

Leyden Select Board Meeting Minutes
Leyden Town Office Building
Select Board Regular Session
August 14, 2023
5:30pm

Select Board Members Present: Katherine DiMatteo, Erica Jensen

Others Present: Michele Giarusso, Liz Kidder, John Higgins, Martha Hopewell

Motion: At 5:32 pm Erica moved to have Katherine be the chair of the meeting. Katherine seconded the motion. Unanimous.

Katherine called the meeting to order at 5:33pm.

Discussion

Minutes

Motion: Erica moved the July 31st meeting minutes as printed with amendments. Under the agenda item Request to Make Stephen Lane a Public Way, 10th line down she would like to add the word *Subdivision* plans. In the 14th line she would like to change the word *you* to *Phil Brodeur*. In the 15th line she would like to add *Phil:* before the comment *I heard*. Katherine would like to add to the 3rd sentence from the bottom *Erica stated she would share the plans/protocols with Phil*.

Agenda item Public Safety Update Regarding the Efficiency and Regionalization Grant Katherine would like to add to her motion *send a memo requesting an extension until December 31st*.

Agenda item Minutes of July 24 amendments at the end of the 1st paragraph. Katherine would like the minutes to reflect a motion she made: **Motion:** *Katherine moved to accept the amendments to the minutes. Erica seconded the motion Unanimous.*

Katherine suggested removing the entire agenda item Clarification on Vacation Accrual Based On Request From Municipal Assistant. This had been in previous meeting minutes.

Agenda item Limited Spending Authority Katherine would like added to the motion *Any purchase or repair beyond \$2500 will require two Select Board members approval.*

Agenda item Town Clerk Transition Katherine would like a motion she made added, **Motion:** *Katherine moved to have the town Clerk and Administrative Assistant positions posted externally.*

Erica would like to add to her motion at the very end of the paragraph *Motion withdrawn.*

Motion: Erica moved the amendments of July 31st. Katherine seconded the motion. Unanimous.

General Public Comments

John Higgins would like to have the website as the official posting site for meetings.

Katherine stated she will have to research this as she is not sure it is a simple vote of the Select Board. Liz Kidder shared the reason towns do not have the website as the official posting is in case the internet goes down. Katherine will report on this at the August 28 meeting.

Review updated Avery Field leasing policy

John shared the 2nd draft of the policy after compiling suggestions from the Select Board. He shared what items were updated or changed. The policy must be reformatted, and

Glenn offered to do. This will have to be on the next meeting agenda to approve with the updated formatting.

Public Safety Update

Liz Kidder reported Gary Ponce came into the office and signed the ambulance contract. He was introduced to Michele as she will be processing the bills for the town. Liz emailed the accountant asking if we could pay the money upfront before services were received. Community 911 will be scheduling and paying their trainers over several weeks while the training sessions are done, which could take a couple of months to complete. She stated she understands why they would want those funds up front. Our accountant said that usually payments can't be made up front and asked for more information. Liz emailed her a description of the work and included a copy of the full contract for her to look at so that she could let Liz know if it was okay to proceed with it as they requested. Liz has not heard back yet. Liz also sent a copy of the contract to Donna MacNicol to review. Donna has not gotten back to her yet either, but Liz understands she is very busy. Liz would like the contract signed with Community 911 soon so that the training can proceed this fall.

Liz asked the Select Board their wishes on extending the Public Safety Committee until the end of December. The moderator could extend the appointment of the committee as explained by Donna. The members of the committee are excited about the extension and the future of public safety in Leyden. The committee discussed several options for the future, it could be a standing committee, or the Select Board can call an advisory meeting if they need to for a future public safety issue. Or the Leyden Emergency Management Committee (LEMC) is also an advisory committee to the Select Board so the LEMC could also be an extension of the safety committee since the members consist of a police officer, an emergency management director and other members of the community. The LEMC is already an efficient organizational setup.

Motion: Erica moved the Public Safety Advisory Committee to be extended until the end of December. Katherine seconded the motion. Unanimous.

Liz is still waiting to hear back from Dave Pomerantz on estimates for the police substation construction.

Town Clerk and Administrative Assistant hiring process

Michele reported ads went into the Greenfield Recorder twice, the Commons in Brattleboro and should be going in the Montague Reporter. Katherine stated she did not see the second posting in The Recorder. Michele will contact them to see if it was posted. The Town Clerk position was posted on the MA. Association of Town Clerks website and Michele has spread the word amongst her peers. One Town Clerk has reached out that he could help out if needed. Indeed wanted a credit card on file to advertise. Erica reached out to MassHire and they do not post municipality jobs only state jobs. Michele has received several inquiries but only one written cover letter and resume and the person may come in person to talk to Michele.

Town Officials Orientation Planning

Motion: Erica moved this agenda item be moved to the next meeting as more information is needed from Glenn. Katherine seconded the motion. Unanimous.

Schedule visit to Colrain to see document storage

Motion: Erica moved this agenda item be moved to the next meeting.
Katherine seconded the motion. Unanimous.

Municipal Assistant Update

Michele reported the second electric vehicle charging station construction should start next week. She is working with the three companies involved with the installation. The bids for construction of 10-mile bridge should go out to bid within the next couple of weeks. Appointment letters have been sent either by email or regular mail.

Review Agenda items for next meeting

Avery Field policy

Discuss how to inform the building inspector that Leyden passed the stretch code

Bill Brooks to receive curb cut policy Select Board to discuss

Assistant Assessor to send Erica language on building permits and delinquent taxes, Erica will write up draft of policy for Leyden.

Highway superintendent quarterly meeting Sept. 11, morning meeting

August 28- Tax Collector, review 2019 audit management letter and next steps

Orientation planning for public officials

File storage discussion in October, site visit prior to that

Katherine stated we can pass over the Executive session.

Erica mentioned that residents of Hunt Hill Road emailed her that Penfield's are parking large vehicles on the public road. Erica will email town counsel.

Motion: Erica moved to adjourn at 6:58pm. Katherine seconded the motion. Unanimous.

Respectively submitted,

Michele Giarusso

Municipal Assistant