

**Leyden Select Board Meeting Minutes**  
**Leyden Town Office Building**  
**Regular Session**  
**October 2, 2023**  
**5:30 pm**

**Select Board Members Present:** Glenn Caffery, Erica Jensen

**Others Present:** Michele Giarusso, Liz Kidder, Jim Brodeur, Nik Adamski

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

The board signed the FY 24 warrants.

**Discussion**

Minutes

**Motion:** Erica moved to approve the meeting minutes of September 18 as printed. Glenn seconded the motion with amendments. Glenn amended under the agenda item *Financial Team Meeting* second paragraph, at the end of the second sentence to change the wording from building permits and sale of properties to *physical inspection of properties*. *Glenn amended the motion for the hiring of the town clerk to read 3 hours/week (not day)*.

**Motion:** Erica moved to accept Glenn's amendments. Unanimous vote.

No Public Comments

Gary Russell appointment to Historical Commission and Recreation Committee

**Motion:** Erica moved to appoint Gary Russell to a 3-year term on the Historical Commission. Glenn seconded the motion. Unanimous vote.

**Motion:** Erica moved to appoint Gary Russell to a 1-year term on the Recreation Committee. Glenn seconded the motion. Unanimous vote.

Public Safety Efficiency and Regionalization (E&R) Budget Adjustments

Liz had sent by email updates to her recommendations to move items in the budget. She would like the electrical work being done in the Fire Department that are urgent safety repairs as recommended by the consultant to come out of the grant.

**Motion:** Erica moved to pay Current Electric out of the E&F grant. Glenn seconded the motion. Unanimous vote.

Liz recommends that the dumpster payment originally paid out of the Fire Department expense account to clean out the Fire department as recommended by the consultant be paid out of the E&R grant.

**Motion:** Erica moved to transfer between accounts Alan's Rolloff dumpster expense be paid out of the E&R grant and the funds restored to the fire department's expense account for the same amount. Michele will look up the original invoice and let the accountant know of the transfer. Glenn seconded the motion. Unanimous vote.

Liz feels the Johnson Controls quote is very reasonable for alarms and cameras for the town office building and we should proceed since funds have to be expended before Nov. 30. Michele stated Jim Palmeri suggested calling ADT for a quote and have the tech school install the equipment. Michele will call the tech school to see if they could do something like this by end of November.

Curb Cut bylaw

Erica presented an overview of why we need a curb cut bylaw for new driveways in town. She said we need to make sure driveways do not drain into main roads and cause hazards for drivers.

Leyden does not have a curb cut application that the highway superintendent has to approve. Jim Brodeur shared he is in agreement with this general town bylaw and not a planning board bylaw. He also said driveways are supposed to have a dip in them before they meet the town road to avoid runoff into the roadway. The agreement between Jim and the select Board is the permit fee should be set at \$100.

**Motion:** Erica moved to the curb cut application fee be set at \$100 and the draft of the bylaw be sent to town counsel. Glenn seconded the motion. Unanimous vote.

#### General Bylaw regarding building permits on properties with delinquent taxes

Erica shared by email prior to the meeting a draft of a proposed bylaw for how to deal with building permit applications if there are outstanding taxes due on the property. The question arose can the FRCOG deal with this bylaw. Michele will call the FRCOG and ask. No action can be taken until we know the FRCOG can handle for us.

#### Highway equipment policy for highway personnel

Erica had sent version 2 of the policy previously by email. She has discussed the policy with Bill Brooks, and he agreed.

**Motion:** Erica moved to approve the highway equipment policy version 2 as updated 10/2/23. Glenn seconded the motion. Unanimous vote.

#### Startup training, and office space equipment for Administrative Assistant

The Select Board will set the priorities for this position. Glenn suggested tabling until Katherine returns. Janell can start this week and Michele can train her on preliminary things. Her hours will be 4 days per week, 4-5 hours/day up to 19 hours per week with flexibility for some evening meetings. Michele will order a desk top computer and Nik may be able to get some used cubicles. Chief Palmeri should be contacted as to when he can move from the police station into the current town clerk's office.

#### Grant Management responsibilities-Town Coordinator position

Glenn and Erica asked Michele several questions on grant management and updated version 4 of the Town Coordinator job description.

#### Municipal Assistant updates

Michele shared information she learned at the DLS seminar pertinent to the town.

The water to the church was shut off by Bill Brooks due to a leak from the town hall to the church and Rita Klaus would like to meet with the select Board on next steps to fix.

Michele completed a mandated webinar by MA OIG for management of ARPA funds. They also mentioned that they oversee all grants in MA. All grants are the responsibility of the municipality, and the municipality should have contracts with consultants, meet with the consultants at least monthly, follow procurement law for all purchases, be responsible for the budget and proper reimbursements. Keep all files in the municipality.

Michele will fill out the Community Compact grant for Best Practice Financial Management due to the letter received from the Governor is for municipal staff to fill out. The Collins Center cannot fill out for the towns. There no longer is a "code" given in the letter. The letter Michele received back in August has a link that will take you to the grant application and will populate some information. This letter cannot be shared with consultants.

#### Select Board updates

Erica shared the results of the Police Services Advisory Committee meeting. Mike Edwards showed all members the financial workbook he prepared for the Intermunicipal agreement and how to update the budget document for future budgets. He suggested each town have this in their

files to work with whether a shared drive or one town hold as this will be a living document. The committee decided to have quarterly meetings.

MVP grant-Erica has concerns about the grant as Leyden is totally responsible for this. She has questions on the budget, procurement, management and in kind match. Erica and Michele met with Dave and John last Friday and Erica shared her concerns. John and Dave have since emailed the Select Board back with their updates/concerns. Erica feels there is more to investigate for this grant and we should maybe meet with the Bernardston Select Board at some point.

Select Board Agenda Planning

Nik Adamski update from Ethics

Set priorities for Administrative Assistant

Update on MVP grant

Public Safety update

Water to church

Tax Collector update

**Motion:** Erica moved to adjourn at 9:26 pm. Glenn seconded the motion. Unanimous vote.

Respectively submitted,  
Michele Giarusso  
Municipal Assistant