

Leyden Select Board Meeting Minutes
Leyden Town Office Building
Regular Session
Monday, May 13, 2024
5:30 pm

Select Board Members Present: Erica Jensen, Glenn Caffery

Others Present: Michele Giarusso, Jeff Baker, Liz Kidder, Ginger Robinson, Paul McLatchy III-remote

Glenn called the meeting to order at 5:30 pm.

Discussion

Paul McLatchy, Town Clerk - Annual Review

Paul likes the new office space, with much more room, bright and comfortable. Paul has been working on cleaning up the vital statistics and voter information. The state computer had not been logged into for over 12 months prior to him, although Amanda was probably doing it from her other town clerk position.

Dog Licenses- Paul has come up with a system he previously used and worked well. He is digitizing all the licenses, and each one has a unique number so it will be easier for yearly renewals. He has given out 109 dog licenses to date. He had to order more tags. This is up from 39 last year. If someone put on their street list that they had a dog, and he did not issue a license he has written to the dog owner. Owners were given until March 31 to register or be subject to a fine. This has worked out well and people are registering their dogs.

Business licenses are all in the state system now.

November Ballot questions-11 petitions were submitted for the November election the voter registrars have certified so this is completed and submitted locally they will have to be certified county wide and statewide before making it on the November ballot.

Voter Information-Paul has been recycling old voter information that no longer needs to be kept, making room for other important information.

Vital Records-a lot of information is missing. What he does have, he puts in the state computer when he has time. He is also filling them in plastic sleeve covers to preserve. This was not organized in any system over the years. He sees Amanda started to organize but much more needs to be done.

Paul likes the one day per week office hours, the flexibility and states he is averaging about 7 hours per week.

Glenn asked what the town clerk's role is in record retention. Paul replied, the clerk should be consulted but some departments need to go by the state retention law. Each department should know their role and can consult the state archivist who is very helpful.

Glenn asked about being down the hall in the evening, can Paul hear when someone comes in the door. Paul cannot hear. There was discussion maybe another alarm camera monitor should go in the town clerk/general office area.

Appointment of Poll Workers

Motion: Erica moved to appointment additional poll workers, Karin Parks, Nannette Rolstad, Christine Brodeur, Lorette Bete, and Sara Seinberg. Glenn seconded the motion. Unanimous.

Warrants-Both members reviewed the FY 24 biweekly warrants and signed them.

Minutes

Motion: Erica moved to approve the April 29 meeting minutes as printed. Glenn seconded the motion with two small amendments and will send them to Michele to add. Erica accepted the amendments. Unanimous.

Motion: Erica moved to approve the May 6 meeting minutes as printed. Glenn seconded the motion with two amendments. Erica accepted the amendments. Unanimous.

Glenn reported Jeff Miller is prepared to step in the role as the sole EMD. He is ready to be interviewed. John Richardson can help out if needed or be a deputy. During an emergency Jeff will be the EMD and not the

Jeff Miller-EMD Interview

Jeff has spoken to Dave Pomerantz about the EMD and he feels he can take on this role by himself. He has management experience and feels he can do the management part of the position. He has had conversations with John Richardson and feels John can be a good Deputy and having a chain of backups is a good thing. Jeff respects John and his experience in Emergency Management and Jeff can learn from him. Jeff is ready to start and does not have any further questions at this time. Glenn stated because Jeff has more than one paid position in town Jeff will need to fill out the state ethics conflict of interest form. The EMD position will be a "special employee" as defined by state ethics. He will have to fill out the paperwork and present it to the Select Board. Glenn stated whatever Jeff may need from the Select Board he should just ask.

Motion: Erica moved to appoint Jeff Miller starting immediately (after being sworn in) as Emergency Management Director with the stipulation he fill out the state ethics paperwork for a special employee status, complete the conflict-of-interest training and open meeting law requirements. Glenn seconded the motion. Unanimous.

Town Coordinator Updates

- Surplus fire equipment-Janell has filled out paperwork to surplus two fire vehicles. Glenn stated Janell these should be advertised on Municibid and if Janell should start higher than what is printed on the form.

Motion: Erica moved to approve the Tahoe and old Fire pumper be declared as surplus vehicles. Glenn seconded the motion. Unanimous.

- Suggested transfer of funds memo-town accountant is suggesting the board approve the memo to transfer from the ARPA account to old accounts memo to clean up the negative accounts. These accounts were discussed in a previous Select Board meeting, some even two years ago. Minutes reflect the money would come from the ARPA account.

Motion: Erica moved to transfer from ARPA funds the amount of \$4202.71 to the COVID expense fund, \$8340.00 to the MA EVIP Vehicle Plug in Grant and \$9230.27 to the Coates Road Culvert Replacement Project. Glenn seconded the motion. Unanimous. Glenn signed the memo.

- **Grants completed or updates-** ARPA quarterly report to US Treasury. Report certified. Michele to work with Accountant and Treasurer upon her return. US Treasury reporting we have more money in ARPA funds than what we have in our account. Completed the \$100,000 earmark report and reimbursement to the state. Just waiting for the money. Also posted to the Goods and Services as requested by the state OIG. All requirements for this earmark are fulfilled.
- Fire Services grant-report and reimbursement form submitted, and we have received the \$10,500 per the Treasurer.
- MIIA grant for the Fire department insulation- report completed and reimbursement form submitted- waiting for the money.
- EMPG grant- Received the email to proceed to order equipment. There was another glitch with this. Emails were going to EMD email.
- 10-mile bridge grant-bridge to be completed hopefully within the next two weeks. Another bridge project is on time and under budget. All paperwork to be completed upon my return. The construction company is aware of my vacation and is ok with paperwork completion.
- Other grants submitted and waiting for decision-DER, MVP and Woodlands Partnership.
- Fuel Bids- bids will be published by FRCOG on May 20 only 2 days to reply to FRCOG. Can Bill Brooks do for me? Bill has agreed to do. Members agreed to have Bill take care of.
- Memorial Day- is there a plan for putting flags on graves and is there a service? Michele has been receiving inquiries from residents. Michele to call Bill Glabach to see if he is willing to coordinate. Nan Rolstad will be doing a display on the Sunday before in the Historical Commission room.
- Pioneer valley Veterans- Erik Johnson told Michele he is willing to be reappointed as Leyden's representative in FY25. He also said the board needs to appoint an alternate. Charles Loven was the alternate and he has passed away.
- Tree Warden/Planning Board Meeting-Michele sent the notice sent to The Recorder for posting of public hearing.
- Roof insulation-I spoke to Dave Vreeland how to proceed with Bids for repair of roof and insulation-he will bring up at the building Needs Meeting on Thursday.

- ATM and STM postings- Michele will write up instructions on the process for posting and show Janel what needs to be done.
- OIG procurement classes-Michele signed up to take the courses.

Select Board Updates

Glenn communicated with Susan about some legal proceedings that may need a future Executive session decision.

The Stouts emails Susan has sent a very detailed email outlining the process. Glenn will follow up for the Select Board.

Agenda Planning

Finance Committee meeting tomorrow. Thursday Building Needs meeting Thursday board members attending.

Next meeting May 20 morning meeting Angelica will be here for her review.

May 28 informational session on the Annual Town Meeting.

Motion: Erica moved to adjourn at 7:3pm. Glenn seconded the motion. Unanimous.

Respectively submitted,
Michele Giarusso