board should be more involved in decisions. Discussion followed on how to become more engaged with the processes that needed paying more attention to before decisions are made by the School Committee. A joint meeting amongst the town's Select Boards and Finance Committees is a way to see what the other towns are thinking. We should meet again inviting the school administrators to the meeting. Erica suggested consolidation of schools will need to happen in the future no matter what plan is chosen. The decrease in school-age children in our communities and the increase in costs for education will need the Select Board's input and involvement. The more information the better prepared the Select Board will be and will make sustainable decisions for the town's future. Also, the Select Board can build more awareness for the residents. Glenn suggested a meeting with the Leyden Finance Committee to start to at least broach all these issues. Glenn will reach out to the Finance Committee chair to coordinate a meeting.

**Town Coordinator Check in**

Glenn asked Michele how things were going as far as workload and time to get her work accomplished. Michele replied having a seasoned Town Clerk who is here twice per week, posting the agendas and knowing what has to be done is freeing up time that she was expected to do last year. There was discussion on keeping the front door locked between 1p-3p. Michele stated she does lock the door when needed but deliveries are now coming later in the afternoon from Fedex, UPS and Amazon and sometimes she has to sign.

Katherine asked Michele if she could "set the stage" so to speak for future agenda items that the board may need to have researched ahead of time. This way the board will be more informed instead of having multiple meetings on the same subject.

Michele mentioned she is hearing the next few years are going to be tough and towns should budget conservatively. The governor will be sharing her budget cuts soon. There was discussion on the future vision of the town. Glenn would like to restart the open space committee. This committee while not charged with Master plans could possibly be the conduit for a 5-year master plan.

#### Flag Policy Update

Erica proposed as recommended by town counsel the flag policy be changed. Karin Parks had also sent an inquiry about the library banner.

**Motion:** Erica moved to add the amended sentence submitted by town counsel: Eligible Banners and Signs Only banners and signs regarding Town business or Town sponsored events may be erected on or attached to Town buildings or Town property. Katherine seconded the motion. Roll Call Vote: Erica-yes, Katherine-yes, Glenn-yes.

#### Select Board updates and Agenda Planning

Katherine shared an open space/recreation planning committee will help with an overall vision for the town. She thinks it would be great to get a large group of people engaged in this discussion. She would also like the Select Board to think how to build from year to year on current and innovative ideas. The open space committee is the only planning process for our town. Having this committee is an umbrella for the future growth or not of the town. Glenn offered to find out the requirements for the open space/recreation planning committee. Maybe produce an actual plan to move forward.

Katherine questioned again whether the annual report for next year should be for fiscal or annual year. It would have to be on the Annual Town Meeting warrant to change to fiscal year. This would change the timing of the report to the fall, 90 days after the close of the fiscal year. There was discussion how this would be a better time to collect, edit and print the annual report as it will not be in the spring when we are preparing for the annual town meeting and other towns will not be going to print.

**Motion:** Katherine moved to change the Select Board report to fiscal year effective FY24. Erica seconded the motion. Role Call Vote: Erica-yes, Katherine-yes, Glenn-yes.

This year's Annual report submissions will be due March 1<sup>st</sup> the second draft is due April 15. The report should go to printing the first week of May. Katherine will work on content and Glenn on a template to send to boards and committees.

Annual and Special town meeting preparation. Glenn read a list of items he is compiling for the Special town meeting. April 22 the first draft of warrant articles for both meetings will be reviewed with a draft to go to Donna for review by May 6. Donna should be asked to attend the meetings.

**Motion:** Erica moved \$255 for each side of the town sign be approved. Katherine seconded the motion. Roll Call Vote: Erica-yes, Katherine-yes, Glenn-yes.

**Motion:** Erica moved to appoint Arthur Baker to the Zoning Board of Appeals for a 3-year term until 2026. Katherine seconded the motion. Roll Call Vote: Erica-yes, Katherine-yes, Glenn-yes.

Erica sent an email to the town accountant to change the names on the general ledger as discussed at the last meeting. She has not heard back.

Next Select Board meeting: Tuesday evening, January 16<sup>th</sup> at 5:30pm. On the agenda will be a check in with the fire chief.

**Motion:** Erica moved to adjourn at 11:46am. Katherine seconded the motion. Roll Call Vote: Erica-yes, Katherine-yes, Glenn-yes.

Respectively submitted,  
Michele Giarusso