

Leyden Select Board Meeting Minutes  
Leyden Town Office Building  
Regular Session  
Monday August 12, 2024  
9:00 am

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

**Others Present:** Michele Giarusso, Janell Howard

Katherine called the meeting to order at 9:01am

Approval of Minutes

**Motion:** Erica moved, and Jeff seconded, to approve the minutes for 07-22-2024 as written, unanimously approved.

**Motion:** Erica moved, and Jeff seconded to approve the minutes for 7-29-24 as written, unanimously approved.

Purchasing Policy

Discussion on adjustments to the Purchasing Policy

- The Petty Cash Policy should be moved to the Purchasing Policy.
- The processes that Michele is learning in her course will be added to the policy.
- Once a year the town needs to look at different vendors for better pricing or service and then document the findings.

ACTION: Michele will add all that she has learned into the Purchasing Policy from her training.

Town Clerk Position

- The job notification for the Town Clerk position needs the addition that the position starts in December.
- The job -notification will be posted for a month and then if there aren't any responses it will be posted again for another month.
- The Greenfield Recorder said the best days to post are Thursday, Friday, and Saturday.

ACTION: Michele will add to the previous notification that the position starts in December.

ACTION: Michele will post the job notification on the Town Clerk Association this week.

ACTION: Michele will get the job notification in the Recorder this week.

ACTION: Janell will post the job notification on the website.

MIIA Risk Grant for Library

The library submitted a request for the MIIA Risk Grant. The grant is for \$10,000 and the quote for the library work is \$13,500. Discussion on where to fund the remaining \$3,500.

**Motion:** Erica moved and Jeff seconded to approve the \$10,000 grant for the library work and take the remaining amount from the building fund, unanimously approved.

ACTION: Michele will work on additional quotes for the library work.

#### Mass In Motion

- The Mass in Motion (MiM) committee needs to have three meetings a year for the MiM grant.
- There is an option to pay an age champion person to lead the group and coordinate the implementation of the MiM plan out of the grant amount.

**Motion:** Jeff moved, and Erica seconded, to accept the MiM agreement for \$4230 this year and continuing for three years if funded by the State, unanimously approved.

#### Fire Department Surplus Declaration

**Motion:** Erica moved, and Jeff seconded to approve the KME fire truck for surplus disposal, unanimously approved.

#### FY25 Appointments

- The Conservation Commission has one vacancy.
- Leyden Emergency Management Committee (LEMC) is looking for PIO/Deputy Director.
- The Animal Control Advisory Board needs an alternate on the board. Michele has been the representative from Leyden, they meet once a year.

**Motion:** Erica moved, and Jeff seconded, to approve the following voting members of the LEMC, Liz Kidder as the Public Safety Planner, Anders Ferguson as Citizen Representative, and Marcia Miller as Pet Welfare/BOH, unanimously approved.

**Motion:** Jeff moved, and Erica seconded to appoint Erica as the alternate and Michele as the representative to the Animal Control Advisory Board, unanimously approved.

#### Town Office signs

Discussion on a sign for package deliveries that says ring the bell. A second doorbell will need to be purchased and installed by Michele's desk. Discussion on the wording for the town office hours and the size of 12x16.

**Motion:** Erica moved, and Jeff seconded to approve the signs as read by Janell, unanimously accepted.

ACTION: Janell will order the signs on amazon

#### Town Coordinator Report

- Greenfield Cooperative Bank said that the town could get a credit card through them. Michele talked to our treasurer about it and will follow up about the credit card.
- Vadar training with the Assessor and Tax Collector will take place in September.
- In September Michele will have a webinar with Colonial.
- The Assessors haven't replied about coming to the Select Board September meeting.
- The Auditor that Bernardston is using can't come until spring. For a full audit it will cost \$20,000. This would need to go to a Special Town Meeting (STM) to get money for a full audit.

**ACTION:** Janell will email the committee/commission/board chairs to remind them that the newly appointed members and those who have not completed the ethics training within the last two years need to do it (with a link to the training as well).

**ACTION:** Michele will follow up with Greenfield Cooperative Bank and Treasurer.

**ACTION:** Michele will contact our IT person to move the security screens.

**ACTION:** Michele: For the meeting with Finance Committee and financial team in preparation for our meeting on September 9<sup>th</sup> to review the DSL recommendations for town financial policies, a reminder with the financial policies should be sent and urge everyone to read them if they can't attend and send any comments to Michele

### Select Board

Erica -

**Motion:** Erica moved, and Jeff seconded, to approve the surplus generator, light tower, and old military junk to be sold on Municibid, unanimously approved.

**Motion:** Erica moved, and Jeff seconded, to approve invoice 5-31-24 for \$375 to Colrain Ambulance to be paid if books aren't closed, unanimously approved.

- At the Board of Health (BOH) meeting Erica talked with Marcia and Jerry, they have a few leads to fill the BOH member vacancy.
- Jerry is asking if they can get a bigger sign for the Narcan box. The BOH has been diligently keeping up on refreshing the supply of Narcan. They are looking into putting another Narcan box by 10-mile bridge. This all comes out of the BOH budget.
- The BOH once a month training is about an hour each. They are to complete the training within a year

**Motion:** Erica moved, and Jeff seconded, to approve the BOH to put up a larger sign on the strip of grass in front of driveway, unanimously approved.

Katherine -

- The Victim Impact Statement was written and sent to the Attorney General's office by Katherine.
- Discussion on Fence Viewers. They are from old times and were voted to be discontinued at an Annual Town Meeting due to the Modernization Act of 2016. Barbara Wallace has talked to the Highway Department about some way to help the highway be able to mow around corners. Barbara and the Highway Department will be invited to come to a Select Board meeting in person or remotely.
- The beaver issue work and emergency paperwork is all completed by the Conservation Commission.
- The logging permit for logging on West Leyden Rd hasn't been issued yet, the owner of the property has been sent a certified letter to attend a Conservation Commission meeting to complete the permit.
- The Conservation Commission is still investigating how to manage the knotweed.

**ACTION:** Michele will talk to the accountant and see if the Colrain Ambulance invoice can be paid.

ACTION: Michele will find the email from Donna and find out what Donna says about Fence Viewers.

ACTION: Katherine will talk to Barbara about the Fence Viewers after she hears back from Michele what Donna says.

Jeff -

- School Committee report - committee members are going to towns recruiting people for membership in the school committee for the open seats.
- The schools are fully staffed to capacity.

Agenda Setting

- September 26th - no meeting
- Report from building needs

ACTION: Erica will email a report on the Building Needs meeting for the agenda.

ACTION: Katherine will email a report on the Open Space and Recreation meeting.

ACTION: Michele will let the Select Board know about the ambulance invoice.

**Motion:** Erica moved, and Jeff seconded to adjourn at 11:08am.

Respectfully submitted,

Janell Howard

Administrative Assistant