

Leyden Select Board Meeting Minutes
Leyden Town Office Building
Regular Session
Monday, December 16, 2024
5:30 pm

Select Board Members Present: Katherine DiMatteo (remote), Jeffrey Baker

Others Present: Michele Giarusso, Janell Howard, Madison Schofield, Ginger Robinson, Trouble Mandeson

Remote: Liz Kidder

Katherine called the meeting to order at 5:32 pm, Katherine said yes, Jeff said yes, unanimously approved.

Approve Minutes of 12/9/24:

Motion: Jeff moved, and Katherine seconded to approve the 12-9-24 minutes, Jeff voted yes, Katherine voted yes, unanimously approved.

Town Clerk Second Interview - Trouble Mandeson:

- The Select Board asked Trouble a few more questions relating to the training of the town clerk position.
- Trouble is willing to learn and train as much as needed. Trouble feels she is a quick learner.
- Discussion on the requirements from the state that the town clerk needs to follow. Costs for training and learning are built into the budget for the town clerk to continue education and learn the role of town clerk.
- Trouble feels comfortable working in office settings and has been working in an office setting for many years.
- Trouble asked if the town clerk has a calendar or if there is a shared calendar for the town. The town clerk has their own calendar.
- The town clerk can post deadlines on the town calendar if they would like.
- Trouble asked about the hours that are required for the position, if night hours are required and how many days a week and what the schedule needs to be.
- The town clerk sets their own hours making sure that the hours are available for the public to be able to come in to meet with them for at least for one hour in the evening.
- This position needs to be filled starting in January so that they will be able to train with the current town clerk for a month or two.

Decision/vote on Town Clerk Position:

Discussion on Trouble's qualification and fit for the town clerk position. The position will start at \$18 and then assess the performance at the end of the probation period.

Motion: Jeff moved, and Katherine seconded to offer a position to Trouble at \$18 an hour for the town clerk. Katherine voted yes, Jeff voted yes, unanimously approved.

ACTION: Katherine will contact Trouble and offer her the town clerk position.

Town Coordinator- Vote, sign and discuss next steps Efficiency and Regionalization Grant:

- Efficiency and Regionalization Grant for shared services was approved, Katherine needs to sign it.
- As soon as we receive the letter to start, the towns can create an advisory committee.
- Discussion suggests there be seven people on the advisory committee, three people from Bernardston and three people from Leyden and a third person who is a neutral party.

Motion: Jeff moved, and Katherine seconded to sign the Efficiency and Regionalization grant, Jeff voted yes, Katherine voted yes, unanimously approved.

ACTION: Michele will take the Efficiency and Regionalization grant to Katherine's house for her to sign.

ACTION: Michele will follow up with the Collins center for the next steps and suggestions for a neutral member to the advisory committee.

ACTION: Michele will follow up with Bernardston for the next steps.

Town Coordinator Update:

- Colonial Power and DOER electric aggregation meeting will be on January 6th at 10 am or 12pm. Michele will post both times for Colonial to come to the meeting, either 10am or 12pm. They will be joining the meeting remotely.
- Mail was received on the Tri State Fire Mutual Agreement and needs to be signed by Fire Chief and the Select Board. This will be put on the next agenda.
- Discussion on what to do about the heating in the building. An HVAC repair company will be contacted to come and access the heating in the town offices. Two repairmen have looked at the heat problem and they both recommended some very high costs to resolve the issues.

ACTION: Michele will contact another HVAC repair company who may be employing a person who has worked on the Town Office heating system previously and may know how to trouble shoot this system.

Admin Assistant Reports:

- Counter tops and metal table in the basement need to be declared surplus and then listed on Municibid.
- January 6th the Select Board would like to meet with the representatives from Colrain Ambulance in the morning for Gary Colrain, 10:30 am see if that works
- Discussion on the hiring process in the personnel manual.
- The new UTV that is being purchased with a grant needs a trailer to transport the UTV.

Motion: Katherine moved, and Jeff seconded to declare the counter tops and metal table surplus and then listed on Municibid, Katherine voted yes, Jeff voted yes, unanimously approved.

ACTION: Janell will put the counter tops and metal table on Municibid.

ACTION: Janell will follow up with Colrain Ambulance to see if they can come on January 6th at 10:30 am.

ACTION: Janell ask other towns what they do for their Fire Department hiring process, then meet with the Fire Chief to write up a process, and then send it to the Select Board.

Selectboard Updates – 3 Town and School Committee Meeting; PVRSD school closings; Hunt Hill:

- Tony Streeter, the Glabach's, town counsel, and the Highway Superintendent will be attending the January 6th meeting to discuss town roads.
- Katherine attended the Massachusetts School Building Authority meeting where it was voted to move PVRSD proposed consolidation of school facilities to one location to the next step in the MSBA process.
- The PVRSD District Agreement public forum is on Thursday
- Bill requested vacation days 12-18-24 and 1-22-25.
- Katherine plans on watching the webinar on ADU's. Liz watched one of them already and the planning board will be changing their warrant article.
- Katherine spoke to the Superintendent of the Pioneer Valley Regional School District about the issue with the buses when the weather is bad in town and the need for different criteria for closing schools for Leyden students.

Motion: Katherine moved, and Jeff seconded to approve Bill's request for time off, Katherine voted yes, Jeff voted yes, unanimously approved.

ACTION: Katherine will ask Bill to come to the January 6th meeting in the morning.

ACTION: Katherine will follow up with Jordan about the school buses.

Public Comment

The Finance Committee has received a special request for the Special Town Meeting from the Fire Department for the sale of some of the fire vehicles. The Finance Committee would like the Fire Department to show that this is a need for the Fire Department. The discussion with the Fire Department, Finance Committee, and Select Board will happen on December 30th in the evening.

ACTION: Janell will see if the Fire Chief can make it to the December 30th evening meeting and will let him know to come prepared to discuss the needs of the request.

Agenda for 12/30/24 Select Board Meeting

No Select Board meeting on December 23rd -Warrants to be signed at town office.

Next Select Board Meeting will be a joint meeting with the Finance Committee on December 30th at 5:30pm

Agenda: Approve minutes 12/2/24 and 12/16/24

Warrant articles for Special Town Meeting - Discussion of the Fire Department request for free cash

Tri State Mutual Agreement to review and sign

Open Space and Recreation Planning Committee alternate member appointment

Reports.

Other Business not anticipated

Motion: Jeff moved, and Katherine seconded to adjourn the meeting at 7:18pm, Jeff voted yes, Katherine voted yes, unanimously approved.

Respectfully submitted,

Janell Howard