

**Leyden Select Board Minutes  
Leyden Town Office Building  
Working Session  
November 4, 2022  
3:30pm**

**Select Board Members Present:** Bill Glabach, Katherine DiMatteo, Glenn Caffery

Bill called the meeting to order at 3:40pm.

**Personnel Policy Manual**

Work continued page by page on the personnel policy manual.

Two items were noted for further discussion and vote: Granting the head of the highway department less than two weeks to notify the Selectboard to take a vacation day; and the evaluation role of the council or committee that has paid staff in relation to Selectboard.

**Motion:** Katherine moved that the Municipal Assistant send the draft job descriptions written as part of the 2021 DLS grant to review personnel policies and procedures to each person holding a defined position and ask them to review the job description to ensure that it reflects a comprehensive list of activities that they perform. Review to be submitted to Municipal Assistant by November 21, 2022. Glenn seconded. Approved unanimously.

**Motion:** Glenn moved to adjourn at 5:30pm. Bill seconded. Unanimous.

Respectively submitted,  
Katherine DiMatteo  
Selectboard Member