

**Leyden Selectboard  
Leyden Town Offices  
Regular Session Minutes  
August 10, 2020  
7:00pm**

**Selectboard Members Present:** Bill Glabach, Jeff Neipp

**Others Present:** Michele Giarusso, Beth Kuzdeba, John Higgins, Nicole Glabach, Gilda Galvis, Dan Galvis

Meeting Called to Order at 7:02 pm.

**Minutes**

**Motion:** Jeff moved the minutes of July 27, 2020 as written. Unanimous.

**Discussion**

**Town Accountant-**The board has received and accepted with regret the resignation of Stacey Mousseau, Town Accountant, effective September 30, 2020. Michele contacted the Franklin Regional Council of Governments (FRCOG) to see if they could take on our accounting services. The FRCOG replied we would have to buy into their software and since we just purchased new financial software we probably would not want to do that. They do have some grant money available to possibly train a person or start a training program for the towns. They also suggested there are private firms who may be able to do for us. Jeff would like us to advertise for both the accountant's position and custodian/grounds person in the Greenfield Recorder first. There may be people out there now who may apply since COVID. Bill agreed. Beth Kuzdeba mentioned there are private cleaning companies around Greenfield as an alternative if no one applies for custodian position.

**Town Clerk primary update-**Jeff had a list of questions to ask Nicole in regards to the primary. He wanted to know how she was doing with the requests for absentee ballots. She stated she must have around 100 so far. She is working on them. Jeff stated he inquired with the Colrain town clerk and the absentee ballots have to go out this week. He said the MA Official Vote by Mail Application request cards have to be scanned in her state computer when they arrive so when the absentee ballot returns she can match up in the state computer. This is required in case people do not return the ballot and show up to vote in person instead. He suggested Nicole ask the registrars to help her on Wednesday evening to stuff the envelopes and send out in Thursday's mail since it is a lot of work and they have to be returned in 3 weeks. John Higgins stated he and Michele Higgins would be willing to help as registrars. Jeff also inquired if she was comfortable with how the ballots should go out with 3 envelopes. Nicole stated she has no stamps and will need to get some and pay with her own money. Michele Giarusso stated she will take the envelope, stuffed for mailing and go to the post office for Nicole in the morning and get the required stamp for mailing. Michele also asked Nicole when new residents can register to vote and early voting is. Residents have been calling since not all saved the addendum to Leyden Life. Nicole stated Residents can go on to the town website in the town clerk's page to register to vote. Early voting hours will be August 22-28 from 5:30p-7:30pm. It has to be 7 days for at least 2 hours each day. Jeff asked if the voter registration list is up to date and a notice to all residents needs to be posted informing residents of an election.

Michele gave Nicole some examples of the postings she can find on secretary of state Galvin's website.

**Dan Galvis** gave the board a list of items that he could apply for through a grant from our insurance company. He suggested back up cameras in town vehicles as one and to ask Dave Brooks if he would like them. Bill would like Michele to copy list and put in highway and fire departments mailboxes asking them to respond. Dan also suggested he has enough masks to do another give away and will be doing within the next week..

**John Higgins** presented the board with policies and procedures he revised for rental of town hall. He said he brought to Board of Health for approval. Beth stated they did not approve as they had questions as to why he was bringing them to the board and she feels since the town hall is not yet open to the public and with COVID these should not be approved as when the town hall does open there will have to be a whole set of new rules especially in cleaning. Michele Giarusso asked where John came up with a 3 member committee made up of BOH, municipal assistant etc. This is very cumbersome to get 3 people together after an event to ok the condition of the building. The old way was working just fine as she was responsible for rentals and she agrees there will need to be cleaning policies in place. She also noticed in the policies a new agreement between the lessee and lessor and where did John get this? No policy should go out without our town counsel approving first. John said he copied it and added it from the recreation department rental policy. She feels the board should take these under advisement as a volunteer should not be revising policies, it should come from the board. Bill stated he thought it was the select board was the ones approving rentals together with the municipal assistant. Jeff stated since these have to be looked over more closely he suggest there be more work done. Michele stated she is used to working in multidisciplinary groups and will get the Board of Health, herself and John together to come to an agreement on policies and report back to the select board.

**Fire department appointments**-Jeff still not ready to make appointments until the issue with Brian Pelletier is resolved on the town meeting detail payment and the strike force. He would like to call Brian in again. Jeff feels the strike force looks like it could cost a lot of money and he wants a better accounting of the budget and future budgets. Bill agreed.

**Additional Cares Act** money to send to the schools-Michele stated PVRSD is asking for an additional \$1850 from our Cares Act money for plexiglass shields for desks etc. The total the town will be giving is \$11,136 since the board already voted in \$9286 last meeting.

**Motion:** Jeff moved an additional \$1850 be given to PVRSD from our Cares Act money. Unanimous.

**FY2021 Appointments** continued – Michele stated she called all the cultural council members who were not appointed last year. Liz Walz cannot accept the 3 year appointment so that only leaves 3 members. Rhonda Wainshilbaum, Peggy Brown and Michele Higgins. Michele stated Emily Yazwinski came in and she would like to be on the planning board. Jeff stated she called him and told him she is interested in serving on the planning board. Michele stated there is an email in your correspondence from Arthur Baker on appointing Rob Snedeker to the planning board. Bill asked Michele if Rob Snedeker called or sent anything in himself asking for the planning board appointment. Michele stated she has not received any inquiry from Rob.

**Motion:** Jeff moved Emily Yazwinski be appointed to a one year term on the planning board, the 3 members be appointed for the Cultural council and Bill Glabach be the Franklin Regional Transportation Authority representative. Unanimous.

**Bill read a letter** from Michele Giarusso for the small towns exemption. Michele stated the moderator appointed her to the school committee last Tuesday until the election in November as Michele has taken out the nomination papers and submitted to town clerk and Superintendent of schools for the November election. Michele said she was being proactive and called the state ethics board on Tuesday when appointed as she knew there could be a conflict due to there being a stipend paid to school committee members of \$200 each year. She stated she knew from the conflict of interest laws you cannot hold 2 paid positions in one municipality unless you are a small town with a population of under 3500 people and your select board approves the exemption. Since the school committee is a stipend pay the ethics lawyer of the day recommended, she write a letter to her select board asking permission for the exemption.

**Motion:** Jeff moved the small town exemption GL 268 section 20 be approved for Michele Giarusso. Unanimous.

**Municipal Assistant update-**Michele wanted to know if it was ok to ask Mark Smith our IT consultant to run cabling to Nicole's office so her state computer can be moved from the town hall to her office here. The bridge paperwork is coming to a close so she will apply for a STRAP grant for East Hill Road. Jeff stated the bridge opening is at 9:30am tomorrow he just found out. He stated it would be nice if we all showed up.

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

Respectfully Submitted,  
Michele Giarusso