

**Leyden Selectboard
Leyden Town Hall
Regular Session/Executive Session Minutes
October 15, 2018**

Selectboard Members Present: Lance Fritz, Bill Glabach, Jeff Neipp.

Others Present: Bob Hardesty, Grace Aiken, Carolyn Curtis, Michele Giarusso.

Meeting Called to Order at 6:30pm

Selectboard reviewed and signed the warrants.

(6:40)

MOTION: Lance moved to enter into Executive Session, in accordance with MGL., CH. 30A, Reason 8, and to return to regular session when interviews are complete. Bill, yes; Jeff, yes; Lance, yes.

Interview with Grace Aiken

Bill asked if Grace is available to work full time, some evening hours, and if she is familiar with Massachusetts General Laws. She replied that full time and evenings are fine. She is not familiar with Massachusetts General Laws, but would like to learn about the General Laws. Bill also asked if she could start November 1 if needed. She said she would be available then.

Lance asked if she is familiar with Proposition 2½. She is not. What do you think the job of Municipal Assistant is? She feels that the job includes research, preparing for meeting and taking and recording meeting minutes, returning phone calls promptly, informing the Board of Selectmen of residents' concerns. She assumes there is much more to the job, and she is willing to learn. There is a six month probationary period.

Jeff asked if she has good computer skills and would be okay with speaking at town meetings. She is familiar with the Word Office Suite and Excel, and comfortable with public speaking. Jeff also asked if she has done any budgeting in previous jobs. She has worked on budgets when at the GCC Book Store.

The Board thanked her for her time and said they would be in touch.

Interview with Carolyn Curtis

Jeff asked Carolyn why she is interested in this position. Carolyn said that she is interested in working with the community. She added that, although she was happy working at the school, her hours were cut to fifteen hours per week. She has worked with the school website, but each teacher is responsible for their input. She's familiar with the 48 hour requirement for posting, but is not responsible for any school postings.

Lance asked if she was familiar with state procurement procedures and regulations. She is not, but realizes she will have to learn about procurement. Lance also asked about computer skills, budgeting, and posting requirements. She said that she is familiar with Microsoft Office, including Excel and Publisher. She has also had some experience helping with computer issues and problems. She has helped with the PRES part of the school budget, but is not always involved. Lance reminded Carolyn that there is a six month probationary period.

Bill explained to Carolyn that the Municipal Assistant is really the only person who is the connection between the Selectboard and other Boards and Committees. He/she reports any concerns and/or problems other Boards and Committees have to the Selectboard for their attention and discussion. She said that she assumed the same responsibility at Pearl Rhodes.

The Board thanked Carolyn for her time, and said they enjoyed talking to her.

Interview with Michele Giarusso

Lance asked why Michele is interested in this position. Michele said she loves Leyden and would like to help. Since she is involved with the Heart Committee and attends most of the School Committee meetings, she would be a good liaison for the School Committee, school management, and the Selectboard. She could also work closely with the FRCOG to research for grants that could help the Town. She added that, if appointed, she would probably work part time as a consultant. Discussion.

Michele continued, saying that feels that she can work well with the Selectboard. Although serving on the Selectboard in past years, she understands that she would be here to serve the Board. This has always been open office where residents can feel welcome to come in to discuss any issues they might have. She feels that she can listen, be objective, and report to the Board. She can work with the FRCOG and Andrea Woods for help with procurement. By working with and Chairing the Finance Committee, she understands the budgeting process. Discussion.

The Board thanked Michele for her time.

MOTION: Lance moved to adjourn Executive Session and to return to Regular Session. Bill, yes; Jeff, yes; Lance, yes. Executive Session adjourned and Regular Session reopened at 8:30pm

The Board discussed the interviews and decided not to schedule another session of interviews.

Adjournment

MOTION: Lance moved to adjourn. Meeting Adjourned 8:40pm.

Respectfully Submitted,

Robert Hardesty