

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

Select Board Members Present: Glenn Caffery, Katherine DiMatteo, Erica Jensen

Others Present: Michele Giarusso, Liz Kidder, John Higgins, Amy St. Clair, Paul McLatchy
Susan Bobe, Marcia Miller, Beth Kuzdeba, Janell Howard

Glenn called the meeting to order at 5:30 pm.

FY 24 Financial Warrants signed.

Discussion

Minutes

Motion: Katherine moved the meeting minutes of August 7 as written. Erica seconded.
Unanimous vote.

Motion: Katherine moved the meeting minutes of August 14 as written. Erica seconded.
Unanimous vote.

Motion: Katherine moved the meeting minutes of August 28 with an amendment to remove Erica Jensen as an attendee. Glenn seconded the motion with an amendment to remove the word *EMD* and replace with *project management work* under the agenda item Dave Pomerantz and John Lepore-MVP Grant. Vote: Katherine -yes, Glenn-yes, Erica -abstain.

Surplus equipment

Glenn reported when we had the large dumpster for the Fire department cleanout, and after discussing with Chief Palmeri he threw away the large fingerprint machine that was sitting in the committee room, 4 cruiser light bars removed from the old police cruisers and an old office chair. Chief Palmeri did not have the surplus paperwork to fill out and sign but has since done so and left with Michele.

Motion: Erica declared the equipment Glenn mentioned as surplus equipment. Katherine seconded the motion. Unanimous vote.

Interview Prep

Glenn handed out a draft of interview questions to ask each candidate to be interviewed. Each Select Board member decided which questions they would ask the candidates. Members discussed there would be approximately 2 minutes for introductions and position overview, 40 minutes to ask questions and 10 minutes for the candidate to ask Select Board members questions.

COA use of Town Offices and TV for exercise class

Amy St. Clair co-chair of the COA reported that the Greenfield YMCA has a grant to offer exercise classes for seniors remotely. This is a new program and Jane from the YMCA is offering it to Leyden. Glenn is proposing the COA use the committee room for the class and they can use our current TV monitor. Glenn is offering to roll the TV monitor since it is so large and cumbersome into the committee room after the Monday Select Board meetings for the short term and he will roll it back prior to Select Board meetings. Erica asked Amy how much the grant is for. Amy was not sure. Erica suggested someone else learn how to use the equipment. The Select Board was in full support of this.

Interview Paul McLatchy

Paul is a candidate for the Town Clerk position. Paul's resume is on file with the Town Coordinator as well as answers to interview questions. Paul has been a Town Clerk in Rowe, MA from 2019-2023. He is available immediately.

Interview Janell Howard

Jannell is a candidate for both the Town Clerk and Administrative Assistant position. Jannell's resume is on file in the Town Coordinator's office as well as answers to interview questions. She is a new resident of Leyden and would like to serve the town. She is available immediately and flexible in work hours.

Public Safety Update

Liz Kidder asked the board to sign the Community 911 contract for ambulance service to Leyden. Liz sent by email to each Select Board member the contract to read prior to the meeting.

Motion: Erica moved to sign the Community 911 contract. Katherine seconded the motion. Unanimous vote.

Liz also sent in advance by email the revised risk assessment of the Fire Dept completed by Stephen Foley of the Collins Center.

Police station renovation project bids came in very high between \$44-55,000. This would have eaten up most of the remaining grant. Liz met with Chief Palmeri and they are rethinking what the police need for an office. The idea now is to maybe move into what is now the current Town Clerk's office. This will not require much renovation except electrical. Liz continued; cubicles could be purchased for the old police station office to accommodate several offices.

Liz will be discussing at her upcoming meetings the possibility of merging the current Public Safety Advisory Committee with the Leyden Emergency Management Committee.

Orientation Planning

Glenn shared Donna is available on September 19 for both previously suggested session times. He previously sent out a draft of a letter to go to committee chairs and appointees and elected officials as well as a draft outline for the orientation schedule. Glenn suggested the letter should go out soon and the final outline could be completed next week. He would like to suggest another meeting next week for this and maybe to finalize the hiring of candidates. Erica mentioned she cannot be at the morning orientation session but will be in attendance for the evening one.

Next Two Meetings:

September 11

Highway update, 2 interviews and Municipal Assistant Update

September 13

Orientation planning finalize and hiring decisions

Executive Session not needed

Motion: Erica moved to adjourn at 9:12 pm. Glenn seconded. Unanimous vote.

Respectively submitted,
Michele Giarusso
Municipal Assistant