

**Leyden Select Board Minutes
Leyden Town Office Building
Working Session
October 31, 2022
9:00am**

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

Others Present: Michele Giarusso,

Bill called the meeting to order at (:05am.

Jeff Miller interviewed for Custodian and Building Maintenance positions. Board discussed there would be two rates for the different positions. The position reports to the Municipal Assistant and she will tell Jeff what is needed to be repaired or cleaned in all town buildings. Jeff presented what he is capable of doing as building maintenance and has his own tools. He would be willing to weed whack around the building and shovel.

Motion: Katherine moved to hire Jeff Miller as Custodian at \$18.00/hr and Building Maintenance at \$35.00/hr. Glenn seconded. Voted unanimously.

DISCUSSION

Goals and Timelines

Glenn shared his list of work that needs to be accomplished from the Select Board for the year. He does not want the board to miss important items that need to be addressed.

Katherine and Bill to review and work will begin at another working session.

Personnel Policy Manual

Work continued page by page on the personnel policy manual.

EXECUTIVE SESSION

Motion: At 11:45am Glenn moved to enter into Executive Session for the continuation of the 8/8/2022 Executive Session meeting according to MGL Chapter30A section 21A(5) to investigate charges of criminal misconduct or to consider the filing of criminal complaints. Katherine seconded. Vote: Katherine-yes, Bill-No, Glenn-Yes.

Motion: At 1:45pm Katherine moved to resume open session. Glenn seconded. Vote: Glenn-yes, Katherine -yes.

Work continued on the personnel policy manual by Katherine and Glenn.

Motion: Katherine moved to adjourn at 4:00pm. Glenn seconded. Unanimous.

Respectively submitted,
Michele Giarusso
Municipal Assistant