



TOWN OF LEYDEN

Meeting Minutes

Select Board

Where
: Leyden Town Office

When: June 22, 2026

In Attendance

Members: Erica Jensen, Katherine DiMatteo, Jeffrey Baker

Audience: Michele Giarusso, Bill Brooks, Liz Kidder, Emily Yazwinski, Madison Schofield from The Recorder

Time meeting called to order: 9:00 am

Select Board signed the payroll and general expense warrants.

Review of Minutes:

Motion: Katherine moved **Second:** Jeff
the minutes of 6/15/26

RC Vote: Unanimous

Discussions:

1. Bill Brooks Review

Bill's annual review focused on discussion of town operations. Erica praised Bill for his work throughout the year as well as the highway workers and the job they all do. Bill reported on highway matters including plans to move a town sign to the common and discussed challenges with the cargo container project and salt shed ventilation needs. Jeff will email Bob Provost to get permission for the highway workers to access Bob's property and to let him know the sign will be removed. Bill may just take the sign down and leave the posts if Bob does not agree. New poles are needed to install on town common.

Bill stated he would like to see a written process for all boards/Committees to follow for building permit sign offs rather than having to speak to people verbally. More information needs to be in writing or on the website. He wishes the planning board had clear written guidelines on paperwork he needs to fill out for the container buildings he wants to improve upon.

Bill also mentioned having a policy for wood removal after it has been cut specifying that landowners have first right of refusal for two weeks before others can take the wood and a mailbox policy for when residents call about their mailbox being knocked down by the snowplows. Katherine mentioned that a fence viewer would be responsible for handling complaints about mailbox damage and recommending resolution.

Paving around the town hall and library was discussed. Bill received a quote for \$56,000. Michele mentioned the MIIA risk management has paving around municipal areas. She will ask the risk

manager when she meets with her this week. Milling and paving can be rebid but FRCOG would charge for the rebid.

Erica discussed a tree down across East Hill that needs removal, particularly concerning for mountain bikers and motorcyclists using the discontinued section.

Erica asked how Nate. Bill responded that he is doing well, learning our equipment.

2.. Hiring an Attorney for Code Violations at 581 West Leyden Road

Michele mentioned that Donna MacNicol has left contact information when she is away for Adam Costa who she recommends for her towns, he is with the firm Talerman and Costa. Also, Donna cannot represent as she represented the deceased owner of this property.

Motion: Jeff moved to approve the hiring of Attorney Adam Costa of Talerman and Costa for 581 West Leyden Road code violations.

Second: Katherine **Vote:** Unanimous.

Action: Michle will contact the lawyer and send the packet from the Planning Board.

3. Molly Miller Interview for Town Clerk's Position

Erica gave an overview of the town clerk's duties. Molly discussed her approach to managing public-facing hours at the town clerk's office, emphasizing the importance of soliciting volunteers and being flexible with scheduling to accommodate different residents' needs. She shared her experience handling conflicts in a pharmacy setting and explained how she would address upset residents by empathizing with their situations while explaining legal requirements. Molly expressed her commitment to staying in the town position long-term and her interest in improving the town's record-keeping systems, noting that this role represents more than just additional income for her.

Katherine discussed the training and support available for the town clerk position, including self-directed learning opportunities, conferences, and access to experienced town clerks for guidance. She emphasized that the position requires strong self-motivation and highlighted key upcoming deadlines, including the annual town report due in November and required elections. Katherine also assessed the candidate's technology skills and ability to manage priorities, confirming the candidate's experience with relevant software and their approach to organizing and meeting deadlines.

The group decided to postpone the town clerk discussion and potentially schedule additional interviews.

4. Continuation of FY27 Appointments

Motion: Katherine moved to appoint Becky King to the COA for a 3-year term, Jeff Miller, Leyden's representative to the REPC for 1 year, Tom Ashley to the Agricultural Commission for 3 years and Emily Yazwinski to the Police Advisory Committee for 1 year. **Second:** Jeff **Vote:** Unanimous.

5. Town Coordinator Update

- Michele provided an update on a public records issue that has been ongoing since March 30th, explaining that the town is waiting for the Secretary of State's office to reconsider its decision in light of the Inspector General's office asking them to. Town Counsel is involved in the ongoing decisions.
- Michele reported the town's liability and workers comp insurance is down for FY27.
- Michele reported that the Bernardston Select Board only meets once a month. Next meeting we could attend is in August to discuss work with FRCOG on Fire Department IMA.

6. Select Board Updates

- Katherine reported on the 250th Celebration on July 8th at the Town Hall at 6pm, there will be the reading of the Declaration of Independence by various people, music and a potluck supper to follow. All funded with donations and no town money involved.
- Katherine clarified that her term on the Franklin County Regional Planning Advisory Board will expire on June 30, 2027, and confirmed that there is an open seat for nomination.
- Jeff reported the PVRSD Strategic Planning Meeting did not happen due to Patricia not being prepared, and she will work on preparing materials after school ends.
- Jeff watched the school committee meeting and said Michele is asking good questions. Discussion followed on any extra money the schools receive from the state budget and how this will be tracked for next year. Michele added that there are currently few electives available at PVRSD and will ask at the next meeting whether the electives will be offered through GCC and what the cost would be.
- Erica would like Michele to find out how Leyden's debt exclusion amount for the FCTS is calculated.

8. Public Comments

None

9. Agenda Planning

- Continue with interviews for Town Clerk
- Continue with appointments
- Michele yearly review
- Annual Calendar preparation
- Skip July 6 meeting next meeting July 13th

Next Meeting: June 22

Meeting Adjournment

Motion: Katherine moved **2nd** Jeff **Vote:** Unanimous
to adjourn at 11:15
am

Submitted By: Michele Giarusso