

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

**MINUTES OF SELECT BOARD
June 24, 2025**

Present Emily Thurber, Chair; Ben Eastman; Katie Korby

Others Present: Pat Geary, Jane Johnson, Kathy Phelps, Elizabeth Erickson, Nina Martin-Anzuoni, Jake Coburn, Lee/Tammy Wheeler, Nate Gilbert, Joe Sacco; Marjorie Smith – Administrative Assistant; Diana Parsons – Town Administrator

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

Consent Items:

Warrant AP #2550 in the amount of \$68,523.30
Warrant PR #2524 in the amount of \$28,854.18
Warrant AP #2551 in the amount of \$44,726.71
Warrant AP #2601 in the amount of \$162,492.62

MOVED: Emily Thurber moved to approve the warrants as presented.
Katie Korby seconded. **Approved unanimously.**

Appointments and Resignations:

Annual Reappointments of Town Officials, Board & Committee Members

Agricultural Commission

MOVED: Emily Thurber moved to appoint Valerie Finkel to a three-year term to the Agricultural Commission expiring 6/30/2028.

Katie Korby seconded. **Approved unanimously.**

Welcome Representative Natalie Blais & Items for Discussion

Supplemental Budget on the Governor's Desk & Thank you for Fair Share Money & Rural (Gravel) Roads Funding, Small Bridges & Culvert Funding (90+ road miles in Colrain)

Natalie Blais presented the legislation introduced during this legislative session, approximately 60 bills. The Governor signed into law today the Surplus Surtax Supplemental bill, which included an additional \$80M in Chapter 90 funding, \$73M for regional transit authorities and \$10M for micro-transit and created a fund for unpaved roads. Diana Parsons and the Board thanked Natalie for all her work advocating for the Town.

Colrain Sewer District Identification of WW Treatment Solution

Progress has been made, and discussions are continuing. Barnhardt and DEP have been active at the table and has been a team effort. Natalie thanked FRCOG and Jessica Atwood for her contributions. Funding was secured for removing wastewater off-site and secured the MassWorks grant.

Pat Geary thanked Natalie and the Board for all their work being done to help.

Resolution of Mohawk Trail Regional School District to Consolidate to One Campus, Application to MSBA and Importance to Colrain

A rural schools bill was introduced, with a hearing held last week. A public briefing on the bill is scheduled for tomorrow. There is separate legislation for public safety and municipal buildings to support communities needing repairs or construct new public safety/municipal buildings.

Appointments and Resignations (cont'd):

Annual Reappointments of Town Officials, Board & Committee Members

Board of Health

MOVED: Emily Thurber moved to appoint Kate Minifi to the Board of Health for a three-year term expiring 6/30/2028 and Tim Slowinski for a three-year term also expiring 6/30/2028 and Nina Martin-Anzuoni for a one-year term expiring 6/30/2026.

Katie Korby seconded. **Approved unanimously.**

Carl H. Nilman Scholarship Committee

MOVED: Emily Thurber moved to reappoint Michelle Hillman to the Carl H. Nilman Scholarship Committee for a one-year term expiring 6/30/2026.

Ben Eastman seconded. **Approved unanimously.**

Cultural Council

MOVED: Emily Thurber moved to appoint Nancy Rich Turkle and Cheli Mennella to the Colrain Cultural Council for a three-year term expiring 6/30/2028.

Katie Korby seconded. **Approved unanimously.**

Conservation Commission

MOVED: Emily Thurber moved to reappoint Matt Slowinski to the Conservation Commission for a three-year term expiring 6/30/2028.

Ben Eastman seconded. **Approved unanimously.**

Director of Assessing

MOVED: Emily Thurber moved to appoint Alice Wozniak for a term of the three-year contract expiring 6/30/2028.

Ben Eastman seconded. **Approved unanimously.**

Emergency Management Director

MOVED: Emily Thurber moved to appoint Nina Martin-Anzuoni as the Emergency Management Director for a one-year term expiring 6/30/2026.

Ben Eastman seconded. **Approved unanimously.**

Emergency Response Coordinator

MOVED: Emily Thurber moved to appoint Nick Anzuoni as the Emergency Response Coordinator for a one-year term expiring 6/30/2026.

Ben Eastman seconded. **Approved unanimously.**

Energy Committee

MOVED: Emily Thurber moved to appoint Bing Waldsmith, Brian Cady, Chris Krezmein, David Greenberg, and Peter Brooks to the Energy Committee for a one-year term expiring 6/30/2026.

Ben Eastman seconded. **Approved unanimously.**

Franklin County Solid Waste Management District Representative

MOVED: Emily Thurber moved to appoint Ben Eastman as the Franklin County Solid Waste Management District Representative for a term of one-year expiring 6/30/2026.

Katie Korby seconded. **Approved unanimously.**

Franklin County Solid Waste Management District Alternate Representative

MOVED: Emily Thurber moved to appoint Mike Slowinski as the Franklin County Solid Waste Management District Alternate Representative for a one-year term expiring 6/30/2026.

Ben Eastman seconded. **Approved unanimously.**

Fire Chief

MOVED: Emily Thurber moved to appoint Nick Anzuoni as the Fire Chief for a one-year term expiring 6/30/2026.

Ben Eastman seconded. **Approved unanimously.**

Fire Station Building Committee

Discussion on whether the committee is needed currently.

MOVED: Emily Thurber moved to appoint Nick Anzuoni, Doug MacLeay, Gary Ponce and Kevin Worden II to the Fire Station Building Committee for a one-year term expiring 6/30/2026.

Ben Eastman amended the motion to include they have to have at least one meeting before 6/30/2026 with the newer information with the possible closing of the school before they are appointed again.

Emily Thurber seconded. **Approved unanimously.**

Franklin Regional Council of Governments Representative

MOVED: Emily Thurber moved to appoint Katie Korby as the Franklin Regional Council of Governments Representative for a one-year term expiring 6/30/2026.

Ben Eastman seconded. **Approved unanimously.**

Franklin Regional Council of Governments Alternate Representative

MOVED: Emily Thurber moved to appoint Diana Parsons as the Franklin Regional Council of Governments Alternate Representative for a one-year term expiring 6/30/2026.

Ben Eastman seconded. **Approved unanimously.**

Franklin Regional Planning Board

MOVED: Emily Thurber moved to appoint Diana Parsons as the Franklin Regional Planning Board for a one-year term expiring 6/30/2026.

Katie Korby seconded. **Approved unanimously.**

Franklin Regional Transit Authority

MOVED: Katie Korby moved to reappoint Emily Thurber as the Franklin Regional Transit Authority Representative for a one-year term to expire 6/30/2026.

Ben Eastman seconded. **Approved unanimously.**

Gypsy Moth Superintendent

MOVED: Emily Thurber moved to appoint Tes Siarnacki, Tree Warden, as the Gypsy Moth Superintendent for a one-year term expiring 6/30/2026.

Ben Eastman seconded. **Approved unanimously.**

Historical Commission

MOVED: Emily Thurber moved to appoint Belden Merims and David Nims to the Historical Commission for a three-year term expiring 6/30/2028.

Ben Eastman seconded. **Approved unanimously.**

Personnel Committee

MOVED: Katie Korby moved to reappoint Kathy Phelps to the Personnel Committee for a three-year term expiring 6/30/2028.

Ben Eastman seconded. **Approved unanimously.**

Plumbing Inspector

MOVED: Katie Korby moved to reappoint Kyle Hartnett to be the Plumbing Inspector for a one-year term expiring 6/30/2026.

Ben Eastman seconded. **Approved unanimously.**

Plumbing Inspector, Alternate

MOVED: Katie Korby moved to reappoint Jeffery Bache to be the Plumbing Inspector, Alternate for a one-year term expiring 6/30/2026.

Ben Eastman seconded. **Approved unanimously.**

Police Chief

MOVED: Katie Korby moved to reappoint Chris Lannon to be the Police Chief for a one-year term expiring 6/30/2026.

Discussion on the reappointment of the officers and the board would like to speak with the Chief about the dept staffing.

Emily Thurber seconded. **Approved unanimously.**

Police Officers

MOVED: Katie Korby moved to reappoint Tarrah Dempsey, Heather Sonn, and Derek Worden as Police Officers for one-year terms expiring 6/30/2026.

Ben Eastman seconded. **Approved unanimously.**

Regional Animal Control Program

MOVED: Katie Korby moved to reappoint Ben Eastman to the Regional Animal Control Program for a one-year term expiring 6/30/2026.

Emily Thurber seconded. **Approved unanimously.**

Town Accountant

MOVED: Katie Korby moved to reappoint David Fierro as Town Accountant for a one-year term expiring 6/30/2026.

Emily Thurber seconded. **Approved unanimously.**

Treasurer/Collector

MOVED: Katie Korby moved to reappoint Paula Harrison as Treasurer/Collector to a three-year contract expiring 6/30/2028.

Emily Thurber seconded. **Approved unanimously.**

Upper Pioneer Valley District Veteran's Representative

MOVED: Katie Korby moved to reappoint Thomas Griffin as the Upper Pioneer Valley District Veteran's Representative for a one-year term expiring 6/30/2026.

Emily Thurber seconded. **Approved unanimously.**

Wiring Inspector and Alternate

MOVED: Katie Korby moved to reappoint James Slowinski and Clinton Dodge as Alternate to be wiring inspector for one-year terms expiring 6/30/2026.

Emily Thurber seconded. **Approved unanimously.**

Zoning Board of Appeals

MOVED: Katie Korby moved to reappoint John Peters and Jim Ryan to the Zoning Board of Appeals for three-year terms expiring 6/30/2028.

Emily Thurber seconded. **Approved unanimously.**

New Business:

Review Draft Performance Appraisal Document; Discuss FY25 Review/Goal Setting Process for Town Administrator

Diana Parsons presented a draft Performance Appraisal she created and should the Board agree, use it to review her, then implement it for other departments. It would not be used for merit raises just feedback to the employee. Emily and Katie like the form. The Board will review and revisit at a future meeting. Discussion on potential process for completing the form.

Old Business:

Review and Approve Signage Location for Pollinator Garden in Colrain Center (Provided by Franklin Conservation District); Elizabeth Erikson, Chair, Ad-Hoc Pollinator Committee

Diana Parsons and Emily Thurber looked at the site and Nate Gilbert said it can work with the Highway Department needs. Elizabeth Erickson also mentioned the sign at the garden at the Town Hall.

MOVED: Emily Thurber moved to approve the signage location for the Pollinator Garden in Colrain Center. Katie Korby seconded. **Approved unanimously.**

Personnel Policy Changes re: O/T Calculation & Reimbursement for Call-In, Other Misc.

Diana Parsons clarified the revisions effective July 1, specifying that employees may not accrue more than 160 hours. The policy does not account for situations where time off requests are denied. Diana will add the topic to the next agenda.

Nate Gilbert added that including vacation time as time-worked would be most beneficial and explained his reasoning. The Board discussed the other types of paid-time-off and whether to include any or all as time worked.

MOVED: Emily Thurber moved to approve the addition of paid time off in the overtime calculations effective 7/1/2025 to be reviewed in one-year.

Katie Korby seconded. **Approved unanimously.**

Diana Parsons explained the Board increased the call-in time from two to three hours previously and many other communities use four hours. Discussion on who is called and Nate's comfort in calling other employees to respond due to their location to Town.

MOVED: Ben Eastman moved to extend the call in time to four hours starting 7/1/2025.

Katie Korby seconded. **Approved unanimously.**

Final Review of Highway Superintendent Job Description, Hiring Committee Formation, Process and Timing

Emily Thurber would like to include being responsible for public buildings in the job description. Diana Parsons explained that Doug MacLeay came in last week and she passed along his feedback regarding the Highway Superintendent position to the Board and his questions regarding the name of the position and what the expectations of the job are: managerial and laborer. Discussion on the name of the position and not wanting someone in the position that can't do any job that a laborer does.

Discussion on culvert reports and small bridge reports completed and other data the Town has and how this position needs to maintain the data.

Discussion on bachelor's degree requirement and years' experience requirement. The Board tabled discussion until the next meeting and Diana will update the description and draft the ad.

New Business:

One Day Liquor – Pine Hill Orchards for July 5, 2025

Matt Shearer explained that he plans to do a few events over the summer, and this will be the first one. Incandescent Brewing will be pouring inside the tent next to the food truck. There will be music, lawn games, and the food truck.

MOVED: Emily Thurber moved to approve the one-day liquor license for Pine Hill for 7/5/2025.

Ben Eastman seconded. **Approved unanimously.**

Administrator Updates:

ADA Self-Evaluation & Transition Planning Grant Application Submitted

Diana Parsons submitted the grant to update the plan. If updated, a project application could be made next year.

Municipal Aggregation New Rates & Provider

New rate will be in effect starting in January 2026 and a notice will go out to all residents.

MVP 2.0 RFP for Planning Vendor Available 6/30/25

The RFP is going out on Monday for Colrain and Charlemont to hire a planning vendor.

Progress on Pollinator Garden in Front of Town Offices

Woodchips will be delivered to the garden on Thursday by the Highway Dept for volunteers.

Wood Bank Update

Matt Gilbert looked at the space and could mow the area. Discussion on other options for clearing and rotating the Board members being at the wood bank when wood is being distributed. Diana Parsons will reach out to Highway Department about mowing.

Public and Board Member Comments:

None

Requests for Future Agenda Items:

Set Goals & Objectives for FY26

End of Year Transfers

Request for Appointment to Cultural Council, Anna Turkle

Correspondence and Select Board Informational Items:

2D8T June Update

The Board would like to invite Jenny VanWyck to the next meeting.

Executive Session:

None

Dissolve Meeting:


MOVED: Emily Thurber moved to dissolve the meeting at 6:56pm.

Katie Korby seconded. **Approved unanimously.**

Respectfully submitted,

Marjorie Smith
Administrative Assistant

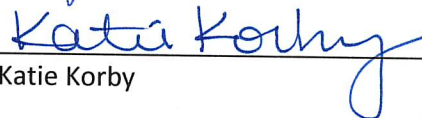
Accepted by the Select Board on _____



Emily Thurber - Chair



Ben Eastman



Katie Korby

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

FY2026 Select Board Appointments Spreadsheet

Email dated 6/10/2025 from Cheli Mennella to Diana Parsons, Town Administrator, re: Cultural Council Appointment

Email dated 6/9/2025 from Betsy Shuipis to Maggie Smith, Administrative Assistant, re: Cultural Council Appointment

Email dated 6/12/2025 from Jim Lyons to Maggie Smith, Administrative Assistant, re: Emergency Management Director Appointment

Draft Department Head Performance Appraisal

Email from Ray Purington, Gill Town Administrator, to Diana Parsons dated 2/14/2025 re: Sick and Vacation as Time Worked

Fair Labor Standards Act FAQ re: Employers Counting Holiday Leave, Vacation and Sick Leave Toward Hours Worked for Overtime Calculation

PTO Included as 'Time Worked' for Calculating Overtime Spreadsheet

Draft Highway Superintendent Job Description

One-Day Liquor License Application from Matthew Shearer dated 6/10/2025

Email dated 6/22/2025 from Denise Allard, Colonial Power Group, to Diana Parsons, Town Administrator, re: Franklin County Municipal Aggregation

Town of Colrain Community Choice Power Supply Program Status Report Q1 2025

Electric Service Agreement between First Point Power, LLC and Town of Colrain dated 6/11/2025

Email dated 6/18/2025 from Matt Gilbert to Diana Parsons, Town Administrator, re: Woodbank Mowing

Picture of Woodbank Space

Email dated 6/23/2025 from Jessica Atwood, FRCOG, to Diana Parsons, Town Administrator, re: Colrain Sewer District Working Group Update

2Districts8Towns June Update