



TOWN OF LEYDEN

Meeting Minutes

Select Board

Where
: Leyden Town Hall

When: June 15, 2026

In Attendance

Members: Katherine DiMatteo, Jeffrey Baker and Erica Jensen via remote access

Audience: Michele Giarusso, Susan Bobe, Eloise Tuell

Time meeting called to order: 5:01pm

Review of Minutes:

Motion: Katherine moved
the minutes of 6/15/26
with amendments she
sent by email

Second: Erica

RC Vote: Erica-yes, Katherine-
yes

Discussions:

1. Digital Equity Grant Discussion and sign extension of the grant

Motion: Katherine moved to sign the grant extension. **Second:** Erica **Roll Call Vote:** Erica-yes, Katherine - yes. Erica gave Michele permission to sign for her
Katherine and Erica will get together to discuss working on criteria for distributing devices to the community as part of the grant.

2. Continuation of FY27 appointments

Motion: Katherine moved to appoint Ken Medvetz, Richard Parks, and Dave Vreeland to the Building Needs Study Committee for one-year terms. **Second:** Erica **Roll Call Vote:** Erica -yes, Katherine-yes.

Motion: Katherine moved to appoint Ginny Rockwood as Constable for a one-year term. **Second:** Erica **Roll Call Vote:** Erica -yes, Katherine-yes.

Motion: Katherine moved to appoint Nannette Rolstad and Gary Russell to 3-year terms for the Historical Commission. **Second:** Erica **Roll Call Vote:** Erica -yes, Katherine-yes.

Motion: Katherine moved to appoint Anders Ferguson to the MLP Advisory Board for a one-year term. **Second:** Erica **Roll Call Vote:** Erica -yes, Katherine-yes

Jeff Baker joined the meeting at 5:14pm.

Motion: Katherine moved to appoint Steve Richter, Karin Parks, Abbi Pratt and Gary Russell to the Recreation Committee for a one-year term. **Second:** Jeff. **Roll Call Vote:** Erica -yes, Katherine-yes, Jeff-yes.

Motion: Katherine moved to appoint Erik Johnson to be Leyden's representative to the Upper Pioneer Valley Veteran's District for a one-year term. **Second:** Jeff. **Roll Call Vote:** Erica -yes, Katherine-yes, Jeff-yes.

3. Susan Bobe Tax Collector and Treasurer Annual Review

Susan presented the MLP loan renewal for \$372,051.28 at 3.2% with an estimated interest at \$11,872.57, for a one-year term due July 2027. Greenfield Cooperative Bank is the lender and requires loan note signatures, clerk certification, and three tax-exempt certificate copies signed. Both Jeff and Erica gave Michele permission to sign for them. Susan will bring documents to the town clerk for recording this evening.

Motion: Katherine moved to approve the loan of \$372,051.28 at 3.2% with Greenfield Co-op for a one-year term. **Second:** Jeff. **Roll Call Vote:** Erica -yes, Katherine-yes, Jeff-yes.

Susan's performance review- she filled out the annual review form. She is pursuing the tax collector certification, with training in August. It is a multi-year process. The board commended her for her performance. Susan's only concern is the absence of a fully cross-trained backup for treasurer and tax-collector duties. She does have someone in Bernardston who can sign checks in her absence. She has increased ACH/wire use so she can do her work remotely and not rely so much on paper checks. She has a signature stamp and volunteer support for clerical tasks.

4. Eloise Tuell Interview for Town Clerk Position

Katherine presented an overview of the Town Clerk's duties. Eloise stated she went to Bernardston to observe and speak with the Town Clerk and Assistant Town Clerk and she likes the flexibility the position allows for. She will be a full-time graduate student in the fall but has time to learn how local government works in this position. She would like to be part of the Leyden community. Some of her skills for the position are Adobe Illustrator, Microsoft office and PowerPoint. An example of working independently is her ability to make a database from scratch. She took information from the NE Forecast Agency on the amount of precipitation in the NE states from the 1930s -2019. She showed the data utilizing graphs and maps. She works well independently and is a self-starter. She explained she does not have any work experience so she would require training and mentoring. She is willing to learn.

6. Town Coordinator Update:

Discussion:

- Michele reported she is starting end-of-year grant reconciliations and confirmed Mass in Motion paperwork is complete and we should be receiving the \$4230 next week.
- Michele has scheduled a meeting with our MIIA Risk Manager to review the year. The FY27 Risk Management grant has increased to \$25,000 she believes but will confirm next week. This year's grant includes some building maintenance items, building envelope, HVAC, walkway repairs, gutters and paving of parking lots. Katherine mentioned Bill Brooks received an estimate of \$56,000 to pave around the town hall and other town buildings including the library for \$56,000. If we could get \$25,000 from a grant maybe this would be a good project to apply for. The rest of the money could come from general stabilization.
- FRCOG will be conducting their yearly inspection of the town hall and town offices next week.
- Information is coming out about winter maintenance overages and how cities and towns can amortize this amount. Michele reached out to town accountant.
- Michele proposed the Town Clerk appoint her as assistant town clerk for swearing-in duties. She could do during the week instead of new appointees coming in on Mondays only. This will help people get sworn in to start work with the committees. She will speak to George.

7. Select Board Updates

- Katherine reported she met Bill and Steve Richter at Avery Field again to observe and walk on the walkway after it was rolled by the big roller. It seems to be settling down, and the highway crew will fill in the gaps where the walkway currently stops.
- Erica would like the Select Board and Finance Committee to start the budget process next year much earlier as well as the wage discussions earlier and make sure the accountant and treasurer are involved.

8. Public Comments

None

9. Agenda Planning

- Discuss town clerk position
- Continue with appointments
- Bill and Michele yearly reviews

Next Meeting: June 15

Meeting Adjournment

Motion: Katherine moved to adjourn at 6:55 pm **2nd Jeff Roll Call Vote:**
Jeff-yes, Erica-yes, Katherine
-yes

Submitted By: Michele Giarusso