

Leyden Select Board Meeting Minutes
Leyden Town Office Building
Regular Session
November 29, 2023
9:00 am

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

Others Present: Michele Giarusso, Janell Howard

Glenn called the meeting to order at 9:00 am.

Discussion

Relabeling Police Sign

Janell has called Hale Signs about pricing for changing the lettering on the old police sign that was outside of the town office building. She has a quote of around \$200 depending on how many letters/words. Board members agreed to change the sign.

Review and Approve Policies

1. Personnel policy manual- members worked on final clarification of some policies. Katherine will update the manual and send it to town counsel for review.
2. Highway Employee Agreement- Final version reviewed.
Motion: Katherine moved to approve the latest version. Erica seconded the motion. Unanimous. Erica will update the latest version.
3. Petty Cash Policy- Reviewed V3 of this policy.
Motion: Katherine moved to approve the revisions made today. Erica seconded the motion. Unanimous.
4. Flag Policy-Reviewed V3 of this policy and made some revisions.
Motion: Katherine moved to approve the flag policy with the revisions made today. Erica seconded the motion. Unanimous.

Town Coordinator Updates

One resume has been received for the Tax Collector position that was posted internally and externally in The Recorder.

FRCOG money and PVRSD money being returned to the town-Michele contacted DLS on how we can proceed to set aside this money into special accounts. DLS stated the checks will have to be deposited into the general fund then moved at a Special or Annual town meeting after we receive the money as certified free cash.

Fire grant-Michele has completed the webinar training in order to apply as the grant coordinator.

The town hall Electric Vehicle charging station has been installed and is operational. Michele will be closing out the grant with the required reporting and reimbursement.

Bids have gone out for the 10-mile bridge grant project; they are due December 6.

Michele has been contacted by a Boston Globe reporter on the MVP grant application process and awards. She would like permission to speak to the reporter. Katherine suggested when speaking stick to the subject. Board did not have an issue with Michele speaking to the reporter.

Select Board Updates

Dehumidifier for town office building.

Motion: Erica moved to purchase a dehumidifier for the town office building as recommended by the Building Needs Committee. Katherine seconded the motion. Unanimous.

Tax Collector-our current Treasurer is willing to help the town with tax collecting, she has been helping with the tax titles and has a sense of what needs to be done. She is available to come in for an interview next week. Glenn will be meeting with Roxanne this evening to see if she is available to help train someone and what needs to be done. Her last day is officially tomorrow. He will find out about printing of the tax bills. Select Board members discussed paying Roxanne \$30/hour to help train a new person. All in agreement. Also discussed interviews for Tax Collector, they will be scheduled for the next Select Board meeting if possible.

Hunt Hill-Glenn stated this is going at a slower pace than originally hoped for. He does not have any updates to report.

Beaver update-Beaver Solutions has done an assessment, we are now waiting for the property owners to get back to Michele or Bill B. Katherine stated she has heard that other towns had their fire departments pump water out when the water was too high.

Public Computer-a computer will be installed for any townspeople wanting to learn how to use computers. Bernardston COA director put in a grant for Bernardston and Leyden through the Digital Equity program. A person has been hired to be the trainer and he/she will be coming to set the computer up.

Water to church-Glenn will touch base with Lynde Well drilling to see if the church has contacted him for an assessment of where the broken pipe is.

Motion: Erica moved to adjourn at 11:30 am. Katherine seconded the motion. Unanimous vote.

Respectively submitted,
Michele Giarusso