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SAVOY SELECT BOARD MEETING MINUTES
SAVOY TOWN HALL
Tuesday, July 8, 2025 5:00pm

Members Present: Justin Kaczowski – Chair, Marie Saucier, Brenda Smith

Others present: Julie Pavia, Jon Choquette, Barbara Belisle, John Glynn, Dan Harris, Brian Duval, Catherine Boody, Kathy Luczynski,

Call to Order: Justin called the meeting to order at 5:00 pm.

Approval of meeting minutes:
Approved Select Board minutes of 6/10/2025.
Vote: Marie Saucier motioned to accept the minutes from 6/10/2025, Justin Kaczowski seconded. The vote passed unanimously.

Public Comment: - Catherine Boody asked about filling potholes and paving upper Loop. Jonathan plans on using Chapter 90 money to pave upper Loop. Haskins 1 is also scheduled for paving this year, and the first mile of Center Road is set for next year.

Department and committee reports:

- **Parks and Recreation – building inspector email**
  Brian was asked to inspect the park building for occupancy now that electricity was installed in 2024. Phil Delorey, the former building inspector, stated in June 2021 that truss bracing and electricity were the only remaining issues. The trusses were braced in the fall of 2021. Brian is seeking a copy of the building permit or architectural drawings. No documents have been found in the town hall other than the truss documents. If a building permit is not found, one should be created. He stated that the building should not be occupied until this work is completed.
  Brian reported the following concerns to meet the requirements of 521CMR (521 CMR is designed to make public buildings and facilities accessible, functional, and safe for persons with disabilities).
    - There needs to be a landing at grade outside the exit door.
    - HC parking sign.
    - Structurally, wall bracing was not installed according to code, which may be too late now.
    - Garage door openings require a 1,000-pound strap from the headers to the jack

studs to be installed.
Discussions are ongoing about which materials to use for the landing to meet 521 CMR. The Park and Rec committee will further explore options.
Justin Kaczowski will call Gerry Bergeon, the contractor who built the structure, to ask if he has any of these documents. John Glynn asked for clarification on strapping requirements and whether he could install them to save money. Brian acknowledged that he could install them. John will put together a quote for the materials needed to complete it. Brenda will research files to see if she can find files/drawings.

- **Parks and Recreation rollover of FY25 funds**

  Marie Saucier reported that funds could not be rolled over to FY26 as requested. The town policy that was previously followed was not legal. Funds could be provided via a vote at a Special Town Meeting.

- **Community Compact Grants**

  Kathy Luczynski updated the Select Board regarding the Community Compact Best Practice Grant Program grant to complete a multi-year technology plan. Kathy submitted a proposal from TOSS-C3 "Cyber Security & Disaster Recovery Project" in response to the Cybersecurity Health Check previously conducted by the Executive Office of Technology Services and Security. The health check noted various vulnerabilities and security findings. The proposal includes remediation of the findings, development of a Business Continuity and Disaster Recovery Plan, and the creation of Incident Response Policies, Procedures, and Playbooks. Justin stated that much of the remediation has been addressed by Mad Macs. Invoices for services will be located as expenditures of the grant funds already received. Select Board requested that a comparison quote be obtained from Mad Macs, which Kathy will request.

  Kathy submitted draft By-Law revisions conducted by the Collins Center with a similar Community Compact grant for an Operations Assessment. Kathy and Marie will attend a review session with them and asked if other Select Board members have any questions to let her know before the review meeting. Two other components of the Operations Assessment include a) HR assessment with Policy and Job Description reviews, and b) communication/efficiency improvements previously authorized by the Board. Kathy anticipates the HR assessment by the next Select Board meeting and the final piece in August.

- **Conservation Commission**

  Dan Harris submitted his resignation to the Select Board from the Conservation Commission. The Select Board expressed its gratitude for his service to the town. Hiring an agent was suggested to assist the town with this volunteer board.

- **Transfer Station**

  Barb Belisle reported that the swap shop is up and running.
  Barb requested permission to buy a porta-potty for the transfer station. The current one costs $170 per month to rent, and the price will be going up. She got a quote from Dorothy at White Wolf for $900 shipping and $50 for occasional cleaning/pumping. Barb would need to check the water level and add materials to the water. She mentioned that no one uses the porta-potty at the transfer station, but it's required. She has about $2000 in her account to cover the cost.
  Vote: Marie Saucier motioned to approve Barbara Belisle purchasing a porta potty from Whtie Wolf for $900 + shipping. Justin Kaczowski seconded. The vote passed unanimously.

The compactor should be up and running next week, and we are working on getting guides/anchors for the new pad.

- **Highway Department**
  Jonathan Choquette reported that they have added material to Tilton, Barnard, Harrington, and Haskins 2. They will be working on Haskins 3 when they receive more material. Patching potholes work is being done in the mornings on Adams, Center, and New State.
  They will begin paving 8A soon. The town received the free millings. The millings will need to be screened before they can be used. The state is paying for 8A paving.
  He is waiting on FRCOG to complete the contract to start moving on paving in Savoy.
  A virtual meeting with MassDOT is scheduled for 9:00 a.m. on July 9 to discuss the next steps for the 116 bridge to reach 25%, their engineering portion. Marie has requested access to that virtual meeting.
  A brief discussion on how 116 traffic should be routed while the work is being completed. Detour and close the road versus allowing a lane at a time. Jonathan is thinking that a complete detour would be the shortest timeline. This is yet to be determined by the MassDOT and the town.

- **Building Inspector**
  Brian asked if the funds had been appropriated for online permitting. The Select Board confirmed that the article had passed at the ATM. This will include building, electrical, and plumbing permits. Brian confirmed that the assessors will have access to online permitting. There was concern from the Select Board about residents who may not have access to a computer.
  Brian presented the SB with an inspection report from April 28, 2025, for Emma Miller Elementary School. The inspection needs to occur yearly. The SB noted that the new Highway Department building maintenance employee, Mark, could pick away at. School funding would be necessary to make this happen. The principal was included in the inspection and report. Select Board requested Colleen send this report to the superintendent to see if they have anyone to address these issues.

- **Business Topics:**
  - Plumbing inspector, Tim Martin, is requesting a fee change; $25 permit and $60 inspection fee.
  - Town website: Approve the contract from Townweb, $2420 for the design and $1220 annually. The town will opt out of white glove customer service. The SB will have Colleen sign the DocuSign contract in an email from Townweb on June 16, 2025.
    Vote: Marie Saucier motioned to allow Colleen to sign the contract for Townweb in an email dated 6/16/2025 on behalf of the SB. Justin Kaczowski seconded. Vote passed unanimously
    The Horton Road property is currently with town counsel to determine if a lien can be placed on the property.

Correspondence:
Justin brought forward a letter from Charter that pricing will decrease for unreturned equipment. The decrease is effective August 5 and brings the price from $97 to $60.

Select Board Items:
- Assessors are required to enter abatements into VDAR. They will be training. There is

concern about residents receiving checks and retroactively entering data into VDAR. A process is being reviewed between Kelly, Sheryl, and the assessors to prevent this and start with VDAR this fiscal year.
Payment for completing the Select Board minutes in Colleen's absence.
Vote: Marie Saucier motioned to pay Melanie Glynn $45 for completing the Select Board minutes from the Select Board Expense account, Justin Kaczowski seconded. The vote was unanimous.

- Marie brought forward the need for Planning Board members and Board of Health members. The Select Board agreed to have Colleen post these openings on the website.
  Marie asked about migrating to VoIP and a quote. Justin stated he had a rough quote. A firm quote is needed. Marie asked about switching to Spectrum prior, and Justin confirmed they should switch to Spectrum before migrating to VoIP. Colleen should initiate the switch to Spectrum and inquire about receiving a complimentary subscription, given that this is the third public building in town.
  Vote: Brenda Smith motioned to switch to Spectrum internet at the Town Hall. Marie Saucer seconded. The vote was unanimous.

Meeting was adjourned at 6:21pm

Approved Date: 7/22/25

Justin Kaczowski (chair) _____

Marie Saucier Marie EZ Saucier

Brenda Smith _____

Appendix A - Relevant documents:

- Building Inspection Report for Emma Miller School
- Letter from Charter for reduction in unreturned equipment
- TownWeb contract
- Plumbing Inspector fee change request
- Resignation letter from Dan Harris
- Park and Rec building inspector email with concerns
- Select Board meeting minutes from 6/10/2025