

**Leyden Selectboard
Leyden Town Hall
Regular Session Minutes
September 23, 2019
7:00pm**

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

Others Present: Michele Giarusso, Dan Galvis, John Higgins, Jim Brodeur, Jennifer Paris, Ellen White, Attorney Kristi Bodin, Robbie Milner, Katrina Aiken, Matthew Lively, Warren Facey, Bob Snow, Brad Baker

Meeting Called to Order at 7:00 pm

Minutes

Selectboard members reviewed the mail and meeting minutes.

Motion: Lance moved to accept the September 16, 2019 meeting minutes as printed. Unanimous.

Motion: Lance moved to accept the September 19, 2019 meeting minutes as printed. Unanimous.

Discussion

Discussed the Woodland Partnership agreement.

Motion: Jeff moved *“The Town of Leyden agrees to participate in the activities of the Mohawk Trail Woodlands Partnership as provided for in Section 91 of Chapter 209 of the Acts of 2018, an Act Promoting Climate Change Adaptation, Environmental and Natural Resource Protection, and Investment in Recreational Assets and Opportunity (the “Environmental Bond Bill”).* Unanimous.

Planning board –discussion was centered around planning board postings. Rob Snedeker stated he will post all regular planning board meetings on his own. As for special permit requirements for newspaper classified ads the planning board chair shall send the posting ad to the municipal assistant. The municipal assistant will send the ad to the local newspaper for posting requirements as specified in Chapter 40A section 9. Planning board chair will give municipal assistant 2-3 days advance notice. Municipal assistant shall post classified ad on public posting board 14 days prior to public hearing. Rob stated he spoke to town clerk and she will send abutter letters out once the applicant obtains certified abutter list from assessors clerk as well as abutting town notices. Attorney Bodin suggested that the planning board come up with written instructions for applicants as other small towns have done so the applicant knows their responsibilities and the planning board can follow their duties and dates as specified in Chapter 40A section 9. Everyone thought this was a good idea and Rob stated he will adopt written procedures at their next regularly scheduled meeting. Jim Brodeur stated the town clerk should not stamp the application until the application is complete as this starts the clock ticking so to speak. Actually the application should state the application must first be reviewed by the chair of the planning board to make sure all paper work is complete. Town clerk should text or email the planning board chair once she receives an application and not just leave in the planning board’s mail box. Once the planning board chair reviews then the town clerk should collect the money and stamp the application.

Brad Baker in to discuss Leyden Life article put in by police chief. Brad took offense to the last paragraph that was put in the article that is not part of the law. He saw it as someone’s personal opinion and feels town residents will assume it is part of the law. Dan stated he received advice from MA Fish and Game legal department, Michael Huguenin and that is why he printed the last paragraph.

Municipal Assistant Update: Michele wanted to know where the money to pay for the Keets Brook Bridge project is supposed to come from. There is a \$23,755.00 bill from Gill Engineering for site plan prep that is to be paid by the town first then we will be reimbursed by the state.

Selectboard suggested Michele contact Tracey and see if money will have to be borrowed. Jeff appointed Lance to work on this issue if money needs to be borrowed. Michele asked about new keys being made for PRES. Tabled to next meeting. Petty cash policy needs revision. Michele will type up new policy and have available for next meeting.

Michele suggested Paul O'Neil be asked to be Leyden's representative for the Woodland partnership. Michele will call him. Jeff would like Michele to get back taxes from 2-3 properties before we go to auction to see what the minimum bids should start at.

Adjournment:

Motion: Jeff moved to adjourn at 9:05pm. Unanimous.

Respectfully Submitted,

Michele Giarusso