

Leyden Select Board Meeting Minutes
Leyden Town Office Building
Regular Session
Monday, October 21, 2024
9:00 am

Select Board Members Present: Katherine DiMatteo, Jeffrey Baker

Others Present: Michele Giarusso, Janell Howard, Susan Bobe, Paul Hake, Ginger Robinson
Remote Access: Liz Kidder

Katherine called the meeting to order at 9:01 am.

Approve minutes:

The 10-15-24 minutes will be reviewed for approval next week.

DLS Financial Policy Recommendations:

- Discussion on the financial policies—
 - What to add and what to strike.
 - The importance of knowing the information on costs and timing of what has been done to the buildings and purchases so that the information can be accessed easily when the information needs to be known.
 - Discussion on which processes the Select Board and Finance Committee should do together.
 - Discussion on what is the overlay surplus.
 - Discussion on why department heads should turn in excess budget money instead of just spending it all on unnecessary purchases at the end of the year to use it up. By turning in the excess, it provides free cash for the town.
 - Discussion on what stabilization accounts the town still uses, which accounts to keep, and which are not needed.
 - Discussion on a 5-year forecast of revenues, revenue assumptions and new growth.
 - Discussion on the financial policies regarding the treasurer's responsibility.
 - Discussion on who should have the excess overlay report.
 - Discussion on the Prospective Shared Services policy and what to keep and what to delete.
 - Discussion on fraud investigation section.
 - Discussion on the disbursements section.
 - Discussion on holding the procurement policy discussion until later when the procurement policy is being reviewed.
 - Discussion on revenue turnovers.
 - Katherine will update all the edits agreed upon in the policy and a revised version will be circulated and then voted on.

ACTION: Finance committee or Michele needs to ask the assessors how much is in the overlay surplus.

ACTION: Michele will ask the assessor when and how they report new growth at the financial meeting.

ACTION: Susan will email Katherine about the changes she suggests.

ACTION: Susan will write up and email the Mass Law that the town hasn't adopted but is a good practice.

ACTION: Katherine will send out the revised version of the financial policy.

Town Coordinator/Admin Assistant Reports:

- The warrant for the election needs to be signed and turned into the town clerk.
- The Highway Department needs to do the OSHA training.
- Some of the OSHA laws will need to be done by the volunteer Fire Department. It will be costly and will cause more regionalization for Fire Departments.
- Michele submitted the report from the MIIA representative to the Select Board.
- The Green Communities application for design funds has been submitted.
- The abutters to the need to be notified of the borings for the bog soil testing. Michele will talk to assessors about the abutters information.
- Select Board signed the Surplus Property form for the sale of the Electronic Target Shooting device.

Motion: Jeff moved, and Katherine seconded to accept the warrant for the elections as presented by the town clerk list on October 21st, unanimously approved.

ACTION: Janell will type up all the results from the tiny town benefit results and email them to the Select Board and Michele.

Letter to Penfield Trust and Tony Streeter:

The letter about the signs on Hunt Hill is ready and on hold until Donna is consulted.

Motion: Jeff moved, and Katherine approved the letter to the Penfields and Tony Streeter for the removal of signs on Hunt Hill, unanimously approved.

Select Board updates:

- Discussion on meeting with Donna, Highway, and the Select Board in an executive session to discuss the water bar complaints on Hunt Hill. If the water bars are removed or decreased the stability of the road will be gone.
- Jeff joined the School Committee meeting through zoom last week.
- The Select Board will attend the three-town district meeting on Thursday.
- Jordan Burns, PVRSD Financial Director, reported that the expenditures came in under budget.
- Jeff approved Michele to sign the election warrant in his place.

ACTION: Michele will draft a letter to all committees about the process for reserving a venue for meetings and events that are not their regular meetings and events.

ACTION: Katherine will contact Donna about an executive meeting to discuss Hunt Hill and then notify Bill of the day and time of the meeting.

Agenda for 10/28/2024 meeting 12:00:

- Procurement policy

- Town Coordinator - Custodian duties and municipal services directory.

Motion: Jeff moved, and Katherine seconded to adjourn the meeting at 11:57am.

Respectfully submitted,

Janell Howard, Administrative Assistant