

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

**MINUTES OF SELECT BOARD
July 8, 2025**

Present Emily Thurber, Chair; Benjamin Eastman; Katie Korby

Others Present: Cynthia Herbert; Mike Slowinski – MLP Manager; Nancy Turkle; Chris Lannon – Police Chief;
Marjorie Smith – Administrative Assistant; Diana Parsons – Town Administrator

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

Consent Items:

Approve Minutes of 3/25/2025

Warrant AP #2552 in the amount of \$43,642.62

Warrant PR #2525 in the amount of \$41,795.52

Warrant PR #2553 in the amount of \$19,158.87

Warrant AP #2602 in the amount of \$4,803.70

MOVED: Emily Thurber moved to approve minutes of 3/25/2025 with the revision.

Ben Eastman seconded. **Approved unanimously.**

MOVED: Emily Thurber moved to approve the warrants as presented.

Ben Eastman seconded. **Approved unanimously.**

Appointments and Resignations:

Request for Appointment to Cultural Council, Anna Turkle, 278 Ed Clark Road

MOVED: Emily Thurber moved to appoint Anna Turkle to the Cultural Council for a three-year term ending 2028.

Ben Eastman seconded. **Approved unanimously.**

Request for Appointment to the Historic Commission, Cynthia Herbert, 12 Heath Road

Ben Eastman would like to stay consistent with having the person attend a meeting or write a letter of interest. The Board decided to table the appointment until Cynthia arrived.

Appointment of MLP Manager (2 yr term to expire June 30, 2027), Michael Slowinski, 28 Adamsville Road

Discussion on finding a replacement for Mike Slowinski when the time comes and what the position entails.

MOVED: Emily Thurber moved to appoint Mike Slowinski as the MLP Manager for a two-year term expiring June 30, 2027.

Ben Eastman seconded. **Approved unanimously.**

New Business:

Fiscal Year-End Transfers per MGL Ch. 44 s33B

Diana Parsons went over the items needing year end transfers and updated the Board that the Finance Committee approved the transfers from the Employee Surety Bond line. She also asked the Finance Committee to allow the accountant to do further transfers that are less than \$100, which they approved. Discussion on the streetlights account.

MOVED: Emily Thurber moved to approve the end-of-year transfers as presented and allow the town accountant to make any additional line-item transfers up to \$100 and discovered after 7/3/2025 but before the deadline of 7/15/2025.

Ben Eastman seconded. **Approved unanimously.**

Request for One-Day Liquor License for Friends of the Griswold Memorial Library for July 31st event (see Administrator Updates)

Nancy Turkle explained that there will be a farewell party for Chelsea Jordan-Makely and the Friends of the Library would like to serve hard cider as a toast.

MOVED: Emily Thurber moved to approve the One-Day Liquor License for Friends of the Griswold Memorial Library for July 31st event.

Ben Eastman seconded. **Approved unanimously.**

Nancy also requested the Board waive the fee. Discussion on the fee.

MOVED: Emily Thurber moved to waive the fee for the One-Day Liquor License for Friends of the Griswold Memorial Library for July 31st event.

Katie Korby seconded. **Approved unanimously.**

Appointments and Resignations (cont'd):

Request for Appointment to the Historic Commission, Cynthia Herbert, 12 Heath Road (cont'd)

Cynthia Herbert explained her interest in joining the commission.

MOVED: Emily Thurber moved to appoint Cynthia Herbert to the Historical Commission for a three-year term ending 6/30/2028.

Ben Eastman seconded. **Approved unanimously.**

New Business (cont'd):

Request for Compensation for Police Admin Detail Billing Process Setup and Maintenance

Diana Parsons would like to pay Maggie Smith \$1,000 from the Police Administration line for her work doing the billing.

MOVED: Emily Thurber moved to pay a bonus of \$1,000 to Maggie Smith for the setup and maintenance of the police admin detail billing process.

Ben Eastman seconded. **Approved unanimously.**

Request to Increase Planning Board Special Permit Application and Site Plan Review Fees from \$250 to \$500; Request to Increase ZBA Variance, Special Permit Fees and Appeal of Building Commissioner from \$250 to \$500 (No Change in Fee Schedule since January 2017), Effective July 1, 2025

Diana Parsons summarized the reasoning to increase the different fees; cover the expenses, which the fee currently doesn't.

MOVED: Emily Thurber moved to increase the Planning Board Special Permit Application and Site Plan Review Fees and the ZBA Variance, Special Permit Fees and Appeal of Building Commissioner from \$250 to \$500 effective July 1, 2025.

Katie Korby seconded. **Approved unanimously.**

Adopt Select Board Special Permit Form

This form would address the unregistered vehicle by-law to facilitate the process as outlined in the by-law.

MOVED: Emily Thurber moved to adopt the Select Board Special Permit form for use of the unregistered motor vehicle by-law as presented.

Ben Eastman seconded. **Approved unanimously.**

Discussion on the process for enforcing the by-law. Mike Slowinski presented a picture of 258 Ed Clark Rd when Whip City went up to repair the broadband. Diana Parsons mentioned there are also properties with Board of Health issues.

Old Business:

Review and Adopt Revised Building Permit Fee Schedule effective July 1, 2025

Diana Parsons explained that the fees were updated a couple months ago and when implemented in Permit Pro, some of the changes were not possible, so she has revised the fee schedule and requested the Board reapprove the fees.

MOVED: Emily Thurber moved to approve the building department fee schedule effective 7/1/2025 minus the amusement devices.

Ben Eastman seconded. **Approved unanimously.**

Review Proposed Personnel Policy Changes re: Vacation Accrual, Tobacco Products

Diana Parsons explained the recent changes and the need to add back language regarding if the use of time is denied the employee should be able to carry more than 160 hours. Discussion on changing "smoking" to "tobacco products". The Board decided to table the vote until the next meeting.

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

Diana Parsons gave the Board highway superintendent job descriptions from other communities, a highway clerk job description, the prior Colrain Highway Superintendent job descriptions and the two she has drafted. Discussion on including salary range in advertisements.

MOVED: Emily Thurber moved to approve the job description for highway superintendent with the changes that were discussed.

Katie Korby seconded. **Approved unanimously.**

Mike Slowinski mentioned to the Board the budget cuts at the State level and he does not agree with hiring a fifth person because the town budget can't support it. Emily stated that the Board has met with Nate on several occasions and the decision is to hire outside the department. Further discussion regarding Nate and the Highway Superintendent position and the tasks in the job description.

Hiring Committee

Ben Eastman informed Nate that he'd like him to be on the committee and his reasoning for including him. Diana proposed to have Chris Lannon, Nick Anzuoni, Nate Gilbert, Ellen Weeks and herself on the committee. Ben volunteered if Diana declined.

MOVED: Emily Thurber moved to form a committee for hiring a highway superintendent and it be Chris Lannon, Nick Anzuoni, Nate Gilbert, Ellen Weeks and Ben Eastman.

Katie Korby seconded. **Approved unanimously.**

Diana Parson further stated that there are things that need to be addressed before we get into winter, specifically Greenfield Rd plowing and having a conversation with MassDOT. Emily Thurber questioned scheduling a meeting with Dave Stokes of MassDOT. The Board tabled the discussion until the next meeting.

Scheduled Meeting: 5:30 pm

Department Operational & Staff Updates for FY26, Chris Lannon, Police Chief

Chief Lannon explained the current staffing of the police department and the hours/days they each work. He further explained that Heather Sonn has a full-time job, and she is to get back to him by the end of the month about whether she can continue with two shifts per month, according to the department policy. Discussion on the river traffic and the issues along Green River Road. Fish and Game are going to look at grants for next year and the possibility of adding guardrails, boulders, and more signage.

Discussion on using the police officers to serve "tickets" for violating the unregistered motor vehicle by-law. Discussion on possibility of hiring more officers on a per-diem basis and the general officer's salary.

Administrative Support

Chris handles both the in the office and on the road but could use help in the office. Willing to give up some of his salary to have someone in the office. Discussion on possibility of using Derek for more administrative tasks, and the procedure for issuing firearms licensing. Chris will look into getting Derek trained on the software for firearms.

Cruiser Disposal

Chris will post the cruiser on the portal by Friday.

CSO

Ashfield has taken over the program and is running the grant. There is a possibility the clinician's salary may be cut and seeing what towns could do to help. Chris went to a suicide workshop, which was paid for out of the grant.

Detail Rates

Chris is looking to increase the rate to \$65. Discussion on paying out the admin fees.

By-laws

Discussion on creating an open container and parking ticket by-laws.

Old Business (cont'd):

Finalize and Adopt Performance Appraisal Tool

MOVED: Emily Thurber moved to approve the performance appraisal tool as presented as a pilot test. Ben Eastman seconded. **Approved unanimously.**

Administrator Updates:

MVP 2.0 RFP for Planning Vendor Available Now

The Request for Proposal (RFP) has been issued, and Diana has received four inquiries to date. The bid opening is 7/31.

FY26 Highway and Fuel Contracts Signed

These were signed with FRCOG.

Farewell Celebration for Chelsea Jordan-Makely, Library Director, Thursday, July 31, 2025, 4pm-7 pm at Griswold Memorial Library

The position is posted and there are a couple applicants. The Library Trustees have the authority to hire the Library Director. Emily recently spoke with Dago Driggs about setting up at Catamount to chat with members of the community about the library.

Wastewater District

Diana met with the prior Town Administrator when she first started the position, and the number one priority of the 18-month grant was an agreement with the Town that they would take over ownership of the collection system. Secondly, Diana was under the impression the Town decided in 2018 to not support any kind of sewer development in the center of town, however, there has been no vote on record. More Rural Development money has come out that the sewer district is interested in pursuing, however, the municipality should be the one to pursue the grant. Emily suggested the Board to read the article about what is happening in Hawley.

Public and Board Member Comments:

None

Requests for Future Agenda Items:

FY25 Performance Review Town Administrator

Set Goals & Objectives for FY26

Address General Bylaws Enforcement w/ Non-Criminal Disposition

Correspondence and Select Board Informational Items:

None

Executive Session:

None


Dissolve Meeting:

MOVED: Emily Thurber moved to dissolve the meeting at 6:58
Ben Eastman seconded. **Approved unanimously.**

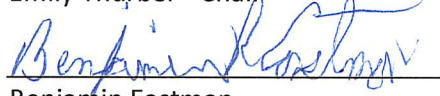
Respectfully submitted,

Marjorie Smith
Administrative Assistant

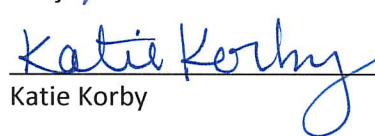
Accepted by the Select Board on _____



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 6/19/2025 from Anna Turkle to Diana Parsons, Town Administrator, re: Appointment to Cultural Council

End of Year Transfers as of 7/3/2025 Spreadsheet

One-Day Liquor License Application – Nancy Turkle

Request for Special Permit – Unregistered Motor Vehicle By-law Form

Building Department Fee Schedule – Effective 7/1/2025

Town of Ashby Highway Superintendent Job Description

Town of Hatfield Director of Public Works Advertisement

Town of Hatfield Director of Public Works Job Description dated April 2025

Town of Huntington Highway Superintendent Job Description

Town of Shelburne Highway Superintendent Advertisement

Town of Westhampton Highway Department Clerk Job Description

FY2026 Budget – Highway Department Salaries

Prior Town of Colrain Highway Superintendent Job Description

Draft Town of Colrain Highway Superintendent Job Description dated August 2024

Draft Town of Colrain Highway Superintendent Job Description dated May 2025