



TOWN OF LEYDEN

Meeting Minutes

Select Board Meeting Minutes

Where : Leyden Town Office

When: July 20, 2026

In Attendance

Members: Erica Jensen, Jeff Baker

Audience: Michele Giarusso, Angelica DesRoches, Liz Kidder via remote access

Time meeting called to order: 9:01am

Review of Minutes:

Motion: Jeff moved the meeting minutes of 7/13 with amendments Katherine sent by email

Second: Erica

RC Vote: Unanimous

Discussions:

1. Angelica DesRoches, Town Accountant Annual Review

Angelica filled out the performance review form and discussed various topics from the form. Angelica provided recommendations for improving the town's budget process, including starting with revenue projections and establishing clearer salary calculations that account for the 52.2-day fiscal year versus 52-week calendar year differences. The board discussed challenges with payroll calculations and agreed to work with Susan on creating proper wage sheets and cover letters for employees each year. She identified that while hourly employees are paid for 52.2 days in the fiscal year, salaried employees' base salary is calculated on a 52-week calendar year, creating budget line items that are not accurate. This shorts salaried employees sometimes and that happened this year. Angelica has not had this issue with other towns. The solution involves explaining to the finance committee and working with Susan to properly calculate and budget for the additional days. She also mentioned our levy limit and what the finance committee is looking at may not include all the calculations unless we have a policy that we want to keep the budget at a certain amount away from the levy limit and not always budget so close to the levy limit. If she is involved early on in the budget season this is where she can explain to the finance committee and select board how to account for the levy limit or come up with a policy.

2. FY 27 Appointments

Motion: Jeff moved to appoint Arthur Baker to the ZBA for 3 years. **Second:** Erica **Vote:** Unanimous.

3. Special Permit for Highway

Michele explained the highway department purchased two storage containers to protect town owned equipment and be able to work on equipment during inclement weather. The placement of these container's back edge is 20 feet from the property line. This is the only place they can be set up to allow for public safety vehicles, fuel and material vehicles to safely pass. The highway dept. plans to erect the building to make it aesthetically pleasing. Since the placement is so close to the property line the planning board chair has recommended the town apply for a special permit. Michele has filled out the application, and the chair must sign the application for the town. There will be a public hearing about this. Erica signed. Michele asked the chair of the planning board if the new law that just passed if this project has to follow the special permit process. Jim replied as far as he can see not in this case. Liz Kidder explained that additions not encroaching on setbacks can now be done by right without special permits.

6. Town Coordinator Updates

- Give Michele permission to sign contract with Talerma, Read and Costa to proceed as counsel for the town for a special project that our town counsel has a conflict with.

Motion: Jeff moved to allow Michele to sign contract with Read, Talerma and Costa. **Second:** Erica **Vote:** Unanimous.

- Madelaine Gens walked in to tell Michele a very large tree limb fell over the weekend on her property. The tree is on town property as the tree warden trimmed for her a few years ago, but the tree is dying and she would like the tree warden to look at it now before more falls.. Michele will contact tree warden.

7. Select Board Updates

- Jeff mentioned he noticed the town sign has moved to the town common .It looks good.
- Erica discussed how different town boards and committees need to be informed about new construction or renovations. They agreed to create a group email list including DPW, Board of Health, CONCOM, and the building inspector to ensure better coordination, with plans to implement this after the upcoming orientation meeting. Liz Kidder mentioned it may be a good idea to create a webpage with FAQ information about the building permit process.

8. Public Comment

None

9. Agenda Planning

- Plan orientation for town officials
- Continue annual appointments

Next Meeting: July 27

Meeting Adjournment

Motion: Jeff moved to adjourn at 10:21am **2nd Erica** **Vote:**Unanimous

Submitted By: Michele Giarusso

