

**Leyden Select Board Meeting Minutes**  
**Leyden Town Office Building**  
**Joint Select Board and Finance committee Meeting Regular Session**  
**June 28, 2023**  
**5:00pm**

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

**Others Present:** Michele Giarusso, Erica Jensen, Ginger Robinson, Angelica Desrosiers, Paul Hake (remote)

Ginger called the Finance Committee meeting to order at 5:15pm. Roll Call: Paul-present, Erica, here, Ginger-here.

Katherine called the Select Board meeting to order at 5:20pm.

**Discussion**

FY 2023 End of Year Transfers

Angelica previously sent by email the FY2023 end of year transfers recommended by her prior to the meeting. Recommended transfer sheet is attached.

Katherine questioned why so many transfers were being taken out of the reserve fund. Angelica replied since the Finance Committee has not scheduled a meeting prior to today and this fund would not be used by the end of the fiscal year if the transfers were not taken from the fund.

**Motion:** Erica moved the line item transfers as printed for the Finance Committee. Paul seconded. Roll call vote: Paul-yes, Erica-yes, Ginger-yes.

**Motion:** Katherine moved the line item transfers as printed for the Select Board. Glenn seconded. Unanimous vote.

**Motion:** Ginger moved to adjourn the Finance Committee meeting at 5:30pm. Erica seconded. Roll call vote: Paul-yes, Erica-yes, Ginger-yes.

Town Accountant Annual Performance Review

Angelica filled out the performance questionnaire. Glenn asked how she likes VADAR.

Angelica replied she likes VADAR software, the reports are quirky, but she has always found technical support helpful. Angelica reported she does not have a Leyden laptop, uses the Leyden hard drive when not working here in the office and desktop when she is in. She is willing to continue to work for Leyden in this position.

Glenn continued; he thought having quarterly financial team meetings in the future is something the Select Board has discussed. Angelica feels they would be beneficial to everyone and feels quarterly meetings are doable. Katherine asked if we could receive once a month General Ledger reports by email, and also grants, revolving funds and special accounts. Angelica will do so.

Glenn asked how she prefers to be paid by stipend or hourly. Angelica stated she prefers a yearly stipend as different times of year are busier than others.

**Motion:** Katherine moved to reappoint Angelica for 3 years. Glenn seconded. Unanimous vote.

Katherine asked about stamps: could a check be written to the post office? There are committees that use/buy stamps and have to ask for reimbursement. Angelica responded that a request could be submitted in advance and a check cut to the post office for stamps. The Tax Collector does this. She cautioned that supplies should not be purchased from the post office because they charge tax and won't waive that for the town.

Katherine asked about Petty Cash. Angelica said only for the Municipal Assistant who uses it generally for stamps. It was noted that there is not any specifically decided about a limit on the amount of petty cash requested or used.

#### Select Board Meeting Days and Times

Discussion on meeting dates and times. Erica is fine with continuing the Monday evening meetings and Monday morning work for her between 9:00a-11:45a. She also prefers starting earlier at 5:30pm on Monday evenings.

It was decided amongst all members the next two meetings will be July 10 at 9am and July 17 at 5:30pm.

#### Public Comments

Michele mentioned Mark Smith our IT consultant is going to send a bill to the town and charge his emergency fee for the time he spent helping Whip City bring up the phones for the town offices when Whip City changed the IP addresses. Michele had to call him to help out as Whip City could not bring up our phones and could not get in contact with Crocker Communications. She will send the bill to Jack to see if the MLP will pay the bill.

**Motion:** Katherine moved to adjourn at 6:45pm. Glenn seconded. Unanimous vote.

Respectively submitted,  
Michele Giarusso  
Municipal Assistant