

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

**MINUTES OF SELECT BOARD
December 10, 2024**

Present Emily Thurber, Chair; Benjamin Eastman; Katie Korby (remotely)

Others Present: Tes Siarnacki; Jan Ameen, FCSWMD (remote); Chris Lannon, Police Chief; Marjorie Smith, Administrative Assistant; Diana Parsons, Town Administrator

Chair Emily Thurber called the meeting to order at 4:31 pm.

Consent Items:

Approve Minutes of October 22, 2024

Warrant AP2523 in the amount of \$488,845.11

Warrant AP2524 in an amount of \$87,710.86

Warrant PR2510 in the amount of \$33,348.55

MOVED: Emily Thurber moved to approve the minutes of October 22, 2024, of the Colrain Select Board.
Ben Eastman seconded.

Roll Call Vote: Benjamin Eastman A
Emily Thurber A
Katie Korby A

Approved unanimously.

MOVED: Emily Thurber moved to approve warrant AP2523 in the amount of \$488,845.11 warrant AP2524 in the amount of \$87,710.86 and warrant PR in the amount of \$33,348.55.

Ben Eastman seconded.

Roll Call Vote: Benjamin Eastman A
Emily Thurber A
Katie Korby A

Approved unanimously.

Appointments and Resignations:

Request for Appointment as Tree Warden, Teresa 'Tes' Siarnacki, 9 Crosier Lane

Diana Parsons and Tes Siarnacki talked previously about the role of the Tree Warden and her interest in volunteering. Tes explained her experience and background in forestry to the Board.

MOVED: Ben Eastman moved to appoint Tes Siarnacki as the Tree Warden for a three-year term until 2027.

Emily Thurber seconded.

Roll Call Vote: Benjamin Eastman A
Emily Thurber A
Katie Korby A

Approved unanimously.

New Business:

Jan Ameen, Executive Director, FCSWMD

Extension to the MOU for the Springfield Municipal Recycling Facility (MRF), Agreement Expires December 31, 2024

Jan Ameen explained the contract and how the pricing works which will be increased. Some large towns are going to single stream and will reduce the tonnage going through the MRF and smaller towns will have an add-on fee. Jan worked on negotiating the contract and feels the increase is better than it could be.

Ben Eastman questioned the cumulative fee. Discussion on history of net tonnage payments.

MOVED: Emily Thurber moved to accept and sign the extension to the MOU for the MRF.

Benjamin Eastman seconded.

Roll Call Vote: Benjamin Eastman A
 Emily Thurber A
 Katie Korby A

Approved unanimously.

Annual Inspection Report for Transfer Station

DEP requires a third-party inspection of the Transfer Station, which Jan Ameen is licensed to do. There were two small infractions: fire extinguishers need to be inspected and a new first aid kit needs to be purchased.

MOVED: Ben Eastman moved to accept and sign the annual inspection report for the Transfer Station.

Emily Thurber seconded.

Roll Call Vote: Benjamin Eastman A
 Emily Thurber A
 Katie Korby A

Approved unanimously.

Input on Recommendations re: Transfer Station Policy & Procedures Update

Jan Ameen commented that many Towns come to a place where they need to set some standards because the Transfer Station is used by so many people. She has talked with the attendants in regards to making their jobs easier and run more efficiently and keep everyone safe.

Police Department Updates, Chief Chris Lannon

Chief Lannon handed out a packet for each of the members of the Board which included:

- Call volume
- Accidents and locations
- List of incidents department has responded to
- Personnel analysis
- Personnel Assignments by Chief and Other Duties
- Current Projects
- Current Challenges

Discussion on staffing communication, possible full-time chief, and other staffing issues.

Additions to Email and Access by Officers

Chief Lannon explained that he is working on moving everything from the police@colrain email to the policechief@colrain email. This will then allow the other officers to use the police@colrain email.

Update on Detail Billing and Other Administrative Tasks

Diana Parsons explained that Maggie took over the billing and created a spreadsheet to streamline the process and is ready to pass it back to Chris. Discussion on a police detail policy and internal procedure.

Other Misc. Updates

Discussion on use of Chief Lannon as a seasonal plow driver for the Town and use of accrued time off.

Address Prior Votes re: Annual Town Meeting & Election Dates for Spring 2025 (FY26)

Diana Parsons requested to schedule the Annual Town Meeting and Election and potentially make a by-law. Discussion on potential dates and prior ATM vote regarding the date of the ATM. The Board decided to table until next meeting.

Adopt Employee Status Change Form

Diana Parsons explained there is a new employee coming off the probationary period and she created an Employee Status Change Form. Nate Gilbert and Diana spoke prior about Joel Paszko, and Nate stated Joel has been doing a great job and on board with putting on permanent status, and everyone is working together well.

MOVED: Emily Thurber moved to adopt the employee status change form as written.
Ben Eastman seconded.

Roll Call Vote: Benjamin Eastman A
 Emily Thurber A
 Katie Korby A
Approved unanimously.

MOVED: Ben Eastman moved to take Joel Paszko off probation and move to current employee.
Emily Thurber seconded.

Roll Call Vote: Benjamin Eastman A
 Emily Thurber A
 Katie Korby A
Approved unanimously.

Statement re: Winter Road Maintenance on Discontinued Roads for Winter Season 24-25

Diana Parsons explained that Hager Cross Rd is being maintained this season because of the construction at the culvert on Heath Road and the Town is not changing the status. Discussion on the process for discontinuing winter maintenance and maintaining private ways.

Statement in Response to Town Meeting Vote re: Jacksonville Rd Intersection Safety

Emily Thurber commented the statement was very informative and Ben Eastman agreed. Diana Parsons further explained the Town has done an excellent job implementing the improvements and the only thing not done is the truck escape. Katie Korby agreed with both statements.

MOVED: Emily Thurber moved adopt the statement regarding winter Road Maintenance on Discontinued Roads for Winter Season 24-25 and the statement in response to Town Meeting Vote re: Jacksonville Rd Intersection Safety.

Ben Eastman seconded.

Roll Call Vote: Benjamin Eastman A
 Emily Thurber A
 Katie Korby A
Approved unanimously.

Letter to Library Abutter Requesting Permission for Wetlands Delineation

Diana Parsons explained that the Library needs to address the drainage and the project requires wetlands delineation and part of the wetland is on the neighbor’s property and needs permission to access that property. Diana offered to hand-deliver the letter and speak to the homeowner.

Annual Select Board License Renewals

Discussion on Emily Thurber needing to recuse herself and the Board was in agreement that she did not need to.

MOVED: Emily Thurber moved to approve the 2025 ABCC Retail License renewals for Catamount Country Store and Pine Hill Orchards.

Ben Eastman seconded.

Roll Call Vote: Benjamin Eastman A
 Emily Thurber A
 Katie Korby A
Approved unanimously.

Emily Thurber moved to approve the 2025 Common Victuallers license for Catamount Country Store and Pine Hill Orchards.

Ben Eastman seconded.

Roll Call Vote: Benjamin Eastman A
 Emily Thurber A
 Katie Korby A
Approved unanimously.

Emily Thurber moved to approve the 2025 Class II Class III licenses for Marty’s Repair for Class II, M&T Auto Class II and M&T Auto for Class III.

Ben Eastman seconded.

Roll Call Vote: Benjamin Eastman A
 Emily Thurber A
 Katie Korby A
Approved unanimously.

Old Business:

Transfer Station Recommendations – Next Steps

Diana Parsons updated the Board that all parties have all met and created a final draft to present at the January 14th meeting to finalize.

Administrator Updates:

Heath Road Culvert Replacement Project Updates – Status of Detour

The project is moving along and looking to place the culvert the week of the 18th. The contractors are maintaining Hager Cross Rd during construction.

Application for MVP 2.0 Submitted 12/4/24

Colrain is partnering with Charlemont and sent the copy of the application to the regional people with MVP and FRCOG.

Attendance at Connect 351 (formerly MMA Annual Meeting) in Boston – January 23-25, 2025

Diana will be attending the conference and Emily will be attending as well.

Public and Board Member Comments:

Emily Thurber – Naloxone Box

A Naloxone box was installed at Catamount.

Diana Parsons – Mary Lyon Foundation Recipient

The Town received a box of 'Warming Center' items to be distributed to those who may need.

Requests for Future Agenda Items:

Address December 24th Meeting Date – Reschedule or Cancel?

The Board agreed to cancel the December 24th meeting.

Review Broadband

There is a list of service charges that Whip City needs the Town to decide who pays for the charges. Diana and Mike Slowinski reviewed the list and the Board need to review and approve.

Review Amended Building Department Fee Schedule

No discussion.

Review General Bylaws Changes for Annual Town Meeting

Diana Parsons listed the COA, unregistered vehicles, and Finance Committee by-laws needing to be reviewed.

Correspondence and Select Board Informational Items:

None

Executive Session:

None

Dissolve Meeting:

MOVED: Emily Thurber moved to dissolve the meeting at 6:47pm.

Ben Eastman seconded.

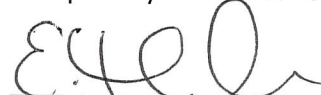
Roll Call Vote: Benjamin Eastman	<u> A </u>
Emily Thurber	<u> A </u>
Katie Korby	<u> A </u>

Approved unanimously.

Respectfully submitted,

Marjorie Smith
Administrative Assistant

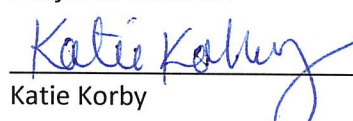
Accepted by the Select Board on _____



Emily Thurber - Chair



Benjamin Eastman



Katie Korby

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

Email dated 12/4/2024 from Tes Siarnacki to Diana Parsons, Town Administrator re: Interest in Tree Warden Position

What is a Tree Warden? DCR Publication

Amendment #1 to Designated Community Contract between the Massachusetts Department of Environmental Protection, the Contractor and a Designated Community

Employee Change of Status Form

Draft Statement from the Select Board re: Assurance of Safety at the Jacksonville Road and Greenfield Road Intersection - In response to Annual Town Meeting Article 45, June 4, 2024

Draft Colrain Select Board Statement on Road and Winter Road Maintenance

Draft Letter dated 12/10/2024 to Kathryn Bosyk from Diana Parsons, Town Administrator, re: Wetlands Delineation and Access to Property

License Renewals for 2025

Town of Colrain 2025 ABCC Annual Report in accordance with M.G.L. Ch. 138 Sec. 10A

Seasonal Population Increase Estimation Form

Renewal Certification 2025

Common Victualler's License and License of Alcoholic Beverages Renewal Packet – Catamount Country Store Inc.

Common Victualler's License and License of Alcoholic Beverages Renewal Packet – Pine Hill Orchards

Class II License Renewal Packet – Marty's Repair

Class II and Class III License Renewal Packet – M&T Auto

Designated Community Contract Amendment #1 Effective July 1, 2025

Draft Colrain Transfer Station Operation Policy

FY25 MVP Planning 2.0 Application

Police Department Update Packet