

Leyden Select Board Meeting Minutes
Leyden Town Office Building
Regular Session
Monday, March 10, 2024
5:30 pm

Select Board Members Present: Katherine DiMatteo, Jeffrey Baker

Others Present: Michele Giarusso, Janell Howard, Devorah Vester, Beth Kuzdeba, Marcia Miller

Remote access: Liz Kidder, Don Sadowsky

Katherine called the meeting to order at 5:32 pm.

Review agenda, accept meeting minutes

Motion: Jeff moved, and Katherine seconded to approve the 02-24-25 minutes. Motion approved unanimously.

Appointment to Board of Health

- Beth and Devorah expressed an interest in the open Board of Health positions. They would fill in until the elections in June. Beth has done the training requirements and would come onto the board fully trained.
- Devorah relayed her background as an attorney public defender for mental health. Devorah has always been interested in all areas of health. Devorah expressed her desire to help in the town as a civic duty and would like to be more involved.
- Discussion on whether to fill all the positions now and if there is any interest in being elected in June. A big learning curve is expected and the work should not be a surprise.
- Devorah has done some research to see what the position would entail and knows there will be a learning curve and is willing to invest in learning.

Motion: Jeff moved, and Katherine seconded to appoint Devorah Vester and Beth Kuzdeba to the Board of Health for a four-month period until the election in June, unanimously approved.

Approve Financial Policies

Motion: Jeff moved, and Katherine seconded to approve the Financial Policies Procurement section that was added in, unanimously approved.

ACTION: Michele will send a final copy of the Financial Policy to the Select Board.

Town employment hiring process and application – review and approve

- Discussion on wording of the hiring process, requirement of when to fill out application
- Do we want to use the application? When we advertise, we should request an application.
- Change - allow an alternative to filling in the application, submitting a resume for Sections 4,5,6 and 7.
- Hiring process changes to step 2: submit cover letter, application and/or resume.

ACTION: Janell will update with the above changes and send the finished documents to the Select Board and Michele.

ACTION: Janell will put the application on the website.

Motion: Katherine moved, and Jeff seconded to approve the application and hiring process with the above changes, unanimously approved.

Town Coordinator, Admin Assistant Updates

- The Select Board signed the YMCA contract for Tai Chi.
- The Select Board signed the Energy Resources Contract for the Green Communities Grant.
- The Select Board signed the West Leyden Bog quote from Gill Engineering.
- An email notification came in from the DPH that we are still in a drought and for residents to minimize water usage.
- Michele is going out of town tonight until Monday.
- Discussion on the contract for the town's ground maintenance from Snow and Sons.
- Surveys for the Open Space and Recreation community response are all sent out.
- A spreadsheet with a list of the bylaws passed at ATM and STM is in process and should be finished soon.

ACTION: Michele will print off the Snow and Sons contract and Katherine will come in and sign it. Clarification about the quote including taxes needs to be discussed and corrected.

Select Board Updates

- Katherine spoke with Susan Bobe (Tax collector/Treasurer) about her stipends. The accountant also contacted Katherine to discuss her stipend which is much lower than others in the tiny town comparison. Susan requested a 3.5% increase. Katherine will contact Angelica to discuss a reasonable increase.
- Town Clerk- George agreed to what was discussed when he came in for a meeting with Katherine. Katherine to speak to Paul and George to see when he can start and how long Paul can stay; and how they would be paid during this transitional period.
- E&R Grant subcommittee met last week and will be having their 2nd meeting tomorrow.
- Building Needs meeting March 19th on ADA.

Motion: Katherine moved, and Jeff seconded to accept Marcia Miller's withdrawal from the LEMC and accept Janell's appointment to the LEMC, unanimously approved.

March 17th Agenda

- Town Clerk update.
- Jeff Miller check-in.
- Jim Palmeri check-in.
- Recommendation/vote on stipends for Tax Collector, Treasurer and Accountant.
- March 24th Meeting – Warrant Articles for the Annual Town Meeting

Motion: Jeff moved, and Katherine seconded to adjourn at 7:17pm, unanimously approved.

Respectfully submitted,

Janell Howard