

Leyden Select Board Meeting Minutes
Leyden Town Office Building
Regular Session
Monday, February 10, 2025
5:30 pm

Select Board Members Present: Katherine DiMatteo, Jeffrey Baker

Others Present: Michele Giarusso, Janell Howard, Ginger Robinson, Carey Barton, Madison Schofield, Liz Kidder

Remote Access: Glenn Caffrey

Katherine called the meeting to order at 5:34pm.

Approve minutes of 2/3/25.

Motion: Jeff moved, and Katherine seconded to approve the 2-3-25 minutes, unanimously approved.

Town Clerk Hiring Decision

Katherine talked to the town clerk candidate and discussed paying him an hourly wage of \$24, which was not as much as he was looking for. They also talked about the candidate's schedule and what office hours would look like. They talked about Mondays being the Town Clerk office hours. The candidate said he would think about it and respond back with his reply, he hasn't replied back yet.

Fire Chief Quarterly Check in-Carey Barton

- The Fire Department is still making good progress at 9 members.
- Matt finished his paperwork so now the Fire Department has two firefighters with experience.
- Two firefighters enrolled in Basic 6 at the end of this month and next.
- The town was awarded the firefighters grant for \$10,500. The Fire Department will use the grant to purchase two or three complete sets of gear.
The Fire Department laptop crashed over the weekend. Mark Smith can look at the laptop and see if it is repairable or if it needs to be replaced.
- Carey has been getting quotes for 8 sets of brush turnout gear for brush fires.
- Carey is working with Goosetown Electronics to purchase a couple more pagers.
- The wrong UTV was built for the Fire Department, February 18th is the expected date of delivery.
- Everyone is doing the training, every Tuesday they are meeting for training and then alternating maintenance on the vehicles. Every other week the training is mandatory.
- A class is set up for EMS training. Then everyone will be up to the first responder.
- Colrain Ambulance is using Greenfield's ambulance while Colrain's ambulance is being repaired, it was in an accident last week.
- Discussion on the fire pond. Fire pond account has a balance of \$5,000. One hydrant on East Hill needs to be redone.
- Discussion on burning old houses as a training exercise, there is a question if our insurance would permit it.
- The Select Board expressed their appreciation for the work the Fire Chief is doing.
- Fire department is working with other towns for training and is going well.

Discuss/vote the New Hire Procedure

- Discussion on the hiring section of the personnel policy.
- New hires will contact Michele to make an appointment to complete the paperwork.

ACTION: Michele will write up the step-by-step procedure for hiring by February 27, 2025.

ACTION: Janell will look at the Fire Department application and the Town Application to see what needs to be added to include the items that the Fire Department needs.

Jack Golden-MLP digital equity

- There is a grant two different grants - two projects.
 - One grant is a regional project with Colrain, Charlemont, New Salem, Northfield (lead town), Wendell, Leyden, and GCC. It would be contracting with Cyber Seniors from Greenfield Community College (GCC) to have technical support and workshops available for the residents. Each community would pay \$11,000 a year for service, which would include two hours a week of tech support, a salary for a technician, and educational workshops. Jack hasn't talked to Council of Aging (COA) yet but would like to have the events at the same time as the COA luncheon. To move forward the Select Board needs to approve the grant.
 - The other grant is a grant that would be specific needs/wants for the town of Leyden. An example would be having 4 tablets available at the library to be checked out.
- Jack will look into the possibility of monthly fees attached to any of the grant items/services.
- Discussion on having internet at the pavilion would cost \$85 a month.
- The grants might be starting in June, Jack will check that out.
- Jack will come back with more information on the individual town grant.
- Discussion on how many people access Cyber Seniors.
- Discussion on the benefits of having these workshops when there is already an event.
- Discussion on the possibility of a survey assessing the digital needs of the community.

Motion: Jeff moved, and Katherine seconded to pursue the Regional Digital Equity Grant, unanimously approved.

Planning Board Report on the ADU Update

- Liz gave an update on the ADU progress, the wording is being loosened a little, so the towns have more flexibility, some of the wording was unnecessarily restrictive for our town that is not needed.
- Town Counsel will be coming to the Planning Board meeting on March 12th.
- There will be at least 3-4 warrant articles for the town warrant for the ADU bylaw.

Discuss ADA Plan recommendations

- Discussion that some of the departments/committees might be able to do some of the things suggested in the ADA with their budget. A stabilization account could be set up for more costly projects that need to be done to be compliant.
- Bathrooms at the pavilion should be a higher priority.
- Some of the projects the highway is willing to work on.
- Katherine is going to be convening with the Mass in Motion Committee soon and she will see if they want to do some of the items on the plans.

- Picnic tables aren't wheelchair accessible, that is something Mass in Motion could fund.
- Discussion of the expense and time involved to move the playground.
- Katherine will talk to the Highway Super about the items listed on the ADA plan and what they want done in the Highway buildings.
- Discussion on the issues with the library door and the issues of putting a ramp to the door. Some of the items listed might never be able to be done.
- A meeting will need to take place at the Town offices with the librarian, Highway Superintendent, Recreation Committee, building maintenance (Jeff Miller), Select Board, Council on Aging, Open Space and Recreation Committee, and Building Needs to see if we agree with the high, medium, and low prioritization and to decide as a group which things the town should do.

Building needs are coming up with a 1-3 year capital plan for the town buildings and can add in things from the ADA plan.

ACTION: Katherine will invite everyone to set up a meeting, she'll ask everyone to prioritize and see if they agree with the plan.

ACTION: Janell will email the ADA Plan to Highway, Building Needs, Building Maintenance (Jeff Miller),

ACTION: Michele will talk to the building maintenance personnel (Jeff) about what would be required to cover the piper under the sinks in the bathroom, if he can't, see if Building Needs can do it. Take a look at the bathroom sink in the accessible bathroom and see how the pipes are covered under the sink.

Town Coordinator and Administrative Assistant updates

- Katherine would like a spreadsheet listing all the by-laws not pertaining to zoning by-laws that have passed at the Town Meeting starting with the current Town Meeting and working backwards.
- Katherine signed the Collins Center Grant.
- Janell resigned her position, she asked to resign at the end of February but will stay through the end of March.
- Discussion on whether to combine the Town Clerk and Administrative Assistant to see if there would be more interest in the positions if there were more hours.

ACTION: Janell will go through the annual reports and make a spreadsheet of the by-laws that have been passed at the Annual Town Meeting.

ACTION: Michele will post an ad for the Administrative Assistant position using the one from 2023.

Discuss request from District Attorney's office to set up a meeting

- The District Attorney meeting can be in person or remote.
- The date and time are flexible for the meeting, mornings and early afternoons work for both Jeff and Katherine. Meeting to be held before April.
- The District Attorney's office will email Michele any dates that won't work for them.

Other Business

- Winter rentals of the Town Hall will be considered if someone wants to fill out an application. Michele will then bring the application to the Select Board for consideration.

Agenda for 2/18/25

Katherine will draft an agenda and send out for review before Wednesday evening so it can be posted in time.

Motion: Jeff moved, and Katherine seconded to adjourn the meeting at 7:40 pm, unanimously approved.

Respectfully submitted,

Janell Howard