TOWN OF LEYDEN
Meeting Minutes

Select Board

Where:	Leyden Town Office
When:	July 1, 2026

In Attendance

Members:	Katherine DiMatteo, Erica Jensen
Audience:	Michele Giarusso, Luke Huszar, Madison Schofield from The Recorder, Liz Kidder

Time meeting called to order: 9:30am

Discussions:

1. Luke Huszar Interview for Town Clerk Position

Erica presented an overview of the town clerk's position and asked Luke to share his desire for this position. Luke discussed his background in academia and his current used book business. Luke expressed interest in the part-time role as it would complement his existing business, and the board explained the critical nature of the position including upcoming elections and responsibilities around elections, records, and computer systems. The board noted that while training and mentorship would be available from existing town clerks, they are seeking someone willing to commit to the role for a longer period rather than the previous year-to-year cycle.

Erica explained that the first six months of the town clerk's role would be challenging due to front-loaded election duties requiring 12-15 hour days, with the rest of the year allowing more flexibility for other responsibilities. The position involves managing state-mandated systems and handling constituent-facing tasks, including conflict resolution and providing access to vital records. Luke expressed interest in the intellectual challenge and public service aspects of the role, citing experience with conflict resolution from retail work and family situations, though the discussion ended before they could fully address how they would handle state law explanations to constituents.

Katherine highlighted the need to improve the town's archives, which are currently in poor condition, though securing funding for this project remains challenging. When asked about what his approach would be to these responsibilities, the candidate expressed confidence in their ability to handle report-making tasks and archival work, proposing to manage time by prioritizing deadlines and working on longer-term projects when bandwidth allows. After looking at Leyden's annual town report Luke felt comfortable with creating one.

2. Discuss Town Clerk Position.

In discussing the role's requirements, the board evaluated several candidates, with Molly, Danielle, and Luke emerging as the main contenders. While Molly was considered the strongest candidate due to her organization skills and engagement, concerns were raised about her ability to balance multiple jobs. The possibility of creating a part-time town clerk position with an assistant was proposed as a potential solution to address scheduling concerns.

Motion: Katherine moved to offer Molly Miller the town clerk position at $24.50 per hour for 12-15 hours weekly, **Second:** Erica **Vote**: Unanimous.

Motion: Katherine moved a training budget of up to 20 hours at $25.00 /hr. to train the town clerk.

Second: Erica **Vote**: Unanimous.
The board also discussed creating an assistant town clerk position at $20-22 per hour if Molly in agreement to working less hours per week to have an assistant to help with clerical duties.
Action: Michele will write up offer letter and contact Molly. If Molly accepts position Michele will discuss hours per week with Molly and contact Sarah for training.

3. Select Board Updates

Katherine reminded everyone that a donation form for the buntings need to be filled out. After attending a MMA webinar where it was highlighted, she suggested a FAQ section on the website could help reduce the number of questions raised for staff. There was agreement that this was a good idea and Michele was asked to inform the departments to begin submitting frequently asked questions and answers. Based on what was presented on the webinar, Katherine also suggested that there be a form for complaints/requests so that there is a record. This would help with developing solutions to frequent complaints. Also would record when resolved and by whom. There was not as much enthusiasm for this suggestion.

Katherine noted that the employee review forms should be signed by the Select Board chair and that the goals discussed during the review be included on the form.

Katherine asked about the progress on digital accessibility on the website. Erica responded that Mic is working on this, and FRCOG.

Michele reported that there is not yet a quorum of finance committee members to schedule the end of year transfers agenda item.

4. Public Comment

Liz shared with the board she sent via email to Michele to post on the website cooling centers open in Greenfield and surrounding communities during the heat wave. Erica asked that a RAVE notice/alert be sent to inform folks.

Next Meeting: July 13

Meeting Adjournment

Motion: Katherine moved to adjourn at 11:10 am **2nd** Erica **Vote**:Unanimous

Submitted By: Michele Giarusso