

Leyden Select Board Meeting Notice and Agenda

Town Office Building Committee Meeting Room — Tuesday, September 3, 2024 — 5:30 pm

AGENDA: (Topics that the Chair reasonably anticipates being discussed. Times for planning purposes.)

5:30: Call the meeting to order. Chair to greet board/committee/council members

5:35: Introductions: name, committee, position, plans for FY 25

5:45: Mass General Law review: Open Meeting Law, Conflict of Interest, Meeting Minutes, Voting procedures, Public Hearings - Michele

6:00: Q&A/Discussion

6:10: Select Board/Committee roles, Elected versus Appointed Boards, Communication and joint projects, Office hours, Mass in Motion – Katherine

6:30: Q&A/Discussion

7:00: Administrative Assistant Role, Website procedures, Annual Town Report – Janell

7:15: Q&A/Discussion

7:25: Town Policies/Procedures: Purchasing, Payment of invoice, Finance Team roles – Treasurer, Accountant, Assessors' Assistant – Michele

7:40: Q&A/Discussion

8:00: Adjourn

OLD BUSINESS:

- Complete Streets
- Personnel Manual
- Procurement and Purchasing Policy
- Solicitation Policy

REMOTE ACCESS: <https://meet.goto.com/269699645>

Posted at 6:30 PM on Wednesday, August 28, 2024 by Paul McLatchy III, Town Clerk