

Leyden Select Board Meeting Minutes
Leyden Town Office Building
Regular Session
Monday, January 13, 2025
5:30 pm

Select Board Members Present: Katherine DiMatteo, Jeffrey Baker

Others Present: Michele Giarusso, Janell Howard, Liz Kidder, Stephen Nestanpower, Ginger Robinson

Remote: George Stephan

Katherine called the meeting to order at 5:30 pm.

Approve 01-06-25 Minutes

Motion: Jeff moved, and Katherine seconded to approve the 01-06-2025, unanimously approved.

Town Clerk Interview-Stephen Nestanpower

- Discussion on the role of town clerk.
- Discussion on Stephen's skills that relate to the town clerk duties and responsibilities.
- Stephen has moved up the corporate ladder in the healthcare system. He received many promotions year after year and had many responsibilities in each of those positions administratively as well as a public interface.
- He has had multiple experiences where detail orientation was vital in various positions.
- He has overseen training and has had to rein in costs.
- He has been a teacher for 20 years.
- Has had a variety of experiences in many different fields, including experiences in municipalities on different committees.
- Looking for part-time work only.
- Organized, meticulous, and keeps a list of things to be done.
- The position deals with confidential information, Stephen has been following HIPAA regulations for many years and is good at keeping confidential information.
- He would prefer Tuesdays 5-7pm and Thursdays 6-8pm for town clerk hours.
- He would work towards certification.
- Stephen has a trip planned to England in April.
- Comfort level with a computer - he is very computer literate.

Town Clerk interview-George Stephan

- Discussion on what the town clerk does - public interface, town clerk has a lot of authority and is an important position.
- Discussion on George's interest and skills for the town clerk's position.
- George has worked with town clerks and has experience in municipalities. Has been a town clerk for a very short time during covid. He has been on many boards and committees in municipalities.
- Attention to detail, confidential information - served in the military and in municipalities and has had to deal with a lot of sensitive information.

- Discussion on time management - George has used physical scheduling help as well as all the program helps in Microsoft. If he says it will be done by a certain time it will, he will say if he can't do something in a specific time period.
- Discussion on handling disagreeable situations, - has a way with people and works on mending fences.
- Has managed projects and people a lot. He sets objectives and what's required and then gauges how to deal with individuals and work around shortcomings.
- Has dealt with people from all kinds of backgrounds and personalities.
- He knows what is allowed or not allowed to be said politically and remains private about his personal opinions and convictions.
- George is flexible with scheduling, weather is his biggest concern. He will have set office hours if he is hired for this position. He goes on camping trips eight times a year.
- It is expected that the town clerk will be a member of the Massachusetts Town Clerk Association, which he has been, and will become certified. He loves taking classes, it won't be a problem.
- He is able to have office hours in the evening.

Town Coordinator and Administrative Assistant updates

- There are cards to send out for Verizon pole hearings on West Leyden Road, the pole hearing can be done in February, all the telephone poles are going to be replaced. No pole hearing for South County Road is necessary to replace a pole with a new pole.
- The Select Board needs to vote on the Green Communities contract and then Katherine can sign it.
- Repair of fire alarm to be done this week. Occupancy permit for people to be in the building can be completed after repairs.
- The welding department of Franklin Tech was sent the signed form for a quote to have a railing made for the Town Hall and Town Office.
- Time to schedule Highway, Assessors, and Fire check ins. The finance committee is meeting with them as well if the Select Board wants to do a check-in at that time as well. The Select Board will start scheduling them as the agendas are being created.
- The wording to be added about no parking in the Town Hall and Commons Agreement will be brought to the next meeting.
- The accountant approved a yearly agreement with Colrain Ambulance for a yearly fee instead of invoicing by run. Gary Ponce has been notified and is working on an agreement for Leyden,
- Countertops are sold and should be removed this week.
- Fire Department now has a spreadsheet with training received by the firefighters. Based on information, the department is in compliance with the Tri-State Fire Mutual Agreement requirements for training,

ACTION: Michele is going to send the FRCOG- DLTA agreement to the chairs of the town's committees.

Motion: Jeff moved, and Katherine seconded to accept the contract from Green Communities to receive \$126,540, unanimously approved.

Sign the Tri-State Fire Mutual Agreement

Motion: Jeff moved, and Katherine seconded to approve the Tri-State Fire Mutual Aid agreement, unanimously approved.

E&R committee appointment

Motion: Katherine moved, and Jeff seconded to appoint Liz Kidder to be the Citizen Representative, Ginger Robinson to be the Finance Committee representative, and Katherine as the Select Board representative on the E&R committee, unanimously approved.

Calendar review

- Budget requests are due to Finance Committee by 2-14-25. Weekly meetings of Finance Committee to start in February through April.
- June 2nd Annual Town Meeting.
- June 3rd Annual Town Elections
- Annual Town Meeting needs to be posted by 5-26-25 so the goal is to have it posted by the May 19th.
- Special Town Meeting needs to be posted by May 19th
- The warrant will need to be finished and sent to Donna by April 28th.
- May 5th is the last possible date to send the warrant to Donna.
- The Town Caucus is set for March 26th.

Select Board Updates-

- Discussion on the candidate interviews. References will be called by Michele and the Select Board will think about it and discuss it at the next meeting.
- Discussion on inviting the Department of Elementary and Secondary Education (DESE) to come to a meeting to help with the district agreement.

ACTION: Michele will call the references of the town clerk candidates.

ACTION: Katherine will call Deb Wagner at DLS to get some help with the district agreement.

Agenda for 1-29-25 Select Board Meeting at 5:30pm

- Discussion/decision on the Town Clerk candidates
- FRCOG DLTA discussion.
- Town Hall Rental Agreement amendment
- Select Board, Town Coordinator, Administrative Assistant updates.

Motion: Katherine moved, and Jeff seconded to adjourn at 8:10 pm

Respectfully submitted,

Janell Howard