

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

**MINUTES OF SELECT BOARD
July 23, 2024**

Present Emily Thurber, Chair; Benjamin Eastman; Katie Korby

Others Present: Marjorie Smith, Administrative Assistant; Diana Parsons, Town Administrator

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

Consent Items:

MOVED: Ben Eastman moved to approve Warrant AP2504 and the minutes of 7/2/2024 and 7/9/2024 as written.

Katie Korby seconded. **Approved unanimously.**

Appointments and Resignations:

Franklin Regional Planning Board – Appoint Select Board Representative

Discussion on whom to appoint and Diana Parsons volunteered

MOVED: Emily Thurber moved to appoint Diana Parsons as the representative to the Franklin Regional Planning Board.

Ben Eastman seconded. **Approved unanimously.**

New Business:

Award Contract [IFB 2024-2134] Heath Road Culvert Replacement Project to Western Earthworks for the sum of \$516,342.80

Diana Parsons updated the Board that there were 10 bids for the project and Western Earthworks was the lowest bidder. The contract was received from FRCOG last Thursday and she has sent the contract to Legal Counsel for review.

MOVED: Ben Eastman moved to award the contract to Western Earthworks for the sum of \$516,342.80 and have Emily as the authorized signatory for when the contract comes in from legal counsel.

Emily Thurber seconded. **Approved unanimously.**

Authorize Wright-Pierce Access to the Town's Wastewater Collection System for the Purpose of Performing I/I Analysis per DEP Consent Order dated 8/14/23 (Project #066-076)

Diana Parsons explained to the Board that she attended the kick-off meeting for the feasibility study with sewer district yesterday and Wright Pierce was awarded the bid for the project and agreed to do the I&I work under the consent order from DEP. Because the Town owns the collection system, Wright Pierce is requesting the Town authorize them to have access to the system.

MOVED: Ben Eastman moved to allow Wright Pierce to access the town's wastewater system for the purpose of the I&I analysis.

Emily Thurber seconded. **Approved unanimously.**

Old Business:

Review Ad Posting for Highway Laborer

Diana Parsons reviewed the prior advertisement for the position with the Board. Discussion on requirements of the position and what is needed upon hiring. Discussion on possible wage range and where to advertise.

Review Amended Host Community Agreement (HCA) for Atlantic Farms, LLC. (Tier 7 Cultivation)

Diana Parsons didn't receive the HCA from Town Counsel, and the agenda item will be discussed at the next meeting.

Administrator Updates:

Administrative Office Reconfiguration

Diana Parsons explained that the office staff wants the room to be more streamlined and professional and there are some things in the room that make it hard. We're looking at how to streamline storage and organize files.

Planning/Funding for Hybrid/Zoom Set-up

Meeting with Northeast IT on Thursday regarding the hybrid room and the updates that were voted at the Annual Town Meeting.

Misc. Communication Updates (Dept Head Mtg, Meet & Greet, Senior Luncheon)

The Department Meeting was on Thursday, which went well, and everyone attended in person. Talked about the Board and Town Administrator objectives and others spoke about what they are working on, and support needed.

Diana attended the Meet and Greet at the library and many people came and gave ideas for the future. She also went to the senior luncheon and heard their concerns.

Misc. Project Updates

The bid for Heath Rd Culvert has been awarded and Diana attended the kickoff to the feasibility study for the sewer. The FRCOG also attended and brought some ideas to the table.

Monday 7/29 the bid opens for the Jacksonville Rd washout. Discussion regarding construction administration.

Energy Committee

Diana Parsons updated the Board that she met with Peter Brooks and David Greenberg regarding the Energy Committee implementing the Green Communities Grant and they are working on submitting the project for the Fire Department insulation.

Peter Brooks further explained that the total project cost of the project is \$29,000. There are incentives from Eversource, so the Town will owe \$18,000, which is covered by the grant.

Public and Board Member Comments:

Katie Korby – FRCOG Quarterly Meeting

Katie gave an update from the meeting she attended last week with FRCOG. They elected new officers, and approved budget items. The organization is very well-funded and has received many grants. There was a presentation regarding housing in Franklin County and the housing crisis, which effects school enrollment, state aid, and her big takeaway was the possibility of changing zoning laws (frontage requirements, acreage, accessory dwellings, cluster housing) to help with the lack of housing. There is an open seat on the Homeland Security Committee. Lastly, Eversource and other utilities are trying to get better access to high tension right of ways and reactions from Towns have been mixed.

Emily Thurber – Misc. Items

Emily spoke with Jim Lyons, EMD, and wants to continue holding the position, unless there is someone else who wants to do it.

Residents from Call Road approached her regarding the Garden Tour, which benefited the Historical Society, from last weekend and the roadside mowing on Call Road. She recommended paying more attention to other events in town, so those sections of road get mowed.

The Council on Aging’s Foot Clinic is still being held at the fire station and should look at other options. Diana Parsons will communicate with the Council on Aging and Piper Sagan.

Requests for Future Agenda Items:

Diana Parsons

- Items from David Greenberg
- After Labor Day, Diana would like to start bringing Master Plan/Capital Plan items. Discussion on Master Plan process and utilizing FRCOG for technical assistance, solar development, senior housing possibilities, and town buildings/facilities
- Invite a school committee member to Board meeting and update the Board regarding the School District
- Location of Foot Clinic

Correspondence and Select Board Informational Items:

None

Executive Session:

MOVED: At 5:38pm, Ben Eastman moved to enter into Executive Session pursuant to M.G.L. c. 30A, § 21(a)(2): To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel.

Katie Korby seconded.

Roll Call Vote:	Emily Thurber	<u> Aye </u>
	Benjamin Eastman	<u> Aye </u>
	Katie Korby	<u> Aye </u>

Approved unanimously.

Dissolve Meeting:

MOVED: Ben Eastman moved to dissolve the meeting at 6:34pm.

Katie Korby seconded. **Approved unanimously.**

Respectfully submitted,



Marjorie Smith
Administrative Assistant

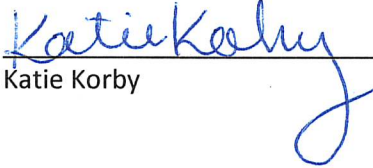
Accepted by the Select Board on 8/13/2024



Emily Thurber - Chair



Benjamin Eastman



Katie Korby

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

Warrant AP2504

Draft Select Board Minutes for 7/2/2024 and 7/9/2024

Highway Laborer Advertisement