

**Leyden Selectboard
Leyden Town Offices Building
Regular Session Minutes
February 3, 2020
7:00pm**

Selectboard Members Present: Jeff Neipp, Lance Fritz, Bill Glabach

Others Present: Michele Giarusso, Nicole Glabach, John Higgins, Michele Higgins, Beth Kuzdeba, Ginger Robinson

Meeting Called to Order at 7:00 pm

Minutes

Selectboard members reviewed the mail and meeting minutes and signed the warrant. **Motion:**

Motion: Lance moved the January 27, 2020 minutes as printed. Unanimous.

Discussion

Town Clerk Fees

Town clerk presented her recommendations in writing for increase in fees. These fees have not been increased since 1999.

Birth Certificates \$10

Death Certificates \$10

Business Certificate \$20

Marriage certificates \$25

Burial Permit \$25

Motion: Lance moved to approve the Town Clerk's request for increase in fees for 2020 effective immediately. Unanimous.

John Higgins presented 3 proposals to the board.

1. Recreation Committee- John stated he is proposing 5 members on the Recreation Committee with Auxiliary members voted on/off by Recreation Committee members. He is also proposing the committee be able to establish a "Honorary for Life" membership. After discussion whether the term would be "Auxiliary or Alternate members" the board decided to table this until further research is done.

2. John proposed to volunteer his services to act as building manager for the Town Hall. In his proposal he presented his areas of responsibilities.

Motion: Lance moved we accept John's gracious offer to act as volunteer building manager for the town hall as delineated in writing. Unanimous.

3. As part of John's duties he is proposing that local artisans/vendors be able to display at the town hall. He would be responsible for who displays and there would be a policy they follow. Discussion followed as to there not being anything in the town meeting hall only downstairs. No extra holes be made in the walls. No money changes hands in the town hall as we are not in the business of selling wares in town buildings. This decision was tabled until further thought goes into it.

Only two Finance Committee members present. Selectboard discussed the increase in the school budget that we are facing, it looks close to another \$50,000 increase this year on top of the approximately \$56,000 increase we saw last year. Jeff encouraged Fin. Comm. members attend the public hearing.

Citizen's concerns

Beth Kuzdeba from the Board of Health (BOH) concerned that private emails and computers are being used for Board of Health business. Selectboard stated Municipal Assistant will set them up with their own email. Jeff stated the BOH did have a laptop that was purchased through their own expense account. Where is that? Beth stated she would ask the chair as she did not know they had one. Jeff stated BOH could purchase their own with their expense account. The board will take under advisement setting up a computer in the meeting room for all boards to use.

Municipal Assistant Update

Michele stated the Sheriff's dept. should complete all work at the end of this week.

Michele called United Elevator in regards to the lift elevator in the town hall needing a key to operate. United stated there is no key, they would never leave such a thing as handicapped elevators have to be simple to use. United stated if no one knows how to operate we need a service call put in. Board stated to call for a service call. Michele stated she will meet the service person to learn how to operate elevator. Michele attended a meeting with Jo Comerford and mentioned how expensive the Mosquito control district is for Leyden, \$5,000 per year. Comerford stated she will file legislation this year for Leyden to join the Mosquito Control District for 2021 as long as we apply for the MVP grant for future years. Michele stated she plans on applying. She has been in touch with the new regional director of the Mosquito Control District and he got her into training in Holyoke tomorrow. Michele also had a discussion with the Greenfield Virtual school as to the longevity of them renting space. It may not be feasible for them to stay here longer than June as this is pretty far for students to travel. Billie Brooks was in asking Michele to update to personnel policies. The last time they were updated was 2021. He was questioning the FMLA policy and what paper work he needs to fill out. Michele stated she has experience in this area and will present policy and forms for board to approve.

Motion: Jeff moved to adjourn meeting at 9:00pm. Unanimous.

Respectfully Submitted,
Michele Giarusso