

Leyden Select Board Meeting Minutes
Leyden Town Office Building
Regular Session with Executive Session
January 16, 2024
5:30 pm

Select Board Members Present: Glenn Caffery, Erica Jensen, Katherine DiMatteo - remote
Others Present: Ginger Robinson. Nik Adamski

Motion: Katherine made a motion to pass over Jan 8 minutes until the next meeting.

Second: Erica

Roll call: Katherine - yes, Glenn - yes, Erica - yes

Discussion

Open Space & Recreation Plan: clarification by Glenn that he would not find leadership/members, but rather would look into requirements for the Plan. Katherine suggests getting on the Select Board calendar and start talking about who should be on the committees and begin to reach out about interest. Connect with Con Comm, DPW, citizens, etc. Michele to send a letter crafted by the Select Board to departments and committees to re-start the Open Space and Recreation plan. Departments and committees will then let Town know who is interested or should be on a new Open Space committee. Leadership of new committee may be identified by future committee members. The most recent Open Space and Recreation Plan is currently on the website.

Actions:

- Glenn will ask Michele to connect with FRCOG to see if they can assist or guide as we move forward.
- Katherine will put a note in Leyden Life that the town is committed to re-opening Open Space and Recreation Plan.

Calendar planning: Select Board is gathering a list of subjects that Donna already has before her or that we need to send to get her opinion:

1. Hunt Hill update from Donna re: communication with Attorney McLaughlin. Specific ask: we need to fund the baseline report in the Spring – process for that and discuss timing.
2. Personnel Policy – back with Donna for her final notes and sign-off. Do we need to discuss DV with Donna? Janell began to look at different versions of a DV policy – should Select Board ask to continue to look at those? Glenn suggested starting with a discussion with Donna prior to asking Janell to continue to explore a DV policy.
3. Tax Collector and Treasurer becoming one role. Best process forward during the 3-month grace period that DLS suggested.
4. Curb Cut Bylaw – discuss.
5. Policy for what to do if citizens are late on taxes re: permits = discuss.
6. Solicitation Policy – what is state law? What should we do to move forward? We should show a R1(?) of a policy prior to meeting with her.
7. Process to make Executive Meeting Minutes public: what is the timing? what is the process? when do we do that?

Actions: Glenn to work with Michele to make sure all recent docs are on hand to send on to Donna

Annual reviews

Katherine suggested having “check ins” with employees and to make it a bit less formal. Last year, Select Board did annual reviews in April. Katherine suggested consistency and having the reviews right around the same time in 2024.

Finance Team, Quarterly meeting: Michele to continue to work on setting up that 2nd meeting.

Actions:

- Glenn to follow up with Michele re: next Finance Team Quarterly meeting. Michele to send email starting a month in advance to set up times with folks for annual check-in to meeting in April or May.

Town Report

Glenn asked if the Select Board wants all department and committee submissions to have basically the same content? Katherine suggested that filling in the template by committee chairs in the same way/same order is a good idea. Also asked that a request for submission of pictures be included on the template and Erica suggested adding an additional category for “anything else”.

Action:

- Glenn will connect with Michele re: sending the template to the appropriate parties.

Select Board updates:

Katherine agreed to ask other tiny town about their open space planning at the MMA.

Motion: Erica moves that Michele be designated the contact person for FRCOG Highway bidding.

Katherine seconded.

Roll call: Katherine - yes, Glenn - yes, Erica - yes

Motion: Katherine moves that the Select Board designate that Jeff Miller can work on the four tasks that the Building Needs committee identified he would be qualified to manage. Building Needs should come to the Select Board to approve any future projects that Jeff Miller is qualified to manage.

Erica: second

Roll call: Katherine - yes, Glenn - yes, Erica - yes

- **Action:** Katherine to follow up with Michele re: a list for tasks for Jeff Miller to accomplish in Town Office and Town Hall and what the smaller tasks are for the town buildings in addition to Building Needs Study Committee requests.

Recreation Committee appointment:

Motion: Erica moves to appoint Steve Richter to a one-year term on the Recreation Committee

Katherine: second

Roll call: Katherine – yes, Glenn - yes, Erica - yes

Katherine: School Committee meeting on Jan 17 has been cancelled as the meeting was not posted.

Glenn: Select Board meeting with the Finance Committee in two weeks (Jan 29 - an evening meeting) to discuss school issues (6-town regionalization, capital facilities planning, leaving region, etc) as well as discuss Building Needs and how to fund.

Glenn met with Town Clerk re: how the job was going. Paul had one request: if there are meetings that Leyden has (ATM, etc) that the Town Clerk must attend – that they not be scheduled on Mondays. He

was asked by Ashfield to protect Mondays as that is when they have their Select Board meetings. So as much as possible, can Leyden schedule key meetings not on Monday nights.

- **Action:** Glenn to follow up with Paul on the Caucus re: Tuesday March 19. Does this date work for Paul and does it comply with election law. If we were to move it – would Wednesday March 20 be compliant?

Constables: Paul didn't feel a particular need for additional constables at elections. But it is nice to have that flexibility. Glenn said that Paul could write a blurb for Leyden Life asking for constables or that the Select Board could also make that specific call out. He was non-committal at the time of their meeting.

- **Action:** Glenn will follow up with Paul if he wants to recruit constables or if he wants the Select Board to do that.

Dog licenses and next steps: Erica suggested a write-up in Leyden Life encouraging people to get dog licenses. Katherine agreed to do so.

Email from Chris Mason: Select Board does not have a plan to replace the Tahoe with a hybrid vehicle. But if the town were to – we would replace it with an older police vehicle.

- **Action:** Glenn will get energy compliance documents from Michele, then speak with Alison, then will email Chris re: how we are planning to move forward and discuss the solar map that Chris asked for.

Agenda setting for Jan 22, 9am meeting

1. Discuss electric cooperatives. Michele suggested she would reach out to her STAM network asking about how Eversource treats non-Eversource towns. Get a report about the results of those discussions.

2. Trees: sight line vs power line. Should the tree warden respond to Carol? Erica suggested that attaching site mirrors would be a good solution for the property owner and for those driving the road. Katherine asked who pays for the mirrors – is it from Tree Warden budget, Selectboard budget or property owner?

- **Action:** EJ to talk to Bill Brooks about responding. Janell can write the response if need be.
- Glenn to email Carol and let her know we received the email and that when Bill has time because of the snow storm the DPW is fully occupied.

3. Begin discussion about the FY 25 budget: salaries, stipends, line items.

4. Look thru what is being complied for Donna and determine if all is ready to go to her.

Motion: Erica moved to go into Executive Session MGL Chapter 30A, section 21a with Nik Adamski at 7:30pm. (1) To discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual.

Katherine: second

Roll call: Katherine – yes, Glenn - yes, Erica – yes

Roll call vote to leave executive session: Katherine - yes, Glenn - yes, Erica – yes

Motion: Erica moved to adjourn at 9:22pm

Katherine: second

Roll call: Katherine - yes, Glenn - yes, Erica – yes

