

Town of Colrain
Select Board/MLP Board Meeting
Remote
4:30PM
MINUTES OF SELECT BOARD
December 2, 2025

Present Emily Thurber, Chair; Ben Eastman; Katie Korby

Others Present: Marjorie Smith – Administrative Assistant; Diana Parsons – Town Administrator

Katie Korby called the meeting to order at 4:36pm.

Consent Items:

Approve Minutes of 10/28/2025 and 11/4/2025

Warrant PR 2610 in the amount of \$27,492.16

Warrant AP 2622 in the amount of \$470,866.17

Warrant AP 2623 in the amount of \$17,074.24

MOVED: Katie Korby moved to approve the minutes from 10/28/25 and 11/4/25 as presented.

Ben Eastman seconded.

Roll Call Vote: Emily Thurber – Aye, Ben Eastman – Aye, Katie Korby – Aye. **Approved unanimously.**

MOVED: Katie Korby moved to approve warrant PR 2610, AP2622 and AP2623 as written.

Ben Eastman seconded.

Roll Call Vote: Emily Thurber – Aye, Ben Eastman – Aye, Katie Korby – Aye. **Approved unanimously.**

Appointments and Resignations:

None

New Business:

Accept Donation of Snow Removal at Griswold Memorial Library; Revisit 12/16/25 with Highway Dept.

Diana Parsons explained that Val Finkel received an email from Jade Mortimer who offered to shovel the sidewalks and steps at the library this winter. After speaking with Nate Gilbert, Highway Superintendent, he said the department should have the capacity to handle the shoveling, however with two new employees, would like to wait until the December 16th meeting to decide.

MOVED: Emily Thurber moved to accept the donation from Jade Mortimer to shovel at the Town Library but is to be revisited on 12/16 with the Highway Department.

Ben Eastman seconded.

Roll Call Vote: Emily Thurber – Aye, Ben Eastman – Aye, Katie Korby – Aye. **Approved unanimously.**

Diana will reach out to Val Finkel.

Discussion on snow removal at the Wood Bank by the Highway Department.

MOVED: Ben Eastman moved that the Town Crew clears the wood bank while they clear the transfer station of snow.

Emily Thurber seconded.

Roll Call Vote: Emily Thurber – Aye, Ben Eastman – Aye, Katie Korby – Aye. **Approved unanimously.**

Annual Select Board License Renewals:

2025 ABCC Retail License Renewals

Catamount Country Store, Inc., Annual Package Store All Alcoholic Beverages, Fee \$1,000

Pine Hill Orchards – Annual Package Store Wines and Malt, Fee \$750

2025 Common Victualler License

Catamount Country Store, Inc., Fee \$25

Pine Hill Orchards, Fee \$25

MOVED: Emily Thurber moved to approve all 2026 ABCC Retail License Renewals and the 2026 Common Victualler License Renewals.

Ben Eastman seconded.

Roll Call Vote: Emily Thurber – Aye, Ben Eastman – Aye, Katie Korby – Aye. **Approved unanimously.**

2025 Class II and Class III

Marty's Repair, Class II – To Buy or Sell Second-Hand Motor Vehicles, Used Car Dealer License, Fee \$50 (Marty Bird)

M & T Auto, Class II – To Buy or Sell Second-Hand Motor Vehicles, Used Car Dealer's License, Fee \$50 (Mark Scranton & Brian Scranton)

M & T Auto, Class III -- Motor Vehicle Junk License, Fee \$50 (Mark Scranton and Brian Scranton)

MOVED: Emily Thurber moved to approve the 2026 Class II and Class III Licenses as follows: Marty's Repair for Class II and M&T Auto Class II and III pending receipt of the insurance.

Ben Eastman seconded.

Roll Call Vote: Emily Thurber – Aye, Ben Eastman – Aye, Katie Korby – Aye. **Approved unanimously.**

Old Business:

Colrain Sewer District Update Meeting (larger group); Thursday, December 18, 9 am

Diana provided an update that the design has been received from Barnhardt, which was commissioned by Barnhardt to go along with the one provided by Wright Pierce for the Sewer District. There will be a large group meeting on 12/18, which Diana recommended only one of the members of the Board attend the meeting. Katie will attend the meeting. Diana further summarized some of the differences between the two plans.

Review Draft Highway Foreman Job Description with Highway Dept FY26 Budget; Request to Adopt effective 12/15/25

Diana explained the reasoning behind creating the foreman position and presented the draft job description. The proposed wage would increase from \$33 to \$34.12. Katie questioned if the position would be posted externally or a promotion, and employee review structure. Diana envisioned this would be an internal promotion as an outside hire could cause disruption. Diana also explained that department heads in general should start doing employee reviews/feedback similar to how her review was conducted.

MOVED: Emily Thurber moved to approve the highway foreman job description with the proposed budget effective 12/15/25.

Ben Eastman seconded.

Roll Call Vote: Emily Thurber – Aye, Ben Eastman – Aye, Katie Korby – Aye. **Approved unanimously.**

Diana will follow up with the Highway Department and Paula regarding the hiring policy.

Administrator Updates:

None

Public and Board Member Comments:

Update from Chair from COA November Meeting

Emily summarized that the COA meeting went well and the topics covered. Diana further commented that there is another COA meeting next week and that Chief Lannon will be reaching out to them regarding emergency services.

Executive Session Scheduling

Diana will schedule a meeting for next week.

Requests for Future Agenda Items:

Meet Highway Department Staff, 12/16/25: Updates from Superintendent

No discussion.

Correspondence and Select Board Informational Items:

None

Executive Session:

None

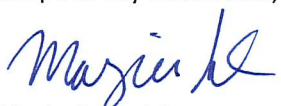
Dissolve Meeting:

MOVED: Emily Thurber moved to dissolve the meeting at 5:14pm.

Ben Eastman seconded.

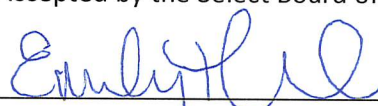
Roll Call Vote: Emily Thurber – Aye, Ben Eastman – Aye, Katie Korby – Aye. **Approved unanimously.**

Respectfully submitted,



Marjorie Smith
Administrative Assistant

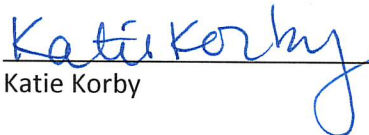
Accepted by the Select Board on 12/16/2025



Emily Thurber - Chair



Ben Eastman



Katie Korby

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

Email dated 10/6/2025 from Val Finkel, Library Director, to Diana Parsons, Town Administrator re: Shoveling at the Library

License Renewals for 2026

Town of Colrain 2026 ABCC Annual Report in accordance with M.G.L. Ch. 138 Sec. 10A

Seasonal Population Increase Estimation Form

Renewal Certification 2026

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

Draft Highway Department Foreman Job Description

Revised FY2026 Highway Department Budget Worksheet