# TOWN OF LEYDEN
## Meeting Minutes

## Joint Meeting Select Board and Finance Committee

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| **Where:** | Leyden Town Office |
| **When:** | July 13, 2026 |

### In Attendance

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| **Members:** | Erica Jensen, Katherine DiMatteo, Jeff Baker |
| **Audience:** | Michele Giarusso, Ginger Robinson, Carolyn Asbury, Nate Messer, Liz Kidder via remote access |

**Time meeting called to order:** 5:01pm
Ginger called the Finance Committee Meeting to order at 5:17pm

**Review of Minutes**:

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| **Motion:** Katherine moved the meeting minutes of 6/22, 6/29 and 7/1 with amendments she sent by email<br>Michele had a minor amendment to the July 29 minutes.<br>Katherine moved the July 29th minutes with Michele's amendment. | **Second:** Jeff | **RC Vote**: Unanimous |

**Discussions:**

**1. End of Year Transfers**

Angelica sent the recommended end of FY26 transfers by email prior to the meeting. There were minor questions on some accounts.

**Motion:** Katherine moved end-of-year transfers as recommended by the town accountant. **Second:** Jeff **Vote**: Unanimous.

**Motion:** Nate moved the end of year transfers as recommended by the town accountant. **Second:** Carolyn **Vote:** Unanimous

**2. FY 27 Select Board Calendar**

The board discussed important dates throughout the fiscal year and various financial deadlines. They agreed to schedule a joint Select Board-Finance Committee meeting for December 1st to discuss budget planning, with Michele tasked to coordinate this meeting.

**3. Fy 27 Appointments**

**Motion:** Katherine moved poll workers Joyce Muka, Aaron Dulles, Carolyn Asbury for 2 years, ZBA Jim Brodeur and Robert Reilly for 3 years, COA Amy St. Clair for 3 years and Assessor Robert DePalma for 3 years. **Second:** Jeff **Vote: Unanimous.**
**Motion:** Katherine moved to appoint Ginger Robinson to the police advisory committee for 1 year. **Second:** Jeff. **Vote:** Unanimous.

**4.Orientation for Town Officials**

**Discussed** tentatively scheduling the town official's orientation for August 17th at 6 PM, with invites to be sent out the week of July 20th.A light supper will be served.

**5. Town Clerk Hiring and Training**

Michele reported Molly came in today and Michele gave her keys, set her up with alarm access, showed her how to get into the computer and answer voice messages. She needs to be sworn in by the moderator and that will be in a day or two. Molly will work 15 hours per week. Her schedule has not been decided yet as to what days she will work and hold public hours. The Select Board agreed to conduct a three-month review of Molly's performance on September 14th, with Katherine noting the need for more regular communication with the town clerk given its transition from elected to appointed status.

Administration Assistant position discussed. It will be posted as 4 hours with a range of $20 to $22 an hour. Description: assist Town Clerk and Town finance team with clerical and administrative tasks as requested and assigned. It was decided to post this week on website and bulletin boards. Position will be open for 2 weeks from first posting or until the position is filled.

**6. Town Coordinator Updates**

- Michele reported the 6 Town planning board is still waiting for the legislature to approve the special legislation for voting for regionalization in the fall.
- Michele spoke to the Business Manager at FCTS on the way the debt is figured. The formula is 50% population and 50% EQV. Leyden's share will be 1.7% of the total debt.
- Discussion of smart meters and requirement to accept. Possible lawsuit from Eversource for those that do not comply.

**7. Select Board Updates**

- Erica would like the BOH to work with the planning board on the battery storage issue (BESS) . Erica will reply to the BOH email on this topic.
- Erica asked if anyone received a message from Eversource about outages in August.
- Erica reported Bill Brooks replied about the tree removal policy. He does not have to be contacted.

**Motion:** Katherine moved to approve V3 of the wood removal post tree cutting policy. **Second:** Jeff. **Vote:** Unanimous.

- Erica will be attending the Bernardston Select Board meeting on August 5t to discuss the fire advisory committee and FRCOG working on financials for the fire IMA.
- Katherine asked if the board would like to adopt the indigenous statement she read at the 250th celebration to go on the website. She will rewrite the statement and send it to all members.
- Katherine would like to see the vegetation plan Eversource is supposed to review with the board yearly.

**Action:** Michele to contact Eversource

- Katherine proposed scheduling quarterly check-ins with staff and an annual MLP board meeting, proposing January 11th as a potential date for the MLP board meeting after free cash calculations are complete. The group agreed to schedule quarterly reviews for October, with specific dates to be determined.

- Katherine asked who will be attending the PILOT listening session. Michele will attend for the town. Liz Kidder will also attend.
- Jeff reported he thought the 250th celebration was well attended and everyone enjoyed themselves. About 70 people attended – cross generational participation.
- Jeff asked about flying the flag at half staff for Lindey Graham and Erica replied, the governor has not declared to do so, our policy states we go by the governor.
- Jeff asked about the water issue that concerns the Bartons.

**8. Public Comment**

Liz Kidder mentioned she did not want the board to forget meeting quarterly with Colrain ambulance when the calendar is finalized.

9. **Agenda Planning**

- Town Accountant annual review
- Work on new housing policy as it pertains to sign offs
- Planning for orientation for town officials

**Next Meeting**: July 20

**Meeting Adjournment**

**Motion**: Katherine moved **2nd** Jeff **Vote**:Unanimous
to adjourn at 7:21pm

**Submitted By**: Michele Giarusso