

Leyden Select Board Minutes
Leyden Town Office Building
Regular Session
July 18, 2022
6:00pm

Select Board Members Present: Bill Glabach, Katherine DiMatteo, Glenn Caffery

Others Present: Michele Giarusso, Michele Higgins, John Higgins, Erica Jensen, Mary Glabach, Ginger Robinson, Doug Beck, Brenda Beck, Stephanie Beck, Sara Seinberg, Jack Golden, Sarah Bartholomew, Colleen Caffrey, Liz Kidder, Beth Kuzdeba, Gilda Galvis, David Curtis, Nate Messer, Nik Adamski, Julian Mendoza-Greenfield Recorder

Bill called the meeting to order at 6:15pm.

Select Board signed FY 22 warrants and FY 23 warrant, read correspondence.

Motion: Katherine moved to accept the meeting minutes of July 5 and 11, 2022 as written. Glenn seconded. Unanimous.

DISCUSSION

Reprint of Preliminary Tax Bills

Katherine explained the preliminary tax bills when printed did not have the legal notice on the back. Department of Local services is recommending sending out tax bills again. After discussion with Tax Collector, it was decided people may get confused by two tax bills, so the options are to resend tax bills, mail just the back notice to residents, post on the website and posting boards and hope people read the notice. The Select board should act on this to correct the situation. Glenn interjected he did not think the posting on the website and boards was a viable option, mailing the notice is better. Roxanne was asked her opinion and she stated she does not have a separate list of tax properties without reprinting the tax bills again. Glenn has offered to call VADAR customer service to find out how to print a list without reprinting the tax bills and to help Roxanne print labels. Roxanne said the postage will cost around \$300. The best option is to send the back of the tax bills to the list of taxpayers with a note that there was an error in printing the original tax bills.

Motion: Katherine moved to print the back of the tax bills with a note about the error. Glenn seconded. Unanimous.

Jack Golden-Special Employee status for Moderator

Jack explained he called the Ethics commission to receive advise of his holding both the Moderator position and MLP Manager position. Ethics advised him to ask the Select board to approve the Moderator position as a Special Municipal Employee. Katherine voiced concern on the neutrality a Moderator is supposed to have. Katherine looked up the Special Employee status on her laptop and stated the board could rescind this at a later date because the status follows the position and not the person. After further discussion the board asked Jack to clarify with ethics on whether the MLP Manager should be the Special Employee status and the board will ask Town Counsel her opinion.

MLP Reorganization -Jack would like a decision soon on which way the Select Board will recommend the composition of the MLP board. Jack feels a broader coalition of

people on the board would be the best way to comprise the board. He is not in favor of the entire Select board being the MLP board. Michele stated she did email Town Counsel asking her opinion on the makeup, but she has not heard back. She believes Town Counsel was on vacation last week. The MLP board default until a decision is made is the Select board. Katherine asked if this should be a MLP board decision and although the Selectboard serves as the MLP board, we are not convened tonight as that board. The MLP board default until a decision is made is the Selectboard.

Town Clerk Updates

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Gilda stated on the annual appointment list it should state Poll Workers and not Voter Registrars. There was discussion on why it stated Registrars since in 2020 some of these people helped with voter registration. Bill suggested maybe we should have appointed Poll Workers and Registrars if there will be early voting for the September Primary as well as November statewide voting. Gilda also mentioned there is a new law that the Select board needs to contact a Constable for the September 6, 2022, Primary and November 8, 2022, statewide election unless the board takes a vote to allow the Town Clerk to contact a Constable. Early voting is for Veterans only for 2 weekends for 4 hours and during the week the Town Clerk has to dedicate 25% of her posted hours for early voting. Glenn would like more information on Poll Workers vs. Voter Registrars before making a decision.

Motion: Glenn moved the Select board maintain control over hiring a Constable until we understand why the change. Katherine seconded with the understanding we could hire a Constable or Police Officer. Vote: Bill-No, Glenn-Yes, Katherine-Yes.

Review of the Town Election

Glenn stated he asked this item to be put on the agenda. He asked Gilda to review how the election went. She replied she thinks it went well. Glenn asked about the ballot process. Gilda stated she brought the ballots to her house. She did not feel comfortable leaving them in her office as she did not have a locked file cabinet. She just found the key to the file cabinet this past week. She did not know there was a law you could not take the ballots home. She went on to say she has essentially been learning her duties from other Town Clerks. Glenn asked why there was inconsistencies in calling election results to candidates. Gilda replied she did not have some of the candidate's phone numbers and she thought Katherine would have notified Glenn on the night of the vote when Gilda told Katherine she and Glenn won. Glenn also asked about an official ballot box from the state and is there a tracking system when ballots are mailed or returned to the Town Clerk's office. Sara Seinberg asked if there is a process for notifying the public of the election results. Katherine replied she could not find any statutory requirements.

Annual Appointments

Motion: Katherine moved the Franklin Regional Council of Governments (FRCOG) appointment: Council Member-Michele Giarusso. Bill seconded. Unanimous.

Motion: Katherine moved the Upper Pioneer Valley Veteran's District Representative- Erik Johnson and the Upper Pioneer Valley Veteran's Agent- Tim Niejadlik. Bill seconded. Unanimous.

Motion: Katherine moved the FRCOG Cooperative Inspection Program Representative as Glenn Caffrey and the FRCOG will continue as the Local Inspector of Buildings, Electrical and Plumbing and Gas Bill seconded. Unanimous.

Motion: Bill moved the Franklin Regional Transit Authority Representative-Katherine DiMatteo. Glenn seconded. Unanimous.

Motion: Bill moved Richard DiMatteo be appointed to the Conservation Commission. Glenn seconded. Unanimous.

Motion: Katherine moved Sean Berthiume be appointed as the Inspector of Barns and Animals. Glenn seconded. Unanimous.

Motion: Katherine moved Patricia Williams be appointed to the Cultural Council. Bill seconded. Unanimous.

Motion: Bill moved Nanette Rolstad and Amy St. Clair be appointed to the Historical commission for 3 years. Bill seconded. Unanimous.

Motion: Bill moved Brian Pelletier, Susan Howarth, John Higgins, Karin Parks and Ella Muka be appointed to the Recreation Committee. Bill seconded. Unanimous.

Motion: Bill moved Donna MacNicol be reappointed as Town Counsel. Bill seconded Unanimous.

Motion: Katherine moved Arthur Jones be reappointed as Deputy Collector. Bill seconded. Unanimous.

Motion: Katherine moved interim reappointments for the Council on Aging under the direction of the Select board until we can find further information on the Council of Aging vote at town meeting or other specifics. She moved Gilda Galvis, Linda Baker, Kathy Fritz, Michele Higgins, Roberta Milner, Andrea Zimmerman and Linda Allis as Coordinator to the Council on Aging. Glenn had some reservations about the appointments at this time. Katherine stated until we know if the town voted for a Council on Aging, they are a committee under the direction of the Select board. Bill seconded. Unanimous. Mary Glabach sent a letter of interest to serve on committee. Katherine noted that this additional member should be postponed until there is clarity on the COA. Glenn had some reservations about the appointments at this time.

Fire Dept- Brian is a strong Fire Chief as voted by Annual Town Meeting in 2011. He needs to make the recommendations to the board.

Accounting for Missing Inventory

Glenn asked to read Executive Session minutes within the past year. He contacted the Attorney General's office, they suggested he ask Town Counsel. Glenn is asking the board for permission to contact Donna.

Motion: Bill moved to approve Glenn can contact Town Counsel as a public official to ask the question about reading past Executive Session meeting minutes. Katherine seconded. Unanimous.

Glenn understands there is still missing equipment that belongs to the town. He would like to formally request the return of this equipment. He is asking permission to ask Town Counsel on how to proceed.

Motion: Bill moved to allow Glenn to ask Town Counsel about this equipment. Katherine seconded. Unanimous.

Public Safety Advisory Committee

Liz Kidder reviewed the recommendations for an Emergency Management Committee (EMC), Emergency Management Plan and appointments as Emergency Management Director and Deputy Director. Glenn volunteered to interview the recommended people for Emergency Manager and Deputy Director and will attend the Public Safety Advisory Committee (PSAC) meetings.

Motion: Katherine moved Glenn to be the Select board representative to PSAC. Bill seconded. Unanimous.

Municipal Assistant Update

Michele asked the chair to sign the Animal Control and Dog Shelter contracts as well as Cares Act certified closeout.

Motion: Katherine moved to accept the 3 year Animal Control contract as well as the Dog Shelter one with the Franklin County Sheriff's Department. Glenn seconded. Unanimous. Bill signed both. Michele also asked the Select board for their input of the insurance policies for all town owned buildings and contents as she has been doing for 3 years on her own and she thinks the new Select board should review and know what is insured.

Katherine suggested Michele ask Highway and Fire departments for an inventory of equipment and vehicles in order to complete this exercise.

Katherine stated there needed to be a more efficient way to conduct business and not have so many agenda items. For the next working session of August 8, she would like to review insurance policies, discuss how to find out where all the town municipal plates are and town record storage.

Motion: Katherine moved to adjourn at 8:50pm. Glenn seconded. Unanimous.

Respectively submitted,
Michele Giarusso
Municipal Assistant