

**Leyden Select Board and Finance Committee Minutes**  
**Leyden Town Offices**  
**Regular Session Minutes**  
**July 12, 2021**  
**6:00pm**

**Select Board Members Present:** Bill Glabach, Jeff Neipp, Erica Jensen

**Others Present:** Michele Giarusso, Don Jacobs, Michele Higgins, John Higgins, Gilda Galvis, Ginger Robinson, Sarah Steinberg, Beth Kuzdeba, Brian Pelletier, Zack Delucca, Susan Bobe, Bob Depalma, Ken Spatcher, John Rodgers

Jeff called the meeting to order at 6:05 pm. Board signed Fire Department Policy payment for January 2021. (This should have been done earlier to reflect the increase in minimum wage in MA.)

Jeff stated he wanted the board to take home the minutes of 7-7-21, read them and they can accept at their next meeting.

**Don Jacobs of DIJ Consulting** presented the board an update on salary and wage classifications work he is almost finished with. He explained his first 3 objectives- job descriptions, classification plan and characteristic chart based on position rating system. He explained the classifications he developed, and it has worked well for him in many municipalities. He surveyed 10 communities on wages for Leyden’s work, and they have not all returned them yet. He will return with salary ranges for the board. He has not met with any employees as he wanted to meet with the select board first. He wanted to stress that he will share with employees they need to understand how they will be paid, wages are based on market data, and he will develop competitive salary ranges. He stressed the board must also understand how the compensation has come about with policies and procedures on how to establish for the future also. Next steps, he will come back with a classification characteristic plan. Many questions were asked of Don and he stated if the board would like stipend positions included in his plan he will do. The board just has to ask for it.

**Line item transfers-** Angelica handed out the deficits she has so far in various line items and recommendations for transfers. She is very concerned the highway went over \$12,000 this year in Highway Maintenance and they cannot transfer from another account since they will be at or near zero on their other accounts. She is questioning where this kind of money will come from. Bill stated the Select board has always transferred money from the Winter and Snow account at town meeting and we forgot to do that this year. Angelica stated she has always been told not to touch that account. Angelica stated this should not be happening in the future. Jeff stated he wanted to transfer from another highway account. She stated she will probably not close out the FY 2021 budget until the end of July or early August since the mail has been so bad and she is concerned the invoices will not all be in on time.

**Motion:** Jeff moved the accountant’s line item transfer recommendations as printed. Erica seconded. Unanimous.

Transfer from		Transfer to	
01-122-5210-00000	\$ 798.75	01-122-5380-00000	\$ 798.75
01-122-5210-00000	1237.29	01-122-5420-00000	1237.29
01-123-5300-00000	44.53	01-123-5100-00000	44.53
01-122-5100-00000	1000.00	01-135-5100-00000	1000.00
01-141-5120-00000	1274.74	01-141-5300-00000	1274.74
01-192-5460-00000	372.39	01-192-5410-00000	372.39
01-192-5430-00000	656.00	01-195-5300-00000	656.00
01-210-5111-00000	.04	01-210-5100-00000	.04

Transfer from		Transfer to	
01-250-5110-00000	679.26	01-210-5300-00000	679.26
01-250-5110-00000	257.74	01-210-5110-00000	257.74
01-421-5240-00000	12000.00	01-421-5430-00000	12000.00
01-275-5300-00000	128.14	01-492-5300-00000	128.14
01-545-5300-00000	1520.67	01-910-5300-00000	1520.67

**Motion:** Ginger Robinson moved for the Finance Committee the line item transfers as printed. Michele Higgins seconded. Unanimous.

**Assessors-Ken** presented a draft of a job description and also stated under Chapter 41 section 25A there is wording that the Assessors shall appoint an Assistant Assessor for a one year term. There was discussion on whether the position should be paid as a stipend or hourly position as Bob Depalma listened to what Don Jacobs was telling the select board. Ken stated he would like to think about it more and discuss with his members.

**Motion:** Jeff moved at 8:15pm to convene an Executive session for pending litigation. Jeff also stated we will reconvene in open session. Roll Call vote-Erica-yes, Bill-yes, Jeff-yes. The minutes of this session shall be kept confidential until such a time that it can be released to the public per recommendation of town counsel.

**Motion:** Jeff moved to reconvene into open session at 8:25pm. Roll Call Vote-Erica-yes, Bill-yes Jeff-yes.

**Beth Kuzdeba-Beth** put in writing her concerns as she wants to make sure everything is presented in writing now. She asked if the person who has been hired to be our consultant has a certificate of liability insurance or has signed a contract with the town to cover confidentiality of records. Jeff stated he does not know if she has insurance, she does work in other towns currently. Bill stated Assessor's records are public records. Beth stated she thinks we should be thinking of cyber security and a policy and procedure for hiring people for positions as consultants and what is needed before hiring. Beth also presented an email from Dr. Vesh's office in South Deerfield in regards to the porcupine Ann Zavaruha had on her property. The email contained notes from their office record's which indicate the police officer said the animal did not come in contact with people. Beth stated again as she did in a previous meeting, a policy and procedure needs to be in place for possible rabid animals. She also mentioned the Sheriff's office employs an Animal Control Officer as part of their dog shelter program. It would cost the town of Leyden around \$3,000 per year. Erica stated there was a huge breakdown in communication over the entire incident. Beth replied and Ann has not received any communication to this date. Beth also asked the select board to appoint a member to the Board of health by August as soon as possible since we are still in a pandemic. Jeff stated we should let the public know there is a vacancy. Beth reminded him a person has already stepped forward stating she would like to be appointed.

**Municipal Assistant-Michele** asked about the Juneteenth holiday. It was on last week's agenda but we never got to it.

**Motion:** Erica moved to accept Juneteenth as a paid holiday for town employees. Jeff seconded. Vote-Bill no, Erica -yes, Jeff -yes. Jeff stated he has no problem if employees would like to take a day off his summer since they did not observe it in June. Michele wanted the board to approve her serving at two FRCOG meetings this week. She has been the FRCOG representative for Leyden but since they have not made reappointments for FY22 she wanted to make it legal. Jeff stated he had no problem in me serving Bill and Erica in agreement. Michele pointed out to the board an email Peter Wakelin sent in their correspondence folder that he was postponing his

event on July 18<sup>th</sup>. Michele will be attending the DER ceremony on Wednesday to receive the Coates Road Culvert Construction grant but she still has no idea how much it will be for. Jeff stated he will also try and go to the ceremony.

**Motion:** Jeff moved to adjourn the meeting at 9:10pm. Unanimous.

Respectfully Submitted,  
Michele Giarusso