Town of Savoy
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SAVOY SELECT BOARD MEETING
SAVOY TOWN HALL
Tuesday, May 13, 2025 5:00pm

MINUTES

The meeting was called to order at 5pm by Justin Kaczowski, seconded by Brenda Smith; absent is Marie Saucier.

The minutes of the April 22, 2025 meeting were approved by Justin Kaczowski, seconded by Brenda Smith.

PUBLIC COMMENT: None

DEPARTMENT CHECK IN:

Conservation Commission-Dan Harris...

- The Conservation Commission approved the engineers plans for the Chapel Road culvert as they are in line with the DEP guidelines. The project can move forward now.
- The Conservation Commission visited 523 Center Road to view tree cutting on the property. The resident has spoken with DEP and has permission to cut the tree as it was a hazard to the home.
- The plantings at the Town Park have survived the winter, the Conservation Commission advises mowing a walking pathway to and around the plantings. The highway department will comply with the suggestion.

Highway Department-Jon Choquette...

- Rte 8A is scheduled to begin paving in July.
- Black Brook Road Bridge has been closed by the Massachusetts Department of Transportation due to deterioration and safety concerns. Temporary signs are in place along with barriers. The bridge is slated for repair/replacement starting in 2028.
- Rte 116 bridge will be opened for single lane traffic next week. Large digital signs will be in place to alert drivers of the new traffic pattern. The speed limit has been lowered to 35 MPH; new speed limit signs will be posted on the North and South ends of the bridge.
- The detour on Old Main Road #2 will be closed to through traffic. The closure will be in an effort to reestablish the traffic pattern onto Rte 116 and to avoid possible collisions with drivers attempting to enter/exit the south entrance of Old Main Road #2 onto Rte 116.

- The Highway Department continues to fill potholes where necessary.

Board of Health-Jazu Stine, BRPC Representative...

- The BOH inquired if there has been any new communication with Mountain Top Meats regarding compliance with obtaining necessary food safety certifications since their last site inspection. There has been no new communication; the BOH will follow up with a reminder phone call to Mountain Top Meats to find out if the certifications have been updated or where they are in the process. BRPC will email the town with a follow up status after the phone call. If there is a failure to establish communication with Mountain Top Meats, BRPC will recommend a cease and desist order be put in place.

COMMITTEE REPORTS:

Finance Committee-Kathy Luczynski...

- The fiscal year 2026 budget has been completed except for a few items that will be determined after voting on at the annual town meeting. The budget appropriations have been carefully and conscientiously scrutinized resulting in only a 2.7% increase from FY2025.

Ad Hoc Committee-IT Assessment Grant-Kathy Luczynski...

- The IT assessment for the town has been done by TossC^3, a company located in Boston. The results indicate that town issued laptop computers are not being updated routinely, and the accountant's computer is not PCI compliant.
- MadMac's has been notified and provided a copy of the results and will address the areas of concern.

Parks & Recreation Committee-Steph Harris

- The town clean up concentrated on ½ mile section on Center Road resulted in 150 gallons of trash; New State Road and Adams Road were also cleaned. The total amount of trash collected: 300 gallons.
- The next event will be a plant and seed swap on June 8th at the Town Park. The time will be determined closer to the event date.
- The Town Park has contracted two venue bookings for outside use.
- The Committee asked if they could place the Flags for Memorial Day on the utility poles along Rte 116. It was brought to attention that the flag holders were not transferred to the new utility poles that were erected last summer. Parks & Recreation will check with the Fire Department regarding flag placement.

GENERAL BUSINESS:

Conservation Commission-New Member Appointment

- The Conservation Commission nominated Chloe Martel to be appointed as the newest member of the Conservation Commission. Select board member Brenda Smith made a motion to approve Chloe Martel to the Conservation Commission; Justin Kaczowski seconded. She was advised to meet with the Town Clerk for swearing in.
- The Conservation Commission presented the selectboard with a brochure designed to answer common questions residents have regarding the types of work can be done on private property that would warrant the Commissions input. The Conservation Commission suggested that

perhaps the brochure could be mailed to new residents or perhaps be included with the building permit application.

- The Select Board determined it is vital information that should be put on the town website under the Conservation Commission page so the information is readily available to all town residents.

Adopt Safety Committee Policies

- Final drafts of six safety policies were reviewed by the Selectboard. A representative from the MIIA Insurance Company was present and suggested adding a signature page to each policy. Signing was tabled until the next Select board meeting so a signature page can be added to each policy.

Annual Town Meeting Update

- A tentative date of June 11th is scheduled for the Annual Town Meeting and will be confirmed at the next Select Board meeting on May 27th. An informational meeting will be held at 6pm, ahead of the annual town meeting.

116 Bridge Inspection Results

- Discussion on the 116 Bridge inspection results was tabled until Select Board member Marie Saucier is present as she is running point on the project.

Chapel Road Culvert Grant Extension

- An extension was granted on the Chapel Road Culvert grant.

North Berkshire Opioid Abatement Collaborative - Primary & Alternate Representatives

- Select Board member Marie Saucier has volunteered to be the primary representative; Justin Kaczowski will be the alternate.

MIIA Annual Renewal Proposal Review

- The MIIA Insurance Company annual renewal policy for the town was reviewed. The policy coverage for FY26 property, liability, and workers compensation is $58,118. The proposed policy includes a rate decrease of -4.2% due to changes and modification factors implemented by the town.
- Select Board Chair, Justin Kaczowski made a motion to accept and sign the proposed policy renewal; Brenda Smith seconded.

DPH Survey

- The Select Board reviewed the Department of Public Health survey for accuracy. The survey was prepared for the town by BRPC. The survey was deemed accurate and approved unanimously.

CORRESPONDENCE:

- Deerfield River Wild & Scenic representative asked the Select Board to sign a letter of support for the Connecticut River Conservancy in conjunction with the Deerfield River Wild & Scenic to apply for a grant through the Woodlands Partnership to protect the Deerfield River and its tributaries. Justin Kaczowki signed the letter of support.

SELECTBOARD ITEMS:

- The Select Board will send flowers and card to the Town Accountant during convalescence.
- The quote to print 50 Annual Town Reports was deemed too expensive. A motion was made and passed unanimously to print the quantity needed by town officials in house and then post the reports on the town website for the public.

ADJOURN MEETING: The meeting was adjourned at 5:56pm by Justin Kaczowski; seconded by Brenda Smith.

APPROVAL DATE: 5/27/25

Justin Kaczowski, Chair

Marie Saucier

Brenda Smith