

Leyden Select Board Meeting Minutes
Leyden Town Office Building
Regular Session
Monday, July 8, 2024
5:30 pm

Select Board Members Present: Katherine DiMatteo, Erica Jensen, Jeffrey Baker

Others Present: Michele Giarusso, Liz Kidder, Carolyn Asbury, Nate Messer, Angelic Desrochers, Ginger Robinson, Pam Brown, Marcia Odle

Katherine called the meeting to order at 5:31 pm.

Discussion

One Day Liquor License

Marcia Odle has applied for a one-day liquor license for a wedding at Avery Field on August 17, 2024. She submitted a certificate of liability insurance with her application and a check in the amount of \$25.00.

Motion: Erica moved to approve the one-day liquor license as presented. All paperwork is in order. Jeff seconded the motion. Unanimous.

Meeting Minutes

Motion: Erica moved to approve the June 24 meeting minutes as written. Jeff seconded the motion. Katherine sent amendments in writing to Michele prior to the meeting. Amendments made were:

- Public Comments Add: *Michele noted that correspondence has come in about knotweed coming in the gravel that the highway puts down on South Schoolhouse Road. Erica responded that clean gravel is too expensive, and that knotweed is already here.*
- Ford Explorer Purchase Add: *Michele will speak with Bernardston, Angelica and Susan to work out the details.*
- Town Coordinator update Add: *Anne Gobi is coming to town office tomorrow around noon. Katherine will be available to meet with her.*
- ADA Compliance Add: *Scanner: Finance team met and discussed scanning the warrant. Angelica is willing to use our copier to scan warrants, so no purchase of a new scanner is needed at this time.*
- Select Board Updates Add: *Katherine asked about replacing the flags on the flag poles. Michele reported that this has been recently done. Agreed that replacing the flags will happen annually before Memorial Day—add to SB calendar.*

Erica and Jeff accepted Katherine's amendments. Unanimous.

Motion: Erica moved to approve the July 1 meeting minutes as written. Katherine seconded the motion with amendments she sent in writing to Michele prior to the meeting. Amendments:

- Continued discussion on ADA Compliance Issues Add: *Erica amended the EVIP stations are not ADA compliant. Katherine added SB agreed Janell will work on the ADA amendment and plan.*

Katherine's amendments:

- Moderator Add: *Budget confusion between operating budget total and additional warrant articles expenditures on the budget sheet. This could be resolved with two separate pages.*
- MLP Manager Add: *GAP impacts the Greenfield watershed area and Camp Lion Knoll. GCET is applying for funding to bring service there -access is through Greenfield and not Leyden.*
- DLS Financial Policies Discussion Add: *Katherine asked if we could get clarification on what are recommendations and what are requirements.*
- Discuss Town Victim Response to Assistant District Attorney Add: *Erica will look at the form and gather the information to fill it in. Katherine will check with Giner about Finance Committee response.*
- Select Board Updates Add: *Erica stated her interest in serving as the Deputy EMD. She would have to be approved as a special employee.*

- Other minor wording amendments were made.

Erica accepted Katherine's amendments. Jeff second. Unanimous.

Public Comment-None

End of Year transfers with the Finance Committee and Town Accountant

Angelica presented in writing end-of-year transfers as recommended by her. The end of year transfers are attached to these minutes.

Motion: Erica moved to approve line-item transfers totaling \$13,642.00. Erica read each account item as printed. Jeff seconded each line item. Unanimous

Ginger read the motion to approve \$13,642.00 in line-item transfers. Pam moved the motion. Nate seconded.

Vote: Pam-yes-Nate-yes, Ginger-yes, Carolyn abstained.

FY 25 Appointments- None

Penfield Trust Open Space Agreement

Erica spoke to Jolene Glabach who has sent an email to the Select Board about road work being done by the town highway crew as part of the agreement with Penfield Trust. Jolene thinks the property pins may have been moved by hurricane Irene and unless the town resurveys the property borders the road work as proposed will not be in the former roadway. Jolene expressed her displeasure of the ruts in the roadway caused by the loggers that have not been taken care of by the forester. Erica told her the Select Board and Conservation Commission pointed this out to the Penfield's and Katherine emailed the forester about this. Erica is concerned about the baseline report as it stands now. There is only one shed on the property listed in the agreement and if other sheds are built in the meantime this could be an issue with our agreement and Open Space Restriction. Katherine will ask town counsel how many sheds are currently on the property. Erica also feels Bill Brooks should attend the next meeting to discuss the roadwork. Erica is also questioning what if Tony Streeter sold his property, the Select Board should understand what that would entail.

We will wait for answers from town counsel on these questions.

Special Employee approval for EMD

Passed over

Cebula Fire Alarm Quote

Motion: Erica moved to approve the written quote from Cebula Alarms for \$1870 to replace the fire alarm box in the town office building and change from a landline to internet monitoring services. Jeff seconded the motion. Unanimous.

Town Coordinator Update

- Michele shared the hours that the Treasurer spent on the investigation were 15-18 hours, Town Accountant, 15 hours and Michele 20 hours. Discussion followed on filling out the victim impact statement. Katherine contacted Glenn Caffery to ask him how many hours he spent on the investigation, he stated he spent about 30 hours per week for 6 months. The Finance Committee is deciding on approving their own victim impact statement as they are meeting now. Further discussion of the victim impact statement will take place at the next meeting or subsequent meetings.
- Chromebooks surplus- Michele had the IT person look at the Chromebooks and one can is not repaired, the other two are being charged now and are usable.
- Michele reported that the DLS Financial Policy document is a recommendation only, not requirements. SB asked that DLS be invited virtually to attend the meeting on September 9th when the Finance Committee, SB and Financial Team meet to discuss the recommendations.
- The EVIP stations both at this building and the town hall are ADA compliant. Michele called the consultant and Bill Brooks agreed he put down the lines with the consultant. He checked with his level the grade is under 2% as required by ADA law. The consultant stated the stations are not required to have the blue handicapped logo, the logo should be tied to the building and not the EVIP stations.

- Energy Committee- Michele followed up on Energy Committees that various towns around us have. These were the result of Green Communities status, and the towns felt these committees were important to their towns. Leyden is not required to have an Energy Committee for Green Communities status at this time. Katherine asked Michele to follow up on the power aggregate article we passed at our annual town meeting. Michele to report back on the next steps.
- Greenfield Pilot Program letter-it looks like the check came today from Greenfield. Michele asked the board to open the envelope to verify. Katherine opened the envelope and in fact the check was in there for the full amount assessed. Michele had retyped the letter to send to Greenfield, she made a minor error. Katherine signed the corrected letter and thanked Greenfield for their check.
- Michele reported that there has been some confusion about the preliminary tax bills that went out. Assessors Assistant noted that there were adjustments that should have been made before the bills went out. The adjustments were not in VADAR so the bills sent did not reflect the adjustments. Susan, Alice and Michele will work together to figure out what happened. This could be a software problem. Since these are preliminary if the problem is corrected then the next tax bills will reflect any rebates or adjustments.
- Michele is asking audit firms for quotes for a focus audit which is required when there is a new tax collector.

Select Board Updates

- Katherine received an email from Nan Rolstad from the Methodist church that they had items taken from the town hall that they think belong to the COA and they would like to return them. SB has no objection; Katherine will check with COA.
- The Fire Department Open House will be on August 3. The fire dept. will host the event, plan the event, and will be responsible for promoting the event. Katherine and Erica will speak with Tom.
- MIIA grant for \$10,000. Katherine would like Michele to send the information on the grant to all department heads and the Building Needs Committee and ask to have their requests sent back. The Select Board will decide the 2nd week of August what Michele should apply for.
- Cooling station for this week. Erica noted that only the EMD can declare for the town. Michele will check with Jeff.
- Erica asked Katherine to remind Donna about reviewing the Personnel Manual.

Agenda Planning

Next meeting July 15 at 9am. Upcoming agenda items include:

- Bill Brooks -quarterly check-in and discussion on Hunt Hill Road repair.
- Nicole Hurlburt-approval on one day liquor license
- Penfield Trust agreement
- Aggregate power update-next steps
- Victim Impact statement

Motion: Jeff moved to adjourn at 7:45pm. Erica seconded the motion. Unanimous.

Respectively submitted,
Michele Giarusso