

Town of Colrain
Select Board
Colrain Town Office
55 Main Road
1:00PM
MINUTES OF SELECT BOARD
May 8, 2026

Present: Emily Thurber, Chair; Benjamin Eastman; Catherine Korby

Absent: None

Others Present: Diana Parsons (Town Administrator); Josh Knetchel; Paula Harrison (Collector/Treasurer); Marjorie Smith (Administrative Assistant)

Call to Order

Chair Emily Thurber called the meeting to order at 1:07 PM.

Executive Session

At 1:07pm, Chair Thurber moved to enter Executive Session in accordance with Massachusetts General Laws Chapter 30A, §21(a)(1), to discuss the reputation, character, physical condition, or mental health, rather than the professional competence, of an individual. Benjamin Eastman seconded.

Roll call vote: Emily Thurber — Aye; Benjamin Eastman — Aye; Catherine Korby — Aye.
Approved unanimously.

The Board reconvened in open session immediately following.

The Executive Session adjourned at 1:34pm.

New Business

Discuss Job Responsibilities of Town Administrator, Diana Parsons, while on Medical Leave

Administrative Coverage: The Board considered utilizing the Town's stabilization fund to hire a temporary part-time administrative assistant during Diana's absence to prevent staff burnout and maintain operations.

Highway Department Email: A plan was made to transfer the highway department email account to Superintendent Nate, allowing him to manage highway correspondence with administrative support.

Pending Grants and Deadlines: Diana highlighted the importance of meeting deadlines for active grants like the Woodlands Partnership and the Council on Aging, with files organized for easy access. The Board prioritized the grant for COA.

COG Procurement Bids: Diana reminded the Board of an upcoming signature deadline for the Highway Department's COG procurement bids, which the certified procurement officer could sign in her absence.

HCA — New England Craft Cultivators: Diana reported on ongoing paperwork for the Host Community Agreement, planning to forward relevant documents and confirming the public meeting set for the 19th, with Maggie attending.

Communication and Public Statement: The Board decided to delay any statements about Diana's absence until after her neurology appointment, considering updates to her voicemail to guide callers to administrative staff.

Computer and System Access: IT support provided a bypass code for administrative staff to access files on OneDrive without using Diana's personal phone for dual-factor authentication.

Dissolve Meeting

Chair Thurber moved to dissolve the meeting. Benjamin Eastman seconded. **Approved unanimously.**

The meeting was dissolved at 2:04pm.

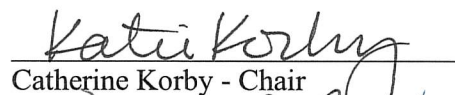
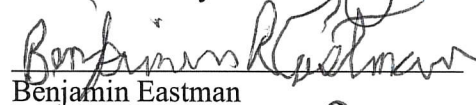
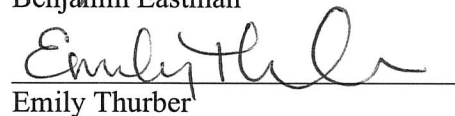
These minutes were created using ClerkMinutes, an AI-powered platform that transcribes meetings, identifies speakers, and generates professional minutes.

Respectfully submitted,



Marjorie Smith
Administrative Assistant

Accepted by the Select Board on 7/7/2026


Catherine Korby - Chair
Benjamin Eastman
Emily Thurber

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

None