

Town of Colrain
Selectboard/MLP Board Meeting
Highway Garage
9 Jacksonville Road
4:30 P.M.

MINUTES OF JULY 26, 2022

Present Mike Slowinski, Thom Griffin, Ben Eastman

Others Present Roger Williams, Howard Phelps, Marybeth Chichester, Greg Olchowski, Emily Thurber, Jane Johnson, Ellen Weeks; Dave Fierro, Town Accountant; Tom Scanlon, Scanlon & Assoc.; Michael Shuipis, Finance Committee, Paula Harrison, Collector/Treasurer; Scott Sullivan, Highway Superintendent; Betsy Shuipis, Administrative Assistant; Kevin Fox, Town Administrator.

The meeting was called to order by Chair Mike Slowinski at 4:30 p.m.

Appointments Tom Scanlon, Scanlon & Associates – Presentation of the Town of Colrain, MA Report on the Examination of Basic Financial Statements for the Year Ended June 30, 2021 and Accompanying Management Letter

Tom Scanlon noted that Colrain has a good core financial and management team starting from Kevin to Dave to Paula with good communications. Key numbers – our unassigned fund balance is \$1.5 million which is a healthy benchmark; our financial practices are solid, for instance, Kevin Fox’s philosophy of multiple stabilization funds; and we are funding our OPEP.

The Management Report has one recommendation for the Broadband Enterprise fund to reconcile the receivables from the third party (Whip City) collecting our receivables.

Dave Fierro, Town Accountant, introduced himself and his company to the new members of the Selectboard.

MOVED: Thom Griffin moved to accept the audit. Ben Eastman seconded. **Approved unanimously.**

Paula Harrison, Collector/Treasurer, went over the stabilization balances and the balance control report with collection rates of 97%. The town has four properties in tax possession and 22 properties in tax title currently. The only debt we have is the Broadband bond anticipation note. This year we will pay \$9,134 in interest and we are going to roll that into a bond. Once Kevin, Dave and Paula complete the official statement, the Town will get a bond rating later this year and then the Town will be able to bond. Kevin would like to invite a member of the Selectboard and Finance Committee to sit in on the ratings call.

New Business Memorandums of Understanding (3) between the Town of Colrain and the FCSWMD; Hauling, Third Party Inspection, Hazardous Waste

Superintendent Scott Sullivan gave an analysis using last year’s tonnages. Michael Shuipis’s analysis agreed with the Superintendent’s.

MOVED: Thom Griffin moved to approve the Memorandums of Understandings between the Town of Colrain and the FCSWMD - Hauling, Third Party Inspection, Hazardous Waste. Ben Eastman seconded. **Approved unanimously.**

Request from the Colrain Planning Board to Review Proposed Zoning By-Law (Short-term Rental of Residential Properties) and Request to Seek Town Counsel Legal Review

Greg Olchowski, Planning Board, said that their research started with looking at neighboring towns' bylaws, extracting what was appropriate for Colrain. The town does not have a lot of short-term rentals; nevertheless, there has been some contention in the town. Ben Eastman asked if \$100 was enough to cover the cost of advertising and abutter's notification? Kevin Fox responded that the \$100 is for the permit application that has no advertising costs attached. The Selectboard agrees that the proposed zoning by-law be sent to town counsel for review and thanked the members of the Planning Board for their efforts.

Old Business Stetson Bros. Rd. Drainage Project and Effect on Road Discussion

The pipes will be delivered August 15. Ben Eastman asked if either end (throat or discharge) of the pipe should be covered? The intake should be plugged, not the discharge end, and Scott Sullivan will put some stone at the beginning of the pipe.

Mike Slowinski reminded Scott Sullivan of his request to get to the bottom of the June 20 diesel adjustment charge for the hut paving of \$411.48 on an original charge of \$863 for the asphalt. The diesel charge was for 135 gallons to bring 2 loads of asphalt to Colrain. Mike believes a mistake was made and would like Scott to get their calculations.

Highway Superintendent weekly time report to the Board. Scott Sullivan handed out a handwritten sample of work he gets done in a day. Asked why he is not using Excel for this, Scott said he has taken only 3 classes out of the 13 and is not ready to use it for the reports. Mike Slowinski reminded Scott that for the projection, the board wants what each employee is doing each day for the current week, the next week and the previous week. **This must be submitted Thursday afternoon by 4 p.m., and when the department moves back to 5-days/week schedule, submission by Friday by 2 p.m.** The Selectboard wants less detail. For example, instead of listing each phone call it should read "phone calls – 2 hrs." If something comes up that delays the scheduled work for the day then note the unscheduled event in your report.

The board told Scott Sullivan that the Chapter 90 Reimbursement money should have been processed as soon as it was received—6 weeks later, we still don't have it. Thom Griffin reported that he, Scott Sullivan and Kevin Fox had a very productive meeting last week. Thom Griffin would like to see some progress in the areas they spoke about and will meet again August 2.

Sidewalk Snow Removal

At the last meeting (7/12/22), a resident asked why the town "had dropped the ball" on acting on the sidewalk snow removal discussion from last winter's board meeting. Kevin Fox wanted to explain that the town had not dropped the ball (see Notes attached). The Selectboard had not come to a consensus, but Chair Joe Kurland asked Scott Sullivan to come up with cost estimates. Because it was during budget season, Kevin Fox directed Scott Sullivan to put it aside.

Kevin Fox asked for consensus from the Selectboard: does the board want sidewalk snow removal in our next budget formulation, should it be outsourced or done in-house or both, and should we assist with preparing a snow removal bylaw.

The board wants Kevin and Scott to cost out snow removal for town-owned sidewalks and bridges. Mike Slowinski listed all the bridges – Jacksonville Rd. bridge, Foundry Village Rd.

bridge, Adamsville Rd. bridge, Church Street bridge, Marty’s bridge, plus the town-owned sidewalks in parts of downtown. Kevin Fox will get quotes from outside and coordinate with Scott to confirm what is town-owned land.

Unanticipated The Selectboard gave Highway Superintendent Scott Sullivan permission to go to Town Offices to get Chapter 90 paperwork signed by Paula Harrison.

Roger Williams asked if the position of a full-time police chief is approved in the future would the position be open to outside candidates. Yes, the job would be advertised and the best candidate would be hired.

Town Administrator

Updates A reminder that at your next meeting Chief Lannon will elaborate on his staffing plan.

We have the contract for the Winter Recovery Road funding. Scott will prepare a plan for usage for your review at your next meeting -- \$260,000 that must be spent by next June.

MLP Manager

Updates Mike Slowinski, MLP Manage, updates:

- We received a nice letter from Heath and an email from Rowe thanking Kevin for his hard work on broadband.
- An FYI regarding the phone rate charge. The rate went up twenty-six cents because of a federal fee, not a Colrain Broadband fee.
- Next week an email about sharing the internet illegally will go out to 627 homes reminding users of the sharing rules. Hopefully, people will call Whip City to remediate their sharing. Those who do not, will have their service turned off.

MOVED: Ben Eastman moved to dissolve the meeting at 6:02 p.m. Thom Griffin seconded.
Approved unanimously.

Respectfully submitted,

Accepted by the Select Board

Betsy Shuipis
Administrative Assistant

Mike Slowinski - Chair

Thom Griffin

Ben Eastman

Documents

Select Board Meeting Notes

Management's Discussion and Analysis

Town of Colrain, MA Management Letter for the Year Ended June 30, 2021

Town of Colrain, MA Report on the Examination of Basic Financial Statements for the Year Ended June 30, 2021

Email from Bobby Slowinski to Town Administrator re: STR Draft Bylaw for Selectboard/Town Counsel Review dated July 6, 2022

Proposed Bylaw - Short-term Rental of Residential Properties dated 4/28/2022

FCSWMD Memorandum of Understanding By and Between the Franklin County Solid Waste Management District and the town of Colrain Regarding Hauling of Recyclables and Hauling and Disposal of Solid Waste; Hauling and Disposal of Bulky Wastes; and Hauling and Disposal of Scrap Metal and Appliances

Attachment A Fiscal Year 2023 Hauling and Disposal Prices

FCSWMD Memorandum of Understanding By and Between the Franklin county Solid Waste Management District and the Town of colrain Regarding Third-Party Inspection of the Town's Municipal Transfer Station

FCSWMD and the Town of Colrain Memorandum of Understanding Signature Page

Submission of documents from the Treasurer/Collector: Stabilization Balance FY22, Town of Colrain Balance Control Report as of 6/30/22, OPEB Trust

Update/timeline on the Stetson Bros Rd project as of 7/26/22 for the Selectboard Meeting 7/26/22