

Leyden Select Board Meeting Minutes  
Leyden Town Office Building  
Regular Session  
Monday, February 24, 2025  
5:30 pm

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

**Others Present:** Michele Giarusso, Liz Kidder-remote

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

**Approve minutes of 2/18/25.**

**Motion:** Jeff moved, and Katherine seconded with amendments. Clarification on Verizon vs. Eversource representatives and the motion under Wage and Salary Classification on salaries should not say “all employees”. Jeff approved of Katherine’s amendments, unanimously approved.

**Update on changes to Town Clerk and Administrative Assistant Job Descriptions**

- Katherine consulted with Paul, Town Clerk on the town clerk job description and made some changes to combine as one position for 19 hours per week.

**Motion:** Jeff moved to accept changes to the revised Town Clerk job description, to post the position for up to 19 hours per week. Katherine second the motion, unanimously approved.

**ACTION:** Michele will post the position and advertise in the Greenfield Recorder.

**Wage and Salary Classification Continuation**

- Katherine continued reviewing wages for stipend positions. The Accountant, Tax Collector and Treasurer are well within the range for comparable tiny towns and is recommending those stipends remain the same for FY26. The Town Clerk position if someone hired for combined position will be hired within range

**Motion:** Jeff moved the stipends for Accountant, Tax Collector and Treasurer remain the same for FY26. Katherine second the motion, unanimously approved.

- Library Director position is below the tiny town ranges. Library trustees recommending a 5% increase in salary.

**Motion:** Jeff moved the Library Director salary increase by 5% for FY26. Katherine second the motion, unanimously approved.

**Financial Policies**

- Reviewed the financial policies

**Proposed budget for Select Board and Administrative Expenses**

- Reviewed line item budget items and made recommendation for the Finance Committee.

**ACTION:** Michele will fill out forms.

### Town Coordinator and Administrative Assistant updates

- Michele asked if UTV should be registered-it states on the title not to be registered for road use. She has insured the vehicle.

**ACTION:** Michele to try and register with insurance company.

- Natalie Blais office would like cell phones for Select Board members for emergency use only. Both Select Board members they consent to giving.

### Select Board Updates

- Katherine will be attending a meeting in Conway on March 6<sup>th</sup> with the governor on a transportation announcement.
- Katherine will ask Donna status on the Solicitation policy.

### Agenda Items for March 3 Meeting at 9am

- Procurement policy and purchasing policy approval
- Solicitation policy approval

**Motion:** Katherine moved, and Jeff second to adjourn at 7:28 pm, unanimously approved.

Respectfully submitted,

Michele Giarusso