



TOWN OF LEYDEN

Meeting Minutes

Select Board

Where: Leyden Town Offices – 7 Brattleboro Road

When: January 5, 2026 at 9:00 AM

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

Time meeting called to order: 9:01 AM

Review of Minutes:

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

Discussions:

1- Appoint Poll Workers Marie Lovely and Carolyn Asbury
Discussion: None

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

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

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.pvrsdk12.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The Select Board has received an email from a resident asking them to review the policy and the resident has since withdrawn his request.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 2nd 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 **Second:** Jeff
approve that the fire chief
stipend be paid later in the
fiscal year

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