

## **Memo to Chairs of Town Committees, Councils, Boards and Commissions**

Date: July 1, 2024

From: Leyden Select Board

RE: Town of Leyden Policies and Procedures

Thank you for your volunteer service to Leyden. Your time and efforts are often over-looked, under-valued and open to citizen criticisms. We want to acknowledge that you and your members are the core of small-town government. We strive to support you as appropriate and aligned with State and Federal laws and regulations. Communication and collaboration are important for all of us to do our best. Towards that end, we have a long list of policies that we are working on in order to provide guidance and clarity about roles and responsibilities for you and for the citizens of Leyden.

To date we have completed the following policies that can be found in the resource center of the Town's website [here](#):

- Surplus Property Disposition and a Surplus Property Form
- Select Board Annual Appointments
- Town Hall and Town Common Rental
- Cash Control Procedures
- Password Security Policy

### **Public Records Retention Policy (in development)**

To begin to address the public records retention requirements of the State, you should have received an assigned official email address, for example: [xcommittee@townofleyden.com](mailto:xcommittee@townofleyden.com). This email must be used for all your communications to your members, to citizens, other officials, and the public. Please convey to your members that this is the official email address and must be copied on any emails that they send to you, or others related to the committee's work from their personal computers. The use of this official email facilitates the retention of official correspondence and simplifies public records requests. The Town's systems will save all correspondence sent or copied to these official emails. Please do not delete any sent or received email.

In addition, all minutes, correspondence, documents, reports, etc. relevant to the committee's work must be stored electronically by sending to the Town Coordinator or placed in files at the Town office in a timely manner. You may have to collect what has been retained on personal computers and at member homes. Required retention periods vary depending on committee and type of document. A guide from the State on records retention is available in the resource section of the Town's website [here](#).

### **Purchases, Reimbursements, and use of personal credit cards**

Best municipal financial practices as recommended by the Town Accountant, require that all purchases for your committee, its activities and projects must be purchased through vendors who have set up accounts for the Town of Leyden. If there is a vendor you regularly use that does not have an account set up for the town, please ask them to do so. The Town Coordinator and Treasurer can provide the vendor with the information they need.

Alternately, as Procurement Officer, the Town Coordinator is the go-to person for purchases or policies about purchases and reimbursements. If you are making purchases for yourself and for the Town at the same store or vendor, separate those purchases so receipts submitted are only for Town purchases.

**Cash Control Procedures**

If your committee collects cash donations or fees, please submit all cash receipts to the Treasurer using the Turnover Form available from the Town Coordinator or Treasurer. Cash received should not be used directly on purchases but must be turned over weekly to the Treasurer who will deposit your funds in your appropriate fund for your committee. Please refer to the cash control procedures on the website.

We all must be accountable to the citizens of Leyden and comply with State and Federal laws. We will keep you informed as additional policies are approved.

Thank you for your cooperation,  
Katherine, Erica, and Jeff