

Leyden Select Board Meeting Minutes
Leyden Town Office Building
Regular Session
Monday, September 16, 2024
5:30 pm

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

Others Present: Michele Giarusso, Janell Howard, Stephanie Arroyo

Remote: Liz Kidder

Katherine called the meeting to order at 5:33 pm.

Minutes Approval:

Motion: Jeff moved, and Erica seconded to approve the 9-9-24 Select Board meeting minutes, unanimously approved.

Stephanie Arroyo- School Committee seat:

Stephanie is interested in being on the School Committee. She has a daughter attending elementary school and would like to be involved and is invested in the quality of education the schools provide. She has a unique perspective after having homeschooled her daughter last year.

Discussion on when to make an appointment to the School Committee, now or after November. Stephanie is interested in being appointed now.

ACTION: Michele will follow up with Jack to appoint Stephanie on the School Committee.

Annual Review: Janell Howard, Administrative Assistant:

- Janell enjoys her work.
- Janell and Michele work well together.
- Michele will be the record keeper of the minutes and Janell will put minutes on website.
- Janell Manages her time by keeping track of what work she is working on and what is coming up with good notes in a word document and google calendar.
- So far, the hours are just right for the workload.
- Communication has improved by coming to the Select Board meeting.

ACTION: Janell will reach out to the committees that weren't in attendance at the orientation meeting to get on their agenda to visit them during a meeting to help them with ethics training, open meeting laws, minutes, and any other information they need help with.

Town Coordinator Report

- A resume and application were received from the town clerk of Colrain (Anna) for the town clerk position.
- The 3-Town Finance and Select Board meeting is Thursday September 26th at 6:30pm.
- Michele has emailed Kayla and hasn't received a reply yet.
- Michael McGoldrick said he would be willing to be appointed as a constable.
- The mold company will be scheduling a date to come in two or three weeks.
- Michele pulled the Property cards for all three cemeteries; they have never been taxed. Alice will research whether they can be taxed or not.

- The webinar with Lee Brown is on October 7th which will be before the next tax bill printing. Then a finance team meeting can happen.
- The West Leyden bog contract is waiting for a signature from the State before the town can move forward on the project with the design and engineering contract.
- Verizon phone lines previously used for the fire alarms are disconnected.
- Green communities - Michele is working on getting the designation money, once that is done then the contract with Eversource can be signed.
- Mark Smith said he can put another monitor in the back offices for surveillance of the front area. This most likely won't use the allotted \$5000.
- EMPG grant was extended until October, Michele is communicating with Liz on what to do next.
- The electronic target shooting device in the basement is a surplus item.
- Complete street policy and prioritization plan can be worked on simultaneously. FRCOG can do the prioritization plan. Complete Streets Policy can be on the agenda for approval. The Select Board will need to sign a contract to get the money from FRCOG when the contract is ready.
- Karin Parks, Katherine, and Michele worked on a last-minute grant to Massachusetts Office of Outdoor Recreation (MOOR) for \$10,000 to expand the running festival.
- Michele emailed Evan about being on the Woodland Partnership Committee and he said Liz could be on it instead.

Motion: Erica moved, and Jeff seconded to appoint Michael McGoldrick as a Town Constable for one year, unanimously approved.

Motion: Erica moved, and Jeff seconded to surplus the electronic target shooting devices downstairs.

ACTION: Paul will talk to Anna about the town clerk position, take notes about his impressions, and then send the notes to the Select Board.

ACTION: Michele will email Kelly

ACTION: Janell will put Michael McGoldrick on the appointment list and send him an appointment letter.

ACTION: Janell will put the electronic target shooting device on Muncibid.

ACTION: Janell will get the surplus paperwork written up for the electronic target shooting device.

Administrative Assistant Report:

- Fire Department Vehicle Sign Out sheet was filled out by the Fire Chief and signed and approved by Erica.
- Janell worked with Susan to write up a procedure for surplus items sold on Muncibid.
- KHE truck title finally made it to the office and the KHE truck is now on Muncibid.
- Jack still working on what we can do with the internet cable
- Janell talked to Bill about which roads have difficulties mowing because of fences or broken fences – Glen Rd, Brattleboro, N. County Rd, Greenfield Rd, East Hill Rd.
- The Annual Report needs HRA and FRCOG reports.
- Jeff Miller asked if the town had analytics on the website. Montague Webworks said it can be added.

ACTION: Janell will create a folder to put all written/approved procedures as they are made.

ACTION: Janell will put the Scheduled Highway Closures procedure on the Highway Department webpage and under policies on the website.

ACTION: Janell will put the personnel policy on the website.

ACTION: Janell will talk to HRA and FRCOG about getting an annual report.

ACTION: Janell will get a quote for the annual cost for website analytics.

Select Board Updates:

- The library may not continue with the Library/Museum award.
- 3-Town Meeting – The meeting did not have a quorum so it was not called to order. Jane handed out the information on the Efficiency Regionalization grant that is due on October 1st. Katherine mentioned that Leyden and Bernardston should consider merging and the grant could look at the pros and cons. Jane and some of the Bernardston Select Board members seemed interested. Jeff Baker expressed interest also. It was pointed out that the timeline is short. Katherine was bringing this to the Leyden SB attention in case more comes of the discussion and the Bernardston SB may also take it up at their meeting.
- Curb Cut Bylaw – Erica updated the bylaw from the Attorney General’s comment.

Motion: Katherine moved, and Jeff seconded to accept changes to the 9/16/24 Curb Cut Bylaw to be resubmitted to the Attorney General, unanimously approved.

ACTION: Michele will write up a draft in support of the Northern Tier Railway.

ACTION: Erica will approve the draft before it is sent.

Agenda for 9/30/24 Select Board Meeting at 5:30pm:

- Kayla
- Complete Streets Policy
- Meeting with Assessors
- Report on 3-Town meeting
- Take off the old business – Personnel Policy, Complete Streets

Upcoming:

October 21, 2024 Finance Committee and School Committee (invite Karen)

Motion: Erica moved, and Jeff seconded to adjourn the meeting at 7:43 pm, unanimously approved.

Respectfully submitted,

Janell Howard

Administrative Assistant