

Leyden Select Board Meeting Minutes  
Leyden Town Office Building  
Regular Session  
Monday, September 22, 2025  
9:00 am

**Select Board Members Present:** Erica Jensen, Katherine DiMatteo and Jeffrey Baker via remote access  
**Others Present:** Michele Giarusso; Madison Schofield from The Recorder, George Stephan, Liz Kidder  
Via remote access

Erica called the meeting to order at 9:00 am. Roll Call Vote- Erica present, Katherine present.

Accept Meeting Minutes

**Motion:** Katherine moved the 9/15/25 meeting minutes as written. Erica seconded the motion. Roll Call Vote-Katherine-yes, Erica-yes.

Jeff arrived via remote access at 9:15am.

Bill Brooks-Highway Quarterly Update

- Tree hearing on Hunt Hill Road, October 8 at 6:30pm. Bill discussed the upcoming tree hearing where 32 trees will be considered for removal along Hunt Hill Road. Bill explained the need for tree removal to create a wider road section and improve winter plowing access, particularly for emergency vehicles. Michele has posted the hearing in The Recorder and will be sending letters to the abutters. Katherine confirmed she would attend the hearing.
- Paving of Greenfield Road has been pushed to the first week in October by the vendor.
- Erica asked about the progress of the storage containers. Bill reported that Eric from Green River Survey came last week to survey the area for a ZBA application. Once passed by ZBA Bill is thinking he will need to see where he can get more money, but he doubts anything will be done before next Summer. Erica asked about Chapter 90 funds.
- Bill is planning to surplus a 5-ton military dump truck and purchase a \$9,200 snowplow for the white truck, with Michele confirming that accountant has stated winter maintenance money can be used for the purchase of the plow.
- Chapter 90 funds- Erica expressed her view that Chapter 90 funds may have to be used for equipment and other equipment that normally the funds have not been used for. Michele suggested Chapter 90 funds can now be used for unpaved roads. An announcement will be made in October.
- Crack sealing and line painting-Bill shared he has not used Chapter 90 funds in the past for these projects because Chapter 90 covered only rubber painting of lines and this comes off in the winter. He uses the FRCOG bids to complete.
- Bill mentioned he and AJ attended the Northeast Municipal Expo last week . He spoke to vendors about the 2014 freightliner truck ; how much it is worth as a trade in . The best bet to replace this truck and from what he has learned is to lease a new truck.
- Eden Trail hairpin turn- Bill discussed plans for road improvements for the Eden Trail hairpin turn. He would like to widen the road and address the falling bank issues. Approximately 1100 ft of road work needs fixing. He proposed contacting the landowner to potentially acquire a section of land for the project. He would like to widen an extra 4 ft of road towards the opposite side of the bank. This will not get done until next summer or fall.
- Erica asked about a full-town road survey to clarify road boundaries and rights-of-way. Bill could contact Eric, the surveyor, for an estimate.
- Katherine asked about the paving around town hall and potential ADA parking adjustments, as well as the need to address street lighting and other infrastructure improvements. Bill answered that his will happen in FY27, and Bill will probably bid out for the project.

- Jeff asked Bill what he thought of shared services with Bernardston. Bill answered he has a good relationship with Bernardston and Northfield departments. He feels the departments should be separate operations but agreeing to help each other in emergencies.
- Bernardston recently helped out with the milling project by sending a man and truck since the vendor was short one truck. Both towns are very different for plowing of roads due to different terrain and Bernardston doesn't have the elevation all over the town like Leyden. Bernardston uses straight salt for their roads due to the high traffic to melt the salt. Leyden uses a mixture of salt and sand because we do not have enough traffic.
- On October 21<sup>st</sup> the 3 towns highway superintendents are meeting with the PVRSD superintendent to discuss road conditions and either delaying school or canceling school due to inclement weather. They will stress to her how costly it is not to delay, and funds are getting tighter. If they do not think they have been heard they may ask for a follow-up meeting with the select boards on this topic. Jeff volunteered to attend the meeting if it is held.
- Erica asked Bill if he could install a post for a solar light in the library parking lot. Bill said he would.

#### Town Clerk 6-month review-George Stpehan

- George discussed challenges with town records and archival management, highlighting issues with vital statistics, bylaws, and missing annual reports. He proposed solutions including hiring an intern or assistant, improving storage with a fireproof safe, and creating a database for town records. The group agreed to consider these options in the upcoming budget season, with George planning to prepare a business case.
- Bylaws approved by the state-George reported the state started in 2012 putting bylaws in their software, prior to 2012 he had to ask for. Just this past week he received information from the Attorney General's office from 1994. He will report back once he has reviewed the data.
- The annual report is almost finished.
- Katherine questioned George on the website's recommendations. He replied he did not have time to review but he does know there is a need for a structured filing system and consistent naming conventions for documents on the town website to improve accessibility and efficiency. He also addressed challenges with the current website platform, suggesting improvements ensuring accurate contact information. George acknowledged progress has been made in meeting document submissions but noted areas for further refinement, including clearer formatting and earlier submission times. Meeting minutes are coming in, but not all.
- Storage of records-Erica discussed the challenges of storing archival records, noting that fire-rated storage options are expensive and not feasible for the town's current budget. They had explored potential solutions, but concluded that more research and planning are needed.
- Dog licenses- George plans on updating the spreadsheet that Paul had.
- Appointment list has been confusing due to the constant changing. George would like to see an excel spreadsheet. Erica will redo the list in excel. Katherine explained the list will never be constant due to people resigning throughout the year and others being appointed.
- The conversation also touched on the need to draft a warrant article to declare Saturdays to be a non-business day, which would require voter approval. Katherine asked the board to consider the possibility of using senior volunteers to help organize and preserve records, suggesting they could be sworn in as assistant town clerks for this purpose of protecting personal information.
- Katherine mentioned that before posting of town meeting warrants the board should meet with the town clerk and moderator.
- Jeff mentioned George seems very organized and is doing a good job in his position.

**Motion:** Katherine moved to increase the Town Clerk's pay to \$26/hour. Jeff seconded the motion.

Roll Call vote: Jeff-yes, Katherine-yes, Erica-yes.

### Public Forum Review

Katherine is coordinating presentations and has asked presenters to get their presentations to her by Sept 29<sup>th</sup>. Katherine will be at the Town Hall to run through the presentations at 3:30pm on the 30th Michele will order light refreshments, including sandwiches, cheese, crackers, and fruit.

### Town Coordinator Updates

- Michele mentioned the custodian questioned her on who else would lower the flag after he put at half-staff. He came to raise it and noticed someone had already raised the flag. The board agreed to revisit their flag policy after getting more information about the Right to Farm sign, someone has put a flagpole and flag on the sign.
- Michele did not have any more information on the Digital Equity Grant yet. She will bring it back next week.
- Aggregation contract-Erica signed the contract
- A resident called Michele to tell her everything seems okay with residents walking down through the Leyden Glen. A Greenfield DPW worker apologized to her for telling her a few weeks ago she could not walk down there.

### Agenda Planning

Next meeting September 29 in the evening

- Digital Equity grant discussion and sign contract
- Conservation Committee-MVP grant
- Public Forum final decisions

**Motion** to adjourn: Jeff moved at 11:51 pm. Katherine seconded the motion. Roll Call Vote: Katherine-yes, Jeff -yes, Erica-yes.

Respectfully submitted by: Michele Giarusso