

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

Select Board Members Present: Katherine DiMatteo, Jeffrey Baker

Others Present: Michele Giarusso, Janell Howard, Carey Barton, Liz Kidder

Remote Access:

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

Select Board signed the 10-31-24 warrants

Procurement and Purchasing Policy: 6:00:

- Discussion on the wording and minor edits of the Procurement and Purchasing Policy.
- Discussion on the petty cash policy and if it should be in the Procurement and Purchasing Policy.
- The accountant and assessors' sections need to be looked at by the accountant and assessors.

ACTION: Michele will call DLS to find out what exactly "Section A. Confidentiality during the Bid Evaluation Process in the Procurement and Purchasing Policy" means.

ACTION: Michele will talk to the accountant and assessors and have them look at their sections in the Procurement and Purchasing Policy.

Fire Department Updates:

- The Fire Department is still moving forward at nine members, but they will be losing one member in about a week.
- The Fire Department is training as much as they can.
- They are working on getting things organized.
- The loss of the captain is big, Carey has reached out to other departments for help with training and mutual aid.
- Carey and Tom have been asking around for any interest in a fire captain position.
- The firefighters did great at the brush fire last Saturday.
- Discussion on parking around the Fire Station and the Town Hall in case of an emergency and if issues have arisen for events regarding parking.
- Discussion on the money from the three vehicles sold that need to be discussed with the Finance Committee and then presented at a Special Town Meeting.
- Discussion on the fire alarm system. A technician is coming to look at the alarm system.
- Tom talked with Janell about passing some of the administrative duties off to her.

ACTION: Janell will be meeting with Carey and Tom to discuss administrative duties.

ACTION: Michele will get a lock box for the Town Hall offices to put keys in for the Fire Department to use when they need to get in.

ACTION: Janell will talk to Bill about taking the no parking signs out on the commons side and ask Bill if he still wants the no parking sign across from the highway department garage.

Review of Custodian Duties and Municipal Services Directory drafts:

- Discussion on what the building maintenance and custodial duties are and the differentiation of the two.
- Discussion on making a list of building maintenance items that need to be done and a timeline of smaller items that don't fall under Building Needs.
- Building Needs has a list of items that need to be done on the building.

Town Coordinator and Administrative Assistant Reports:

- The IT issue and backup - servers would be \$20,000 plus. Michele has been talking with Mark Smith about possible solutions. The recommendation is to change to a carbonite software for 250 GB for a two-year contract for \$1,057.00. The town will work towards the goal of moving to Microsoft Office 360 in May when our current agreement expires.
- CPU renewal is up, Michele will pay the three-year renewal.
- Michele shared a list of grants that are available (addendum).

ACTION: Michele will continue to update the municipality services with specific contact people and numbers for any service provided for the Town of Leyden.

ACTION: Janell will talk with Susan and Colrain Ambulance about pre-paying for the ambulance service.

ACTION: Janell will follow up with Megan Rhodes about the ADA Plan assessment.

ACTION: Janell will check if the Planning Board minutes are on the website for the last meeting and to see when the Planning Boards next meeting is and let Michele know.

Select Board Updates: 3-town PVRS District Agreement meeting:

- The signs are down on Hunt Hill Road.
- Bob Penfield will be attending the November 4th Select Board Meeting.
- Discussion on the 3-Town district agreement meeting that Jeff, Katherine and Ginger went to. Some of the votes will need to be $\frac{2}{3}$ votes. Communication between the towns is important and helpful. The school committee has voted on the district agreement and has invited the Select board of the towns and finance committees to meet with the school committee on November 14th, the first of multiple gatherings to discuss the 3-town district agreement.
- Another resume was received today for the town clerk position.
- Discussion about the generator that Barbara purchased long ago is donating it to FEMA in North Carolina.

ACTION: Janell will ask Barbara who the check was made out for when she purchased the generator from the town.

ACTION: Michele will email the applicant for the town clerk position letting them know that their resume was received, that they will be contacted, and that the process is in motion.

ACTION: Michele will report on the bog and the culvert replacement and the next steps for the project.

Minutes Approval:

Motion: Jeff moved, and Katherine seconded to approve the 10-15-24 minutes, unanimously approved.

Motion: Jeff moved, and Katherine seconded to approve the 10-21-24 minutes, unanimously approved.

Agenda for 11/4/24 SB meeting

- Bob Penfield will come
- Pole hearing at 9:00 am
- Michele will give an update on the bog project including the grants that have been awarded.
- The Select Board will talk to Bill about the Fair Share money and if there is another project he would like to.

Motion: Katherine moved, and Jeff seconded to adjourn the meeting at 7:29 pm.

Respectfully submitted,

Janell Howard