

Town of Colrain  
Select Board Meeting  
55 Main Road/Town Office Building  
7:00 P.M.

**MINUTES OF October 7, 2013**

Present: Eileen Sauvageau, Mark Thibodeau, Jack Cavolick

Others Present: Bing Waldsmith, Joan Rockwell, Belden Merims, Diane Broncaccio, Cameron Graves, Jason Haskins – Police Chief, Dorothy Conway, Barb Chase, John Ryan, Tracey Maclachlan, Aneatha Epps, Heather Vien, Sarah McKusick, Joan McQuade, Phil Sherburne, Brad Brigham, Paula Harrison – Office Clerk, Kevin Fox – Town Coordinator.

Meeting was called to order by Chairman Eileen Sauvageau at 7:00 PM.

Warrants were reviewed and signed by the board.

Appointments **Sarah McKusick and a Group of Concerned Citizens – Discussion on the Center of Colrain**

Sarah spoke for the Concerned Citizens Group. Discussion on how to improve the town in order to attract people and business. The Board informed the Concerned Citizen of the ongoing grants, (TIP, CDBG, Sewer study) which the town is actively pursuing. There was discussion on whether the Brick Meeting House could be save by incorporating the building into future grants. The Town would have to own the building in order for it to be included in future projects and the Board was not in favor of buying a building that could become a burden on the town. Discussion on the physical condition of the building. During the proposal to use the building as a senior center there was an engineering study that reported the building was sound but needed to be brought up to code. Eileen explained that there are projects that are moving forward in town and hopefully this will begin a new future for the town.

**Chief Jason Haskins – Department Update/Mutual Aid Agreement**

Jason reviewed the current mutual aid agreement. The new updated mutual aid agreement would include all of Franklin County. He gave the board some examples on the pros and cons of the current agreement. Discussion on jurisdictional boundaries rules. Discussion on the Buckland/Shelburne mutual aid agreement. Discussion on how this new mutual aid will benefit the town and who pays for the officer when they go to another town. Jason informed the Board that if this agreement does not work the town can opt out with written notice. Jason will make copies for the board to review. Jason discussed putting up cameras on the outside ramp area, entrance of the police department and in the police department for the safety of his officers. He informed the Board that the department should be recording all interviews. Jason will post signs that say there

are cameras and audio devices in use. Discussion on the placement and how many cameras will be needed and that the cameras would not be able to be on during executive sessions. Jason Explained and gave the board the ambulances stats. Jason recommended some recognition from the board because they are doing an amazing job. Kevin explained that there is a request for a helmet drive to be held Oct. 12 from 9 to 3 pm. Kevin explained the towns policy.

**MOVED: Mark Thibodeau moved to allow Mohawk football to hold a helmet drive October 12 from 10 to 1 pm only after they talk to Chief Haskins regarding traffic pattern, Eileen Sauvageau seconded and it was voted unanimously**

**John Ryan (Breezeway Farm Consulting) – CDBG Discussion (Community Development Strategy, next steps)**

John Ryan explained the list of eligible projects for a CDBG and explained what the town is missing for the current strategy. John explained how to proceed in order to move forward with this application. Need a designation of target area and list of projects that the town would like to do in the next two or three years. John discussed the community survey that should be done in order to add to the application and how it could be distributed throughout the targeted area. There are two surveys out now, income and social services. What the town should do is adopt a social service plan John explained further. You can spend 25% of the grant on this stand alone activity. Kevin explained that there will be public hearing and some of the agencies will show up to explain why they should be picked to provide this activity and the board would have to pick one. John said the he does score these and will present to board for their review. The next thing is housing rehab program which will be modest part of this project because there are three towns involved. He explained how this step will proceed. Discussion on how the income qualification for housing rehab works for the grant. Discussion on the income survey. Mailed out about 9 surveys and have received 3 back. There will be a follow up for this survey. Need 95% response from the street. Therefore you need everyone on the street. Discussion on why River Street was picked as a project in town. John explained that this program is not eligible for state highway roads.

New Business

**Approve/Sign MGL Chapter 44 Section 4 Borrowing from Stabilization Fund**

**MOVED: Mark Thibodeau moved to sign to borrow \$290,000 from Stabilization from MGL Chapter 44 sec 4, Jack Cavolick seconded and it was voted unanimously.**

**Engineering Proposals for Route 112 (TIP) – Formation of Review Committee**

Kevin informed the board the proposals were due today and the next step is to set up a review committee. The Board, Kevin Fox, Scott Sullivan and a member of FRCOG is recommended to be on the committee Discussion on when the first meeting should be set up. The meeting is set up for 6pm on Tuesday October 15<sup>th</sup>.

**MOVED: Eileen Sauvageau moved to form a Designer Selection Committee to study the engineering proposal for the TIP program for Route 112, Jack Cavolick seconded and it was voted unanimously**

**COA grant**

**MOVED: Mark Thibodeau motioned to approve the chairman signing the COA formula Grant, Jack Cavolick seconded unanimous**

**Approve sign comm. Ma standard contract form MEMA grant 2104 –**

**MOVED: Mark Thibodeau sign the 2012 EMPG and 2014 MEMA grant, Eileen Sauvageau seconded and it was voted unanimously.**

**Approve/Sign Chapter 90 Project Request – Engineering Services for River Street as Part of CDBG**

Kevin explained this is the part of The River Street project that is chapter 90 eligible.

**MOVED: Mark Thibodeau moved to sign the proposal for River Street for chapter 90 in the amount of \$22,300, Jack Cavolick seconded and it was voted unanimously.**

**Select board Departmental Liaisons Discussion**

Jack explained that he thinks this is an important step in order for the town to work in a cohesive manner. Discussion on what board and/or committees would need liaisons. Mark Thibodeau will be liaison for the highway, Jack Cavolick liaison for Veterans agent and Police Department, Eileen Sauvageau liaison for Fire Department.

**Recommendation of Two Candidates for Treasurer Position from Interview Committee and Possible Appointment of Treasurer**

Discussion on the candidates for the Treasurer position.

**MOVED: Mark Thibodeau moved to appoint Kristi Nartowicz, Jack Cavolick seconded and it was voted unanimously.**

**Letter from MTRSD School Committee Chairman RE: Plowing at CCS**

Kevin informed the board that the school has asked if the town would reconsider. The board agrees that this is the responsibility of the school. The Board stood by their decision and choose not to respond.

**Notice of Violation (Dogs Running at Large) Form Discussion**

Colrain does not have anything like this in place. He proposed a template to be used in the town in the future. This will make his position as the dog officer easier.

**MOVED: Mark Thibodeau moved to use Buckland's ticketing form for use in Colrain, Eileen Sauvageau seconded and it was voted unanimously.**

**Fiscal Year End 2013 Cash Reconciliation**

Kevin explained that cash reconciliation has been completed, certified and reviewed.

**MOVED: Eileen Sauvageau moved to accept the reconciliation that was submitted as of June 30, 2013, Jack Cavolick seconded and it was voted unanimously.**

Not Anticipated  
At time of posting

**Lease of Space at Transfer Station for Cell Tower RFP**

Kevin explained that the draft RFP is ready for the cell tower. The board will review and discuss at next meeting 10/15 at 6:00 PM.

**Tracey MacLauchlan**

Tracey explained she had recently applied for a retail home kitchen permit and was recently denied due to the property's delinquent taxes. Discussion on the translation of the Town Bylaw "Licenses and Permits of Delinquent Taxpayers Bylaw". Mark Thibodeau believes that if the property owes taxes then there should be no permits issued. Tracey says she believes that the property taxes were not overdue. Jason Fenenc explained to the board that the application was received on 9/25/13. Jason was informed by the Tax Collector that the property was delinquent on its taxes. Kevin explained how to determine 12 months in arrears. Jason explained the BOH position and the formalities involved. Discussion on the bylaw and how the law was amended to include tenants. Jack Cavolick asked who was the owner on record. Tracey said Heimdal Corp. was the owner. After much discussion the Board decided the application was accepted before taxes were delinquent for a full 12 months and the issuing of the kitchen permit is again in the hands of the Board of Health.

**MOVED: Mark Thibodeau moved to adjourn the meeting at 10:02 PM. seconded by Jack Cavolick and it was voted unanimously.**

Respectfully submitted,

Accepted by the Board of Selectmen

Paula Harrison  
Office Clerk

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Eileen Sauvageau - Chairman

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Mark Thibodeau

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Jack Cavolick

## Documents

- Warrants
- Advance of Funds in Lieu of Borrowing report
- Chapter 90 Project Request – River Street
- Comm of Mass – Standard Contract – COA Formula Grant
- Comm of Mass – Standard Contract – MEMA Grant 2014-01
- Letter from Robert Aeschback – MTRSD – School Committee – Plowing CCS
- Notice of Violation – Dog Ticket
- Cash Reconciliation Report
- Draft RFP for Telecommunications Facility
- Colrain Village Center – progress chart
- Email correspondence from Tracy MacLachlan regarding Retail Home Kitchen permit
- Real Estate Statement of account for Heimdall Inc – 6 Jacksonville Road