

**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, Beth Kuzdeba, John Higgins, Michele Higgins, Daniel Galvis, Michael Caruso

Meeting Called to Order at 7:00 pm

Minutes

Selectboard members reviewed the mail and meeting minutes. Discussed and signed BCBS vision enrollment form for employees.

Motion: Lance moved the February 3, 2020 minutes with one revision. Unanimous.

Discussion

Michele Higgins (not John Higgins as put on agenda)COA- Michele stated the COA would like to sponsor free tax preparation for residents here at the town office building. They need to use a printer and there is no longer any in the town hall. Selectboard approved.

Board of Health-Beth Kuzdeba stated BOH members met last week and agreed to one email account with one user name and password. Computer can be used by any boards. She also mentioned she thought there needed to be more lighting in the parking lot of this building. Board will take under advisement.

Dan Galvis-Dan presented Michael Caruso's resume and introduced him to board members Micheal would like to be a part time police officer. He just graduated from the police academy and this would be his first job as a police officer.

Motion: Lance moved to appoint Michael Caruso as police officer with a 6 month probationary period. Unanimous.

Dan stated he had received police gear from Chris Garmolo but not the other police officer yet.

Municipal Assistant update -Michele stated she called MIIA insurance company per Jeff to see if volunteers are covered by our insurance. MIIA sent a statement stating "Volunteers fit the definition of an "employee" and thus are considered "insureds" within the General Liability policy. The policy would respond in defense of the Town if a covered suit were brought alleging bodily injury or property damage caused by one of the volunteers while working on behalf of the Town (subject to a Limit of Liability of \$100,000 per claimant) An essential part of this coverage is that the volunteers must be performing duties under the Town's supervision and control and the duties must be related to the conduct of the Town's business. It is our recommendation that the Town ask volunteers to sign a "Hold Harmless" Agreement to the effect that the Town is not to be held liable for injuries to the volunteers. Please consult the Town's Legal Counsel for the specific wording to be used in the "Hold Harmless Agreement".

Michele shared state and federal paper work for FMLA. She will update the Personnel policies to add this policy as well as update any other policies needed and present at the next meeting.

Lift elevator in town hall power supply no longer working. United Elevator here last Friday for service call. They have ordered new one. Town Accountant stated the \$11,300 is in the PRES utilities account and should be used for remaining year utilities for the building. Michele will need to get 3 quotes for financial software even though we have a grant. Since the first quote for Vadar is \$25,000.

Motion: Jeff moved to adjourn meeting at 8:30pm. Unanimous.

Respectfully Submitted,
Michele Giarusso

