

Select Board Meeting  
Leyden Town Office Building  
Regular Session  
May 28, 2024  
5:30 pm

Select Board Members Present: Glenn Caffery, Katherine DiMatteo, Erica Jensen  
Others Present: Liz Kidder, Jim Brodeur, Beth Kuzdeba, Ken Medvetz, Jeff Baker, Jack Golden

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

Warrants reviewed and signed.

Select Board Meeting Minutes 5/20/24:

**MOTION:** Erica moved to approve the Select Board meeting minutes of 5/20/24 with the following amendments. Angelica, Paul, and Katherine's last name are mis-spelled; In the discussion about the quick attack vehicle – second sentence: correct to "...\$54,900 for a 1999 Ford 550 Quick Attack vehicle..."; last sentence about quick attack vehicle: correct to "enhance our ability to provide mutual aid" instead of "start providing mutual aid."; In the motion to approve the vehicle, the description should appear as "a 1999 Ford 550 Quick Attack Vehicle"; In the discussion about the EMD, delete co-EMD and replace with EMD; Under action item for Glenn to talk to John Richardson, it should not be co-EMD but Assistant EMD.

Katherine seconded the motion. Approved unanimously.

Public Comment: Liz commented on the beautiful condition of the Quick Attack vehicle that was purchased and is now at the Fire Department.

PVRSD Agreement: The agreement was reviewed in preparation for the upcoming 3-town meeting in June. Sections in the agreement were identified that need more clarification. The Select Board agreed that if decisions are to be voted on by the member towns, it should be a unanimous vote, not a 2/3<sup>rd</sup> vote of the towns. This would be equitable and not have the last town to vote at a disadvantage and/or meaningless vote. There is a preference for election of School Committee members to not be district-wide but rather that each town vote only for their town representatives. Another major issue identified was whether the towns or the School Committee are to approve of the use of special funds for educational purposes, with the Select Board in agreement that the approval should remain with the town.

Public comment: Beth asked about the BOH expenses in the budget, question about training costs. Erica responded that the stipends were increased to cover training costs. Beth noted that the training required takes 35 hours and must be completed by the end of this year.

Review of By-law articles:

Planning Board was asked if they have decided on the changes to the Article for Zoning By-laws changes. Jim reported that some paragraphs are deleted because it is a State law not to mix changes that require different votes or are unrelated to the main purpose of the By-law which for

the By-law is to add multi-family dwellings and ADUs by right. For example, the definition of Camper was deleted, also deleted prohibited usage under Section 4.3. Planning Board will print out a revised article that will serve as the motion on the town floor.

Question about Stretch Code applying to a tiny home? Yes, it does. When State passes the Affordable Housing Act, it may take into consideration if the Stretch Code fits affordability.

Question about why should Leyden do this now or what until the State Act is completed? This by-law includes considerations for Leyden that would not be addressed in the State law. Right now 2, 3 or 4 family houses are allowed with a special permit. This new by-law removes 2 family houses from that special permit requirement.

Question about how multi-family homes are taxed. Assistant Assessor has reported that they are taxed less because of less value.

Question about how to change the requirement change from 2/3 vote to majority vote during the motion process. The moderator and town clerk have been notified.

Question: does Curb Cut By-law reference the zoning laws. It does not.

Question: Why go from elected to appointed for assessors? To be consistent with the way we handle the other professional positions. Elected officials are accountable to citizens but if appointed they will be accountable to the Select Board. Allows for interviewing candidates about their qualifications to do the assessor's work. DLS has recommended this change. Also opens the opportunity to share professionals with/from neighboring towns.

#### Assignment of Article Presentation by SB members.

Articles 8, 9, 10: Glenn

Article 11: Planning Board

Article 12: Erica

Article 13: Glenn

Article 14: Katherine

Articles 15,16,17 Erica. Jack will have to recuse himself as moderator for these articles.

Article 18: Katherine

Article 19: Katherine

Article 29: Erica to Beth to describe as chair of the Board of Health

Article 30: Katherine

All Finance Committee recommendations will be presented by Finance Committee. Budget salaries and non-elected stipends to be presented, if questioned, by the SB.

#### Special Town Meeting Warrant

All Finance Committee recommendations and they will present.

Jack will have to recuse himself as moderator for Article 3.

Beavers: Highway Superintendent has requested the Select Board declare an emergency situation on West Leyden Road around the bog.

**MOTION:**

Erica moves that we authorize the Highway Superintendent to engage with Beaver Solutions for a one time expenditure to mitigate the beaver dam at the bog on West Leyden Road. The town does not authorize any future expenditures to maintain the flow device. This authorization of payment is contingent on the landowners' accepting responsibility for maintenance of this device.

Katherine second. Approved unanimously.

**ACTION:** Town Coordinator will notify the landowners of this decision. Glenn will notify the Highway Superintendent.

Select Board Updates:

Katherine reported on the Memorial Day activities: replacing flags at the cemeteries and a short remembrance at the Historical Commission's coffee and chat on Sunday, the 26<sup>th</sup>. The Veteran's Office was contacted, and they can help with speakers and ceremonies if contacted two months in advance. When we do a planning calendar for next year, we should add Memorial Day planning at least by March.

A webinar will be held on Wednesday about Serving Customers with Disabilities: Legal Obligations for Organizations that Serve the Public. Katherine has circulated the slides for the webinar and she and Janell will attend. There are requirements that may not apply to us, for instance an ADA Coordinator if there are more than 50 employees. We are working on getting some of the physical disability issues addressed but need to think about other disabilities, for example hearing. The town does not have a PA system, we are using the moderator's personal equipment. Other technology to consider are Assistant Listening Devices or close caption equipment that display what is being said in a room. Assessing where we are and where we need to go is part of the process of compliance.

The Mass in Motion (MiM) working group has finished its work for FY24 and possibly for FY25 given the long list of purchases/improvements identified. If the working group is to be reconvened, we should check with Donna about whether they need to be appointed and subject to open meeting requirements.

Glenn reported that he has followed up on the suggestion by Angelica Desroches to speak with Greenfield about their scanner. The scanner option works well and is done quickly. Glenn suggested we move to purchase a desk-top scanner for warrants and other documents to facilitate paper-free SB meetings. Greenfield uses a Canon ImageFormula DR-M260 desk-top scanner. To implement we will need to be a pilot to work out efficiency and usefulness, either Town Coordinator or Administrative Assistant should be charged with implementing.

**MOTION:** Erica moves that we approve the purchase of the Canon desktop scanner with automatic feed from the SB equipment/supplies line item up to \$900.00. Katherine second. Approved unanimously.

**ACTION:** Glenn to notify Janell to make the purchase.

Ken Medvetz of the Building Needs Study Committee has contacted a vendor to replace handicap door who will come to look it over and send an estimate. Erica noted that we need to hire an electrician, a second step to get the door operating. Janell will lead on this.

**ACTION:** Glenn to notify Janell.

Glenn also reported that the Green Communities Designation funds do not have to be spent within 90 days. Chris Mason, Regional Coordinator of Green Communities is eager to get us started and ask for money.

Glenn has had email communications with John Richardson about Assistant EMD position. John has professional interest in getting experience in emergency management. He gets paid as the police representative to the committee which is more than a stipend from Leyden would pay, and it is part of his policing responsibilities for Leyden. **We should continue as is reasonable with Jeff as EMD and John being available to assist with details to be worked out in a future meeting that would include the Police Chief.** John noted that police responsibilities in an emergency come ahead of EMD responsibilities for him. It will be necessary to plan in advance for a situation when EMD is out of town during an emergency and John is out on police responsibilities.

Future follow up: Painting lines at town offices, especially for handicap parking, dumpster, tank.

Museum boxes for storage: Janell has started on this project. Those who need to store files should meet with her and identify what has to be stored and labeled.

Hunt Hill: After contract signed by Penfield, we had planned to notify the abutters. But the contract is not signed, and it is awkward that they have not been notified prior to Town Meeting when there are Hunt Hill articles on the warrant. It was agreed that the abutters should be informed about Town Meeting articles by letter.

**ACTION:** Glenn to write the letter and deliver before Town Meeting.

Katherine asked if an Executive Session Meeting could be scheduled before Glenn leaves the board in order to approve the executive session minutes for the past two years. If we don't do this before Glenn leaves, there will not be a quorum of Select Board members who attended the meetings and could approve. It was suggested that such a meeting be scheduled on Monday, June 3rd at 4:00pm.

The first meeting of the Select Board with new member is scheduled for June 17<sup>th</sup> at 9am. Zoom payment/contract expires June 13<sup>th</sup>. **ACTION:** Erica will remind Michele to renew.

**MOTION:** Katherine moved to adjourn the meeting at 8:50pm. Erica seconded. Approved unanimously.

Respectfully submitted,  
Katherine DiMatteo