



# TOWN OF LEYDEN

## Meeting Minutes

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### Select Board

**Where:** Leyden Town Offices – 7 Brattleboro Road

**When:** January 5, 2026 at 9:00 AM

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### In Attendance

**Members:** Erica Jensen, Katherine DiMatteo, Jeff Baker

**Audience:** Michele Giarusso, Daniela Teaca, Pam Brown, Patricia Kinsella, Taffy Bassett-Fox, Melissa Gerry, Carolyn Asbury, Jeffrey Donelson, Ryan Clary, Liz Kidder and Madison Schofield reporter for The Recorder via remote access

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**Time meeting called to order:** 9:01 AM

### Review of Minutes:

**Motion:** Katherine moved the minutes of 12/22/25 be approved with amendments  
**Second:** Erica Jensen  
**Vote:** Unanimous

### Discussions:

#### 1- Appoint Poll Workers Marie Lovely and Carolyn Asbury

**Discussion:** None

**Motion:** Jeff moved to appoint Carolyn Asbury and Marie Lovely as poll workers until June 30, 2026  
**Second:** Katherine  
**Vote:** Unanimous

**Action:** None

#### 2- Pam Brown request for Office Space

**Discussion:** Michele shared there are 3 extra desks in the town clerk's office room and Pam could come in days other than Mondays when the town clerk is here.

**Motion:** Katherine moved to allow Pam Brown to use the town clerk's office area to work on open space committee initiatives on days town clerk is not there.  
**Second:** Jeff  
**Vote:** Unanimous

**Action:** Michele will discuss with town clerk

#### 3- PVRSD Budget Presentation

**Discussion:** Patricia and Taffy presented slides explaining a general overview of version #1 draft of the FY27 budget with justification. The budget and slides can be found on the PVRSD website <https://www.pvrsk12.org/school-committee/meetings-materials>. There was much discussion

between the Select Board and school administration regarding the large increase of approximately \$1ml without the increase in health insurance. Version #2 of the budget will hopefully have health insurance estimates. Erica expressed the need for a capital plan.

**Action:** None

#### **4- -Flag Policy revisit**

**Discussion:** The Select Board has received an email from a resident asking them to review the policy and the resident has since withdrawn his request. Carolyn Asbury gave the history of how the right to farm/ welcome to Leyden sign was erected. The current policy will not change. Jeff asked if the board would consider 1 more week before removing the flag at the right to farm sign. Board members agreed.

#### **5- Fire Chief Stipend**

**Discussion:** The treasurer notified the board that the town must pay \$3,000 through our unemployment insurance for the fire chief's unemployment claim for his regular full-time job. This is the 2<sup>nd</sup> year we are paying for this, and the chief has asked to receive the rest of his pay as a stipend later in the fiscal year instead of monthly as he has been receiving.

**Motion:** Katherine moved to approve that the fire chief stipend be paid later in the fiscal year

**Second:** Jeff

**Vote:** Unanimous

#### **6- Snow Shoveler**

**Discussion:** Jeffrey Donelson and Ryan Clary were both interviewed for the position. Erica gave an overview of the expectations of the job duties.

**Motion:** Jeff moved to hire Ryan Clary at \$23/hour for the position of snow shoveler as soon as paperwork is completed.

**Second:** Katherine

**Vote:** Unanimous

**Action:** Michele will contact Ryan and Jeffrey and provide Ryan with paperwork needed to begin.

#### **7- CivicPlus Discussion**

**Discussion:** Erica gave an overview of what needs to be updated with our website after speaking with the town clerk. She has investigated costs for moving over to another

platform. Michele mentioned she spoke to Mik from Montague Webworks and he can come in to explain what it would take for his company to update the website.

#### **8- Town Coordinator Updates**

**Discussion:** Michele presented the surplus form for the AMC General. Erica signed. Michele received the check for \$13,450 and has been in communication with the person who purchased to pick up this week.

Letter to Rep. Blais signed by board members for six-town vote

#### **9- Select Board Updates**

**Discussion:** Erica worked with the town clerk to come up with meeting agenda and meeting minute templates for all boards and committees to use to be consistent when uploading to the website.

Erica reported Samantha Woods completed a course for a new reporting system for the fire department, and she will be filing all the reports.

**Motion:** Katherine moved  
to accept the meeting  
agenda and meeting  
minutes templates

**Second:** Jeff

**Vote:** Unanimous

**Miscellaneous:** List any topics not reasonably anticipated by the Chair prior to the 48-hour posting requirement for the meeting.

1- None

**Next Meeting:** January 12, 2026 at 5pm

#### **Meeting Adjournment**

**Motion:** Katherine moved to  
adjourn at 11:58am

**Second:** Jeff

**Vote:** Unanimous

**Submitted By:** Michele Giarusso