

Town of Colrain  
Select Board/MLP Board Meeting  
Highway Garage  
9 Jacksonville Road  
4:30 PM

**MINUTES OF SELECT BOARD  
December 26, 2023**

**Present:** Benjamin Eastman, Chair; W. Thomas Griffin (arrived at 4:53pm); Emily Thurber

**Others Present:** Mike Slowinski, MLP Manager; Michael Shuipis, Town Administrator Search Committee; Kathy Phelps; Howard Phelps; Jane Johnson; Jonathan Lagreze; Marjorie Smith, Administrative Assistant; Kevin Fox, Town Administrator

Chair, Ben Eastman called the meeting to order at 4:30 pm.

**Appointments:**

**Mike Slowinski – MLP Manager – RE: Demolition Permit Policy as it Relates to Broadband Accounts**

Mike Slowinski explained that to be granted a demolition permit by the Building Inspector, the power company and Verizon need to sign off. He asked if the MLP Manager should also sign off and remove the broadband equipment prior to the permit being issued because it can be reused.

Mike further informed the Board that for people that have an underground service or need underground trenching for broadband, however, the conditions don't allow for the installation due to frozen ground or too much snow, Whip City can provide a temporary on-the-ground broadband service for someone that really needs broadband. There is an extra fee that the subscriber would pay and a liability form, so the Town isn't liable for any damage.

**MOVED:** Ben Eastman moved to put Mike Slowinski, the MLP Manager in charge of the proper documentation paperwork for getting a demolition permit to remove the broadband stuff from the demolition houses.

Emily Thurber seconded. **Approved unanimously.**

**Town Administrator Search Committee – Update and Presentation of Draft Organizational Chart and Town Administrator Job Description and Qualifications**

Michael Shuipis informed the Board the committee has met several times and gotten feedback from several people that work with the current Town Administrator (TA). The committee's objective was to describe the job, alter the description if needed, and make the job appealing to an outside candidate. One recommendation is to create a separate office for the TA. They have cleaned up the job description (remove duplications, make more readable), recommended adding what authority the TA would have over individuals that report to the TA and created an organizational chart. Discussion on the proposed organizational chart and a proposed new hiring/authority/disciplinary structure. The next step for the committee is discussing advertising for the position.

Ben Eastman questioned the cost of building a private office. Kevin Fox has been in contact with a contractor that has done work at the Town Hall in the past and is waiting to hear back.

**New Business:**

**Transfer Station Attendant Revised Job Description**

Kevin Fox informed the Board that Craig Underwood has resigned as the transfer station attendant as of 12/30. He presented a revised job description and advertised in the Greenfield Recorder on Saturday 12/23. Kevin requested that the Board allow himself and Steve Daby to hire for the position rather than going through the Select Board and the Board agreed.

**MOVED:** Thom Griffin moved to accept the new job description as written for the Transfer Station Attendant.

Emily Thurber seconded. **Approved unanimously.**

**MOVED:** Thom Griffin moved to allow the Town Administrator to do the hiring process for this position. Emily Thurber seconded. **Approved unanimously.**

**Set Annual Town Meeting Date**

Kevin Fox proposed Wednesday June 5 for the Annual Town Meeting. The Board agreed and set the meeting for June 5, 2024, at 7pm at the Colrain Central School.

**Old Business:**

**None**

**Unanticipated:**

**Jacksonville Rd Washout Update**

Ben Eastman requested an update on the washout on Jacksonville Rd. Kevin Fox reported that the engineering is almost done, it's been to the Conservation Committee and have issued a NOI. There are a couple of Division of Fish and Wildlife issues still to be figured out. The application to the Army Corp of Engineers has been submitted and is pending. The recent rain hasn't affected the washout too much.

Discussion on recent rain and its effect on other areas of town.

**6 Greenfield Rd**

Discussion on the barn that has started to collapse on Greenfield Rd at the bottom of Colrain Mountain. Mike Slowinski and Kevin Fox notified the Building Inspector and waiting for a response.

**Approve Select Board Meeting Minutes – (12/22/2021; 2/8/2022; 3/22/2022; 5/24/2022; 6/14/2022; 6/28/2022; 12/12/2023)**

**MOVED:** Thom Griffin moved to approve the following minutes of the Select Board as submitted: 12/22/2021; 2/8/2022; 3/22/2022; 5/24/2022; 6/14/2022; 6/28/2022; 12/12/2023.

Emily Thurber seconded. **Approved unanimously.**

**Town Administrator Updates:**

**None**


**MOVED:** Thom Griffin moved to dissolve the meeting at 5:24 pm.

Emily Thurber seconded. **Approved unanimously.**

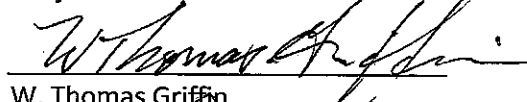
Respectfully submitted,

Marjorie Smith  
Administrative Assistant

Accepted by the Select Board



Benjamin Eastman - Chair



W. Thomas Griffin



Emily Thurber

**Documents Distributed to the Select Board Before the Meeting in a Packet or at the Meeting:**

Select Board Meeting Notes

Email from Mike Slowinski to Kevin Fox dated 12/13/2023 re: Appointment to Discuss Demolition Permit Policy

Email from Michael Shuipis to Kevin Fox dated 12/20/2023 re: Appointment to Discuss Town Administrator Job Description and Qualifications

Draft Organization Chart

Draft Town Administrator Job Description and Qualifications

Draft Transfer Station Attendant Job Description

Draft Select Board Meeting Minutes for 12/22/2021; 2/8/2022; 3/22/2022; 5/24/2022; 6/14/2022; 6/28/2022; 12/21/2023