

Leyden Select Board Meeting Minutes  
Leyden Town Office Building  
Regular Session  
Monday, November 4, 2024  
9:00 am

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

Select Board Member Absent: Erica Jensen

**Others Present:** Michele Giarusso, Janell Howard, Bill Brooks, Bob Penfield, Liz Kidder (remote), (guy from Eversource)

Katherine called the meeting to order at 9:02am.

Katherine opened the Pole Hearing.

**Pole Hearing:**

- A diagram of the poles was submitted to the Select Board (addendum)
- Don was out at the site this morning taking measurements.
- Bill met Don out at the site. Bill requested that the stake be placed further off the road to mitigate erosion in the future.
- The reason for the placement of a new pole is that currently the wires are too low, and a truck could hit them making this a safety issue.
- Don already moved the stake at the request of Bill Brooks.
- Don will let Verizon know why the highway requested to move the pole.

**Motion:** Jeff moved, and Katherine seconded to approve the placement of a new pole according to the map provided in order to raise the wire higher off the ground, unanimously approved.

**ACTION:** Michele will email the diagram document to Janell to add to the minutes.

Katherine closed the pole hearing at 9:12am

**Bob Penfield/Hunt Hill Road condition:**

- Discussion on the water bars and the size of them. Bill described why the water bars are the size they are at the spots they are. A rainstorm happened while the highway department were working on the road, and they made the water bars as large as they were on the steep spots to divert the water to run off otherwise the water bars would be overwhelmed and wash the road out.
- Discussion on putting rock in front of the water bar to make it a little bit of a ramp. It is possible but it will make the road less durable and more easily eroded.
- The Penfields are allowed to plow the statutory way to access their property. Discussion on how to plow the road with the water bars.
- Hunt Hill road is very difficult to maintain, that is why the town discontinued it, it is a problem road and always will be.
- The Penfields have permission to lower the water bars in the road with the understanding that they will need to keep maintaining it or it will wash out. The town is no longer responsible for any maintenance of the statutory private way. The Penfields also have the option of putting rocks on the upside of the water bars and replacing it when they see the water not flowing through it again to maintain it.

- There are logs on both sides of the road by the Glabachs at the top of Hunt Hill, the logs on the side of the Glabach's house are on the Glabach's property but the logs on the other side of the road are in the road right of way.
- The Penfields can post private property and no hunting/trespassing signs all along their property, but no signs can be posted on the road. They can put a sign that says Private Way not Private Driveway after Tony Streeters property.
- Discussion on highway dumping a load of road sweepings in the spring and where it could be dropped off. The highway is always looking for places to dump the sweepings and are happy to find places to dump that are easily accessible.

ACTION: Katherine will write a letter detailing the discussions regarding Hunt Hill road and will send it to Bob Penfield.

Highway Superintendent check-in:

- Further down Hunt Hill a turnaround will need to be created for the town to be able to plow on Hunt Hill down to the statutory private way.
- The Select Board needs to meet with Tony Streeter to talk about the road and creating a turn around.
- Bill checked the signs, and they were removed. The logs are on the Glabach's property, which can be there, but the logs on the other side of the road are in the road right of way.
- Highway is getting ready for winter - putting whips out and blowing the leaves
- Highway is getting the trucks serviced and ready to go.
- Highway is planning a project using Chapter 90 in the springtime – resurfacing West Leyden Road.
- Discussion on Fair Share money and what it can be used for.
- Discussion on roads and culverts that were covered in a grant – Coates Road – riprap is deteriorating and needs to be replaced.
- Discussion on the beavers and ponds on Greenfield road. The beavers are cutting trees down and bringing them across the road. The highway has drained the pond previously.
- Discussion on cutting the willows again for visibility on Brattleboro Road and intersection with Zimmerman Hill Road.
- Discussion on other beaver issues on Brattleboro Rd.
- Discussion on progress of the hazard tree list.
- Discussion on the no parking signs by the highway garage are needed. The no parking signs on the road down to the library are needed for the highway department to get their machinery in and out during the winter months. Discussion on either covering the signs during good weather and/or drawing a line for people to park on the other side of the line.
- Discussion on milling and repaving the road between the highway and the library. This would be the time to plan any changes to the Town Hall/Town Common/Public Safety Buildings area and if other areas need to be paved. If there is anything with the septic or other infrastructure that would need to be done.
- Discussion on finding the boundary lines around the highway department so they can build more storage areas. Highway would also put up a fence to help keep the noise and sight of the highway department out of the property owners' line of sight.
- Discussion on Chapter 90 money and the need to have \$200,000 in case of an emergency to purchase a piece of equipment. Highway does a large project one year using Chapter 90 money and then a small project the next year so that the next year they can do a large project again.

- Discussion of how to find the edges of the roads in town.

ACTION: Bill will go check the roads and culverts listed just to double check.

ACTION: Michele will investigate laws regarding private lines being strung over the public roadways.

ACTION: When Bill sees Tony Streeter, he will talk to him about plowing the roads and the turn around.

ACTION: Michele will call Jolene Glabach to have them move the logs because the logs are in the town road right-of-way.

ACTION: Michele will call Julie Huber or write a letter to let her know about the beavers and draining the pond and possibly contact Jeff Miller for help with the pond.

ACTION: Janell will email the Conservation Commission about the highway digging a culvert near WS Black Road and Brattleboro Road. .

ACTION: Michele will ask Jack about a very small tree that needs to be removed on Mid County Road – is it on the fiber optic line. If not, contact Verizon.

ACTION: Michele will look at surveys or maps that were done to show any kind of boundaries of the town's property.

ACTION: Michele will look for other grant opportunities as she gets the list of grant opportunities together, to see if there are other grants available to survey the edges of the roads.

ACTION: Michele will discuss with Building Needs Study Committee and/or Board of Health what is known about the septic system at the Town Hall.

ACTION: For a future agenda-a joint meeting with Building Needs Committee, Highway, Select Board and possibly others to discuss planning for the Town Hall/Town Common/Public Safety Buildings current and future needs, infrastructure and design.

#### Town Coordinator/Admin Assistant Reports:

- The Select Board decided to invite Building Needs, Alison and Glenn to go to the Green Communities Summit. Katherine has registered to attend.
- Michele said the library insulation was completed and went well.
- Janell forwarded an email from the accountant to Gary Ponce about prepaying for the ambulance service and asking him if he can do the things listed in the email from the accountant.
- Janell hasn't received any more responses from towns regarding personnel policies.
- Janell emailed Megan Rhodes from FRCOG, Megan will be coming to the town buildings to write up an ADA plan for the town on November 14<sup>th</sup> in the morning.
- The Fire Department would like to know if it's possible to get a Home Depot card, they have been having issues using Highway's card. SB agreed that it is not a good idea to have too many credit cards. If there is a problem using the Highway credit card, customer service at the Home Depot store should be able to approve use.
- Janell emailed Barbara Wallace for the date and who was paid for the generator, then forwarded the information to the treasurer to look up and verify. It was verified that the town was paid for the generator.

- Pat Williams withdrew from the Open Space and Recreation Committee and asked to find a replacement for the Select Board to appoint to the committee in her place.
- Discussion on the ongoing smoke detector issue at the town Hall. Since May a false alarm has been going on with increasing frequency. A technician came out and said that the cause was a large cobweb that couldn't be seen from the floor.
- Bill and Evan filled out the FRCOG survey on the water ways.

ACTION: Michele will ask Building Needs Committee, Alison, and Glenn if they would like to go to Green Communities Summit.

ACTION: Janell will let the Fire Chief know that they need to go to the customer service desk and then they can use the Highway's Home Depot card. The town limits how many credit cards it has.

ACTION: Michele will make a folder for all correspondence regarding the generators.

ACTION: Michele will purchase a pole and will put the smoke detectors cleaning twice a year on Jeff's list of items to do as janitor/building maintenance.

ACTION: Katherine will ask Liz about the Woodlands Partnership Grant, confirming she is Leyden's representative.

Select Board updates:

- November 14th three town school district agreement meeting.
- Liz Kidder sent a note about vacation rental taxes. The town voted on it a few years ago. Was the state notified of our vote? And are the short-term rentals registered with the town and state?
- The Select Board received a note from Randy Crozier about cooperative health programs, just a reminder of what it is.

ACTION: Janell will put the voting hours on the electronic sign tomorrow morning.

ACTION: Michele will check with Paul to see if there is anything about short-term vacation rentals being registered.

ACTION: Michele will contact Alice to see about coming to the November 18th Select Board meeting.

Approve minutes of 10/28/2024:

**Motion:** Jeff moved, and Katherine seconded to approve the minutes from the 10-28-2024 meeting, unanimously approved.

Agenda for 11/12/2024 meeting:

- No meeting on the 11-12-2024
- Personnel Policy discussion for 11-18-24 evening meeting. assessors will be on the agenda to set the tax rate.

**Motion:** Jeff moved, and Katherine seconded to adjourn the meeting at 11:54am.

Respectively submitted,

Janell Howard