

**Leyden Selectboard  
Leyden Town Offices Building  
Regular Session Minutes  
February 24, 2020  
7:00pm**

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

**Others Present:** Michele Giarusso, Stacey Mousseau

Meeting Called to Order at 7:00 pm

**Minutes**

Selectboard members reviewed the mail and meeting minutes. Discussed and signed Animal Control officer Designation form for 2020 from the state, Signed two fire dept. grants, one for Senior Safe Education, and the other for firefighter turnout gear with other towns with Shelburne being the host community and MA DOT paperwork for Gill Engineering for work completed for Simon Keets Bridge project. Discussed paper work from Verizon for pole hearing on Mid County Road.

**Motion:** Jeff moved to set pole hearing for March 9 at 7pm. Unanimous.

**Motion:** Lance moved the February 10, 2020 minutes as printed. Unanimous.

**Discussion**

**Town Accountant-**discussed with Stacey the need for a town credit card and Fedex town account. She has no problem with the Fedex account, thinks it is good practice. Town credit card more complicated. She discussed the need to have better accountability for accounts like Staples, WB Mason and Home Depot. She will write up policies and procedures for these accounts and send to all department heads so when the statements come in the accounting can be tracked better.

**Motion:** Lance moved to set up a Fedex and UPS account as well as new procurement policies. Unanimous.

**Revised personnel policies-**Michele revised several policies according to MA and Federal law for FMLA, small necessities leave act and updated others. These were given to board ahead of time so they could read the changes thoroughly.

**Motion:** Lance moved to accept all changes and updates to personnel policies. Also to have chair sign once they are updated and have a clean copy. Unanimous.

**Police, Fire and Highway phones, internet-** Jeff interested in having Fire department share office with Highway to use same internet service and telephone service. Board members stated the need to discuss with these department heads.

**Municipal Assistant update -**Michele stated her agenda items had already been discussed when Stacey present.

Jeff stated town caucus is March 16 at 7pm at Town Hall. We can discuss next meeting if the board wants to meet before or after the caucus.

**Motion:** Jeff moved to adjourn meeting at 8:00pm. Unanimous.

Respectfully Submitted,  
Michele Giarusso