

Leyden Select Board Meeting Minutes
Leyden Town Office Building
Regular Session
Monday, February 3, 2025
9:00 am

Select Board Members Present: Katherine DiMatteo, Jeffrey Baker

Others Present: Michele Giarusso, Janell Howard, Madison Schofield

Remote Access: Liz Kidder

Katherine called the meeting to order at 9:03am.

Sign warrants

Katherine and Jeff signed the warrant.

Approve minutes of 1/13/25.

Motion: Jeff moved, and Katherine seconded to approve of the 1-13-25 minutes, unanimously approved.

Appoint Laura Schlaikjer to Council On Aging

Motion: Jeff moved, and Katherine seconded to appoint Laura Schlaikjer to the Council on Aging until 2027, unanimously approved.

Town Clerk Hiring Decision

- Discussion on hours for the town clerk and whether it is possible for a town clerk to have Saturday hours instead of evening hours if the town clerk wanted to do that.
- References were called for George Stephan, discussion on the good fit he would be as the town clerk for the town. Discussion on what to pay him, the range posted is \$23.50-\$27.50 and if it will be hourly or stipend.
- Discussion on possibly starting at an hourly rate and then moving to a stipend in a year based on performance as well as ask what he feels about a stipend.

Motion: Katherine moved, and Jeff seconded that the Select Board chair contact George Stephan to discuss hiring him for the position of town clerk in the town of Leyden and pursue with him whether he is open to working Saturday hours, if clarified, as opposed to evenings and offer an hourly rate of \$24 an hour with the possibility of switching to a stipend upon the annual review, unanimously approved.

ACTION: Michele will talk to the town clerk, ask him to contact the town clerk association to see if a town clerk's hours could be on a Saturday instead of a weeknight as an option for those who don't like to drive at night.

FRCOG- DLTADiscussion and Decisions

- Discussion that Highway would like a Roadway speed study.
- Discussion on the river corridor management best practices.
- Discussion on what items to choose.
- Community volunteers needed for the regional flood study to be on an advisory committee.

ACTION: Michele will ask the Conservation Commission, Board of Health, and Planning Board if anyone on their committee would be interested in being on the regional flood study advisory committee.

- Katherine suggested -
 - Evacuation Route Assessment and Evacuation Route Map Update
 - River Corridor Management Best Practices
 - Business and Industry/Sector Assistance
 - Outdoor Recreation/Outdoor space Planning
 - Agriculture Food and Farm System
 - Public Art and cultural planning
 - Local official continuing education workshops
 - Municipal Succession Planning
 - Public Information and Warning
 - Rural Policy Plan
 - Strengthen Emergency preparedness and response
 - Franklin County EMS Regionalization
 - Municipal Planner Services
 - Older Adult Services
 - Roadway Speed Study
 - Signs and lines assessment
 - ADU Zoning Assistance
 - Zoning Bylaws and City ordinances development
- Top Three -
 - Outdoor Recreation and Open Space Planning
 - EMS Regionalization - West County EMS
 - Roadway Speed study - Signs and Lines study

Motion: Katherine moved, and Jeff seconded that the top three choices on the FRCOG DTLA request form are Outdoor Recreation and Open Space Planning, EMS Regionalization - (West County EMS regionalization), and Roadway Speed study - Signs and Lines assessment, unanimously approved.

Town Coordinator and Administrative Assistant updates

- Jack Golden wants to meet with Select Board about digital equity.
- Waiting for Collins Center to send the E&R contract to be signed.
- Discussion on the zip codes and the funds from Airbnb not going to the town.
- Discussion on how the EQV is being calculated for the town.
- ADA Plan was received from FRCOG and forwarded to the Select Board. It will be put on next agenda to discuss next steps. The ADA plan also needs to be sent to the Building Needs Committee, the Highway Department, and the Council On Aging.
- Franklin Tech is going to do the railings for the Town Hall and Town Office.
- Katherine signed an End Use Declaration for Garmin In-Reach
- A date needs to be set for the Verizon pole hearing so that Verizon can put up new poles on West Leyden Road.
- Discussion on when to have the pole hearing, it is better during the day, Tuesday morning February 18th at 9:15am. Every pole on West Leyden road will be replaced, Verizon is putting taller poles closer together.

ACTION: Michele will ask Leyden Life to send out a special announcement about the aggregation notice/information on the website and the comment period deadline.

ACTION: Michele will contact Franklin Tech about scheduling the railing installation.

Motion: Katherine moved, and Jeff seconded to give permission to Janell to e-sign the ESO incident reporting system agreement, unanimously approved.

Motion: Jeff moved, and Katherine seconded to accept the proposed contract from the Collins Center for the E&R grant.

ACTION: Katherine will email the contract from the Collins Center to do the work on the E&R grant.

ACTION: Janell will send Glabach's the minutes from 1-6-25.

Sign FRCOG yearly bid contract, Firefighter grant contract for \$10,500, sign Green Communities letter, CTCL contract extension, sign FRCOG Cooperative Public Health Service contract for 3 years, MIIA insurance renewal and MIIA unemployment renewal, edit to Town Hall Rental agreement

- MIIA insurance is going up 1% for now, we also have unemployment services which was a free program and is now .0251 per \$100 of payroll for fraud and abuse which is estimated at \$878.50 a year.

Motion: Katherine moved, and Jeff seconded to approve the FRCOG Collective Highway Services Bids and contracts for FY26, unanimously approved.

Motion: Katherine moved, and Jeff seconded to accept the FRCOG Cooperative Services contract for three years, unanimously approved.

Motion: Katherine moved, and Jeff seconded to sign the grant extension return form for the 2024 Rural Center for Tech and civic life, unanimously approved.

- Katherine signed the FRCOG Yearly bid contract, FRCOG Cooperative Services contract, Green Communities letter, The 2024 Rural Center for Tech and Civic Life grant extension, and the MIIA insurance renewal.

Motion: Jeff moved, and Katherine seconded to accept the amended wording to the Town Hall rental agreement that says that "No parking signs must be observed around the Town Hall, Fire Department, and Highway Department. It is the responsibility of the user to ensure all participants of the event follow the no parking signs." Unanimously approved.

Discussion on Open Space members

Motion: Katherine moved, and Jeff seconded to accept the notification from the chair of the Open Space and Recreation committee of the intention expressed by Al Woodhull to withdraw and be an alternate for the Open Space and Recreation Committee, unanimously approved.

Motion: Katherine moved, and Jeff seconded to change the number of the Open Space and Recreation Committee members to five, unanimously approved.

ACTION: Katherine will contact Pam Brown about Al Woodhull as an alternative, that Al needs to let the town clerk know that he is withdrawing from the committee and will be an alternate, that the committee is now 5 people, and that Micheal Dobler can be an alternate.

Discussion on Conservation Commission re: imposing fines

Discussion on the situation with the logging on West Leyden road. (Katherine will send Janell the email so I can add the wording)

Select Board Updates-

- A discussion on the FRCOG wage and salary survey and wage classification of all positions will be upcoming.
- Katherine updated the tiny town wage comparison spreadsheet.
- The Select Board will look at the wage comparisons and salary ranges salary, and update anything that needs to be updated. Next week's meeting will have an agenda item to discuss the information.
- The Three Town District meeting was Thursday night. Town counsel needs to look at the district agreement, the three towns decided to send it to one town counsel for the three towns. Northfield's Select Board was approached to see if they would be willing to send the district agreement to their town counsel since they have a larger firm.
- Hampshire Trust Insurance is increasing 18% for school budget. At the budget subcommittee meeting the committee has a proposal so that the cost is not passed on to the towns.
- Discussion on how the public office hours are working and if a different day would work better to have the office closed; to keep the same hours but appointments can be made if someone needs to meet with Michele after hours or if needed, they can come in on Monday evenings when the office is closed. It was agreed that rather than change the public office hours again so soon, appointments as necessary should be made.
- Invite Bill Brooks to come to the Tuesday February 18th Select Board meeting in the morning.

ACTION: Katherine will contact Bill to see if he can attend the Select Board meeting on February 18th and also ask him if there's a plan or criteria for road work for the town.

ACTION: Michele will set up appointments as necessary on Mondays when the office is closed to the public.

Agenda for 2/10/25

- Discuss the ADA Plan recommendations.
- Meet with Jack Golden to discuss MLP digital equity.
- Discuss the wage and salary classification ranges.
- Updates from Select Board, Town Coordinator and Administrative Assistant.
- The Planning Board will report on the ADU update.
- Discuss the New Hire Procedure.
- Janell check with Carey if he wants to come in February 9th 5:45pm.
- Update on the Town Clerk position.

ACTION: Janell will see if Carey can make it to next Monday's meeting.

Motion: Jeff moved, and Katherine seconded to adjourn at 11:29am, unanimously approved.

Respectfully submitted,

Janell Howard