

Town of Colrain  
Select Board/MLP Board Meeting  
Colrain Town Office  
55 Main Road  
9:00 AM

**MINUTES OF SELECT BOARD  
February 22, 2024**

**Present:** Benjamin Eastman, Chair; W. Thomas Griffin; Emily Thurber

**Others Present:**

Marjorie Smith, Administrative Assistant; Kevin Fox, Town Administrator

Chair Benjamin Eastman called the meeting to order at 9:00am.

**Executive Session:**

**MOVED:** At 9:00am, BE moved to enter into Executive Session pursuant to M.G.L. c. 30A, § 21(a)(1): To discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual.  
TG seconded.

<b>Roll Call Vote:</b> Benjamin Eastman	<u>Aye</u>
W. Thomas Griffin	<u>Aye</u>
Emily Thurber	<u>Aye</u>

**Approved unanimously.**

Returned to open session at 10:04 am.

**Executive Session:**

The Board did not enter into Executive Session pursuant to M.G.L. c. 30A, § 21(a)(6): To consider the purchase, exchange, lease, or value of real property if the chair declares that an open session meeting may have a detrimental effect on the negotiating position of the public body. However, Kevin Fox did provide an update to the Board on the topic.

Kevin Fox informed the Board that Town Counsel tightened up the language in the letter to address what happens if the trees ever need to be removed. Thom questioned if the abutter is aware of the new boundary findings and Kevin answered that they are not. The letter states that the property owner is to contact Kevin within two weeks of receiving the letter to discuss the options. The Board agreed to have Town Counsel draft the final letter to be mailed out.

**Appointments:**

None

**New Business:**

**Approve/Sign Chapter 90 Project Request – Heath Rd. Culvert Replacement**

At the last meeting, the Board agreed to pursue the Heath Rd culvert replacement and Kevin has received a proposal for engineering services from Gill Engineering, who designed it. Once signed, the procurement process can begin. Steve Daby and Kevin would like to use Chapter 90 funds to pay for the construction and have an application for \$300,000 to pay for the engineering services and the balance of the estimated cost of the construction. Any money not spent would go back into the Chapter 90 pool.

**MOVED:** Emily Thurber moved to approve the Chapter 90 project request for the Heath Rd culvert replacement.

Thom Griffin seconded. **Approved unanimously.**

All three members of the Board signed the project request form.

**Approve/Sign Letter to EOHLC re: ADA Self-Evaluation Survey and Transition Plan**

Kevin Fox informed the Board that as part of the joint application with Buckland and Ashfield for a Block Grant and they want to add to the application that the Town agree to complete an ADA Self-Evaluation Plan. Kevin's two concerns were who would pay for the plan and depending on the findings of the plan, what obligations would be put on the Town? He has been assured that there is grant funding to pay for the plan and he thinks the plan will come back stating the Town Hall needs an elevator and should that be the case, recommends applying for a Block Grant for ADA upgrades. Discussion on possible other upgrades the plan may find.

**MOVED:** Thom Griffin moved to have Ben sign the letter for the ADA Self-Evaluation Survey and Transition Plan.

Emily Thurber seconded. **Approved unanimously.**

Ben Eastman signed the letter to have an ADA Self-Evaluation Plan completed.

**Approve/Sign CDBG Fund 2024 Joint Application Authorization**

Kevin Fox presented a form for Ben to sign authorizing the joint application with Buckland and Ashfield for the Community Development Block Grant. Signing the letter allows Buckland to apply for the grant on the Town's behalf. Ben Eastman signed the authorization.

**Old Business:**

**None**

**Unanticipated:**

**Steve Daby – Chapter 90 Reimbursement Requests**

Steve Daby presented two Chapter. 90 reimbursement requests, one for the Jacksonville Rd streetlights (approx. \$45,000) and a second for a portion of the BSC Group engineering of the first round (approx. \$12,000). Ben Eastman signed both reimbursement requests. Discussion on the new traffic lights to replace the ones not working.

**Jacksonville Rd/Main Rd Intersection**

Emily Thurber talked with a resident who received an email from MassDOT about putting a parabolic mirror and DOT didn't recommend a mirror and now the resident wants a stop sign going south (coming up the mountain). The Board does not recommend putting in a stop sign.

**Town Administrator Updates:**

**None**

**MOVED:** Thom Griffin moved to dissolve the meeting at 10:32am  
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

ADA Self-Evaluation Survey and Transition Plan Form

CDBG 2024 Joint Application Authorization

Chapter 90 Project Application Request – Heath Rd Culvert Replacement

Chapter 90 Reimbursement Request – Jacksonville Rd Streetlights

Chapter 90 Reimbursement Request – BSG Group Engineering