**Leyden Select Board Meeting Minutes**

**Leyden Town Office Building**

**Regular Session**

**February 5, 2023**

**9:00 am**

**Approved 3/18/2024**

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

**Others Present:** Liz Kidder (remote), Janell Howard

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

Fire Chief Appointment:

Erica moved to appoint Carey Barton as Fire Chief, Katherine Seconded, unanimously approved.  Stipend effective when contract signed, effective as of today.

Approve Minutes and Sign Warrants:

SB will come back and sign warrants when they are ready.  01-08-24 minutes need to be corrected.

**Motion:** Erica moved, and Katherine seconded to pass over the approval of 01-08-24 minutes until they have been corrected.

**ACTION**:  Glenn will talk to Michele about the note taking for minutes, ask Donna if recording discussion is a possibility to then be used to create minutes.

**Motion:** minutes passed over 1-26-24  Katherine seconded by Erica, unanimously passed

Glenn said to amend 01-29-24 minutes to say That it is true, if Donna stated if Nik signed a resignation letter posted with the town clerk there is no further action. Then after the motion of fire chief strike – Carey is only EMFR certified. An addition electricity buying. Public comments – add – we decided to ask Donna about what ability the town has to ask existing driveways to correct driveways that are flooding the roadways.

**Motion:** Erica moved, and Katherine seconded, unanimously approved with corrections.

**ACTION:**  Executive meetings- when to release minutes and maybe talk to Donna to see what the minutes should be like and what the goals are for the minutes.  Not precise but top line.

Fire Truck Bid:

Approve new amount for FRCOG fire truck: new numbers for the fire truck, affirmed actions taken from last week –

**Motion:** Katherine moved to alter fire bid from $100,000 to $170,000 seconded by Erica, unanimously approved.

Discussion- FRCOG said to keep the bid low so that the town doesn’t get a truck for less than it’s worth.  Fire is concerned they won’t be able to find something even in $170,000.  Low bidding could cause the fire department the ability to get any truck.  Town has right to back out from any bid so it is questionable that they can even get one for $170,000.   Concern that $170,00 might not be the right amount.  Finding that trucks are not accessible for fire to buy because of law processes.

Resubmitting bid with higher number might have to be done.  Multiple vehicles outside of  Combuys, Combuys is frustrating sometimes to be able to find vehicles and 30B will be revisited.

In Town- Travel Expenses:

Personnel Policy Draft states “Mileage expenses will be reimbursed to any employee who is required by the Town to use a personal vehicle for Town business, provided that they receive authori­zation in advance from the appropriate Department Head or Chairs of commissions, boards, or committees. This mileage reimbursement will be at the standard rate established by the IRS.”

Discussion on whether to include different language or to clarify if it is complete how it is.  Discussion as to how to add mileage expenses into job descriptions or maybe expectations.  Personnel policy draft can be updated to clarify mileage expenses.  Personnel policy should say that in-town mileage should not be reimbursed.  Review job description for administrative assistant to say that the administrative assistant running around back and forth between fire station/town hall/highway can be reimbursable.  Maybe write up new contract for administrative assistant to add mileage next year.

**Motion:** Katherine moved, Erica second, for the personnel

 Policy E-2.3 to add “outside of the town of Leyden.”

Unanimously approved.

**Motion:** Katherine moved; Erica seconded to request a new line item for administrative assistant expenses related to the requirements of the position. Unanimously approved.

**Motion:**  Katherine moved, Erica seconded that we review and adjust the administrative assistant job description and contract to include that the job requires in town travel between town offices and other town buildings.  Travel in a personal vehicle mileage will be reimbursable from administrative assistant expense line item, travel to and from home is not reimbursable. Unanimously approved.

**Motion:** Katherine moved, Erica seconded for the remainder of fiscal year, the travel from town offices and building for the administrative assistant will be reimbursed from appropriate expense accounts. Unanimously, approved.

Scope of Open Space Planning:

How to move the open space planning process forward.  Climate change responsibilities, major buildings, community buildings, kids trails and more.

Building needs can explore what to do with big buildings and see what fits together.  Economic possibilities are on some people’s minds which should be included in the process.  Bring work of planning board into the discussion about open spaces before presenting to the town, invite planning board, make it a joint meeting.  Add committees and try reaching out to people to be included into the discussion to bring more people in.

**ACTION:** Katherine will write a memo inviting identified committees to select a representative to come to a meeting for Open Space Meeting.  (see Leyden Life) Con Comm, Rec, Highway, library, Historical Commission, Planning Board, Building Needs, Agricultural Committee.

**ACTION:**  Glenn will communicate with the Planning Board about an evening meeting first to go over scope of open space possibly March 11th, also invite finance committee as well, then Katherine can send out the memo to the committees.

Building needs- they don’t need to be asked to find the laborers, Maintenance can find person and then have the invoice sent to Town Coordinator.

Salary and stipend FY25 recommendations:

SB needs to look at positions and the compensation for different town positions and then look at different ways to figure out compensation and invite assessors to have a conversation.  The concern is that all assessors’ work needs to be formula driven.  A letter request from Greenfield was signed by the town instead of assessors, Alice will not sign that letter because she doesn’t know what the justification for the money is or what it is based on. Letter sent to Greenfield asking for payment of PILOT for Leyden Glen.  Need to meet with assessors about stipend and letter.  Affirm what the request is based on.

**ACTION:** Glenn will reach out to Town Coordinator to have her reach out to colleagues to see how assessors’ role’s function and their compensation. Look into model/pay structure from current model and changing the model, maybe.

**ACTION:**  Katherine research if someone is elected and has a stipend if we have some say over what they are doing

Administrative Assistant Workload Priorities:

Janell can take on more work.  Have Janell work on the annual report, see if committees have templates and see if they need help.  Think about how the annual report should be distributed and where to get it printed.  Look at small town’s annual reports in other small towns like Tisbury, Brewster.  Erica sent a template to administrative assistant.  Look into different artists in town and photographers.  Add credits of photos.

**ACTION:** Erica will send an email about timeline.

Updates and Agenda for Next Meeting:

Confirm town caucus in town hall - Town clerk is happy about the arrangements for caucus date Tuesday March 19th.

**ACTION:** Glenn schedule Meeting with MLP before town meeting and see how things are going

Next steps from FinCom joint meeting discussion

Mice in pantry, see about having the mice issue included in building needs.   Hole in the basement to be fixed, Town Coordinator to work with Maintenance to get it scheduled to be fixed.

**ACTION:**   Glenn- call Ken and ask about what steps need to be taken to manage mouse issues and respond to Beth email and invite her to come and share her experiences with mouse issues.

**ACTION:** Glenn will talk to Town Coordinator to see where we are at with the next steps with the mice issue

Town communications/COA update- Amy working on directory and asked if COA wanted to support it.  The directory is an individual project not a town project.  The directory includes names, phone numbers, and addresses.  It can be confusing to people to be asked for information from all these different sources.  Discussion on the needs of the town or not having addresses and phone numbers.  Decided that it is not a town responsibility.

**ACTION:**  Glenn will talk to Susan about stipend for Carey and Nik, one month from signature Nik will be paid

Katherine is attending Complete Streets training tomorrow.

Next meeting will be Wednesday February 21, 2024 at 5:30pm - open bids at meeting

**ACTION:** Glenn to invite Susan and Paul will talk to Susan to see if she can come to the meeting to check in how things are going.  Invite Paul to meeting to see how things are going

**Motion:** Erica moved, and Katherine seconded to adjourn at 12:13pm, unanimously approved.

Respectively submitted,

Janell Howard