

Leyden Select Board Meeting Minutes  
Leyden Town Office Building  
Regular Session  
Monday, May 20, 2024  
9:00 am

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

**Others Present:** Liz Kidder, Janell Howard, Jack Golden, Angelica Desrosiers

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

Annual Review Accountant

This year is going very smoothly.

- Angelica will wait to do any line item changes until as close as possible to July 15th.
- Angelica will be cleaning up funds from old grants to simplify things.
- Budget line items need to be written on the warrant how it will be listed on the line items.
- Sept. 30th is when the report goes to the state.
- Working with Susan is going well, they work well together.
- It's been helpful having Janell doing some of the bill schedules.
- Having the account balances printed out regularly has been great and very useful.
- Angelica is able to balance both her work loads for Greenfield and Leyden.
- It has been great having Angelica as the accountant
- Digital warrant discussion:
  - Scan invoices and save them as a pdf instead of storing invoices downstairs.
  - Paper clip the invoices and bill schedules instead of stapled so that they can be scanned.
  - Make sure the town has a storage that everyone can access.
  - Scanners can feed the papers in and put it straight into a file in a pdf. .

Approval of Minutes:

Erica moved and Glenn seconded to approve the 05-13-24 minutes with minor typos corrected. Paul McClaughty III– remote5 needs to be changed to remote. Under Town Coordinator updates fix the \$10,55 to \$10,500. Approved by Erica and Glenn. Katherine abstained.

Used Quick Attack Fire Vehicle

A vehicle has been found in Maplewood, the truck needs to be inspected and a business has been identified to do that. After the inspection and paperwork are completed the Select Board needs to vote to approve \$55,900 for the 1999 Ford Mini Pumper from the EMS Fire Equipment and Development fund line item. If the inspection passes and the paperwork is completed the Town of Leyden can buy it municipality to municipality which will bypass the 30 B procurement process. The truck has some missing hoses so our Fire Department is seeing about getting the price down a little or to have the Maplewood Fire Department take some hoses from another of the Maplewood fire trucks. This truck is going to enable the Leyden Fire Department to now be a part in providing mutual aid.

**Motion:** Erica moved and Katherine seconded that the Select Board approves a payment from the EMS Fire fund for up to \$54,900 for an inter government purchase of the 1999 Ford mini pumper with proper inspection prior to purchase, unanimously approved.

**ACTION:** Glenn will send Janell a service record of the surplus vehicles for posting on municibid

#### CO-EMD Paperwork

**ACTION:** Glenn will follow up with Michele if paperwork was given to Jeff Miller for the CO-EMD

#### Automatic Door

Discussion on accessibility.

- The first step is to automate the door at the top of the ramp as a quick solution while working on a better solution of putting a ramp and automated door in the place of the middle door of the building.
- Put a railing at the main door. Costs - Ken Medvetz was going to ask a vendor for the hospital for an estimate cost of railings.
- Identify what is needed to buy and use the MASS in motion money.
- Building needs will tell Select Board the specific things that need to be done.
- Use the MASS on motion fund while it is still available.

**ACTION:** Glenn will see about Easy Fit as a vendor

**ACTION:** Follow up with Ken to see what he has learned from his work with accessibility at the hospitals.

#### District Attorney invitation for Victim Impact Statement and Restitution request

Discussion on victim impacts and restitution, firearms accessibility has been a worry for some people in town. Discussion on creating a process and identifying who would be involved. A form was emailed to the Select Board and a time needs to be scheduled to work on it at a Select Board meeting in June.

**ACTION:** Glenn put it on the schedule for a Select Board meeting in June.

#### Fire/EMS stipends and hourly wage recommendation

Discussion on Fire Chief and Fire Captains stipends. The Select Board will leave the stipend as is for both positions. Discussion of a possible assistant chief with a stipend of \$500. It would put someone in a leadership role to gain experience and to learn from the current leadership. Wages help the fire fighters feel appreciated. Currently the pay for fire calls and fire training is \$19 and EMT calls and training is \$21. The Select Board recommends a 3% increase for cost of living for the wages just like everyone else in town.

#### ATM and town counsel recommendations

Jack said we have too much work for one night and to see if there is a way to alter this ATM or change anything into a special town meeting. Asking too much of the town to go through all of this in one night.

Discussion on voting on approval of articles then go through and see what can be removed to a special town meeting, possibly moving the bylaws.

**Motion:** Article 1 - Erica moved and Katherine seconded to approve Article 1 as written, unanimously approved

**Motion:** Article 2- Erica moved and Katherine seconded to approve the Article 2 as written, approved unanimously

**Motion:** Article 3- Erica moved and Katherine seconded to approve the Article 3 as written, approved unanimously

**Motion:** Article 4- Erica moved and Katherine seconded to approve the Article 4 as written, approved unanimously

**Motion:** Article 5- Erica moved and Katherine seconded to approve the Article 5 as written, approved unanimously

**Motion:** Article 6- Erica moved and Katherine seconded to approve the Article 6 as written, approved unanimously

**Motion:** Article 7- Erica moved and Katherine seconded to approve the Article 7 as written, approved unanimously

**Motion:** Article 8- Erica moved and Katherine seconded to approve the Article 8 as written, approved unanimously

**Motion:** Article 9- Erica moved and Katherine seconded to approve the Article 9 as written, approved unanimously

**Motion:** Article 10- Erica moved and Katherine seconded to approve the Article 10 as written, approved unanimously

**Motion:** Article 11- Erica moved and Katherine seconded to approve the Article 11 as written, approved unanimously

**Motion:** Article 12- Erica moved and Katherine seconded to approve the Article 12 as written, approved unanimously

**Motion:** Article 13- Erica moved and Katherine seconded to approve the Article 13 as written, approved unanimously

**Motion:** Article 14- Erica moved and Katherine seconded to approve the Article 14 as written, approved unanimously

**Motion:** Article 15- Erica moved and Katherine seconded to change Article 15 back to the previous wording, unanimously approved.

**ACTION:** Erica will email Katherine the previous wording for Article 15

Discussion - Article 16- Donna recommends getting rid of this article, maybe revisiting it next year.

**Motion:** Katherine and Erica seconded to delete Article 16, unanimously approved

**Motion:** Article 17- Erica moved and Katherine seconded to approve Article 17 as written, Glenn and Erica approved and Katherine abstained.

Add on the bottom of Article 17 that a  $\frac{2}{3}$  vote is required.

**Motion:** Article 18- Erica moved and Katherine seconded to approve the Article 18 as written, approved unanimously

**Motion:** Article 19- Erica moved and Katherine seconded to approve the Article 19 as written, approved unanimously

**Motion:** Article 20- Erica moved and Katherine seconded to approve the Article 20 as written, approved unanimously

**Motion:** Article 21- Erica moved and Katherine seconded to approve the Article 21 as written, approved unanimously

**Motion:** Article 22- Erica moved and Katherine seconded to approve the Article 22 as written, approved unanimously

**Motion:** Article 23- Erica moved and Katherine seconded to approve the Article 23 as written, approved unanimously

**Motion:** Article 24- Erica moved and Katherine seconded to approve the Article 24 as written, approved unanimously

**Motion:** Article 25- Erica moved and Katherine seconded to approve the Article 25 as written, approved unanimously

**Motion:** Article 26- Erica moved and Katherine seconded to approve the Article 26 as written, approved unanimously

**Motion:** Article 27- Erica moved and Katherine seconded to approve the Article 27 as written, approved unanimously

**Motion:** Article 28- Erica moved and Katherine seconded to approve the Article 28 adding 0's to the last two revolving accounts ZBA and East Hill Cemetery, approved unanimously.

**Motion:** Article 29- Erica moved and Katherine seconded to approve the Article 29 as written, approved unanimously

**Motion:** Article 30- Erica moved and Katherine seconded to approve the Article 30 as written, approved unanimously

**Motion:** Article 31- Erica moved and Katherine seconded to approve the Article 31 as written, approved unanimously

**Motion:** Article 32- Erica moved and Katherine seconded to approve the Article 32 as written, approved unanimously

**Motion:** Article 33- Erica moved and Katherine seconded to approve the Article 33 as written, approved unanimously

**Motion:** Erica moved and Katherine seconded to remove "approval" in each ATM article after finance committee or building committee recommends, approved unanimously.

**ACTION:** Glenn forwarded Special Warrant to Janell to print off.

Discussion on the order of the articles.

**ACTION:** Erica will rearrange the articles according to the discussion of the Select Board

**ACTION:** Janell will put the ATM and STM on the website banner with a link to the documents after they are finished

Select Board updates

- Make sure the district agreement is on the next agenda to discuss.
- Memorial Day - discussion on the logistics for Memorial Day.

**ACTION:** Katherine will make some phone calls and see what she can do for the Memorial Day flags and who she can recruit to help.

**ACTION:** Janell will contact Crocker and see if the directory can be changed

**ACTION:** Glenn will talk to John Richardson to set up a time to meet to talk about CO-EMD.

**ACTION:** Janell will email the beaver document that the Highway Superintendent approved to Select Board

**Motion:** Katherine moved and Erica seconded to adjourn at 12:35pm, approved unanimously.

Respectfully submitted,  
Janell Howard