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SAVOY SELECT BOARD MEETING
SAVOY TOWN HALL
Tuesday, July 22, 2025 5:00pm

MINUTES

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

The minutes of the July 8th, 2025 meeting were approved by Marie Saucier, second by Justin Kaczowski.

PUBLIC COMMENT:

A representative from the Northern Berkshire Community Collation asked the Selectboard for permission to hold an informational session on Tuesday, August 12 from 9am-11am at the Town Hall to bring attention to their Community Champion Program. The program highlights community health issues and available resources. NBCC will be looking for a volunteer to represent Savoy and bring input to monthly meetings.

DEPARTMENT CHECK IN:

Town Accountant-Kelli Pontbriand

- The accountant submitted year-end transfers for review from the Select Board and Finance Committee.
- The Select Board has several questions for Kelli. Kathy Luczynski from the Finance Committee will contact Kelli to go over them. Finance Committee will schedule a meeting to review transfers after speaking with Kelli.

Highway Department-Jon Choquette

- On going tree trimming at intersections to increase visibility.
- Working on Haskins Road #3.
- Rte 8A is expected to be finished with paving next week.
- Jon has not received the finalized contracts from FRCOG; he has been in contact with various vendors to alert them we are waiting on funding.
- Jon will contact BRPC regarding creating a list and prioritizing culverts in town that may need to be addressed.
- The prep work for the generator will begin next week.

- Jon was given a list of streetlights in town and will verify they are functioning.
- Jon attended a virtual meeting with MA DOT regarding the Rte 116 bridge. The state requires at least one side walk and one bike lane to be placed on the bridge; this will not result in any land being taken by eminent domain.
- 90 day review of Full Time hire is approaching and will be addressed at a Select Board meeting.

Fire Department-Peter Miner

- The Fire Department has ongoing problems with the next door neighbor
- The Fire Department would like a fence or barrier to be put in place to limit the neighbors access to the property.
- Jon Choquette will inquire with the registry of deeds to see if there are any easements for the neighbor to access the fire department property.
- Select Board member, Marie Saucier, moved to allow the Highway Department to place jersey barriers on the Fire Department property to create a barrier from the next door neighbor; seconded by Justin Kaczowski.
- The Highway Department will place jersey barriers on the Fire Department property to create a temporary barrier.
- The Fire Chief will get a quote for a permanent fence.
- Select Board member, Marie Saucier, recommended a possible funding source may be a grant through the Safety Committee – which would need to be approved by MIIA (Town Insurance).
- The Select Board advised the Fire Chief to document all infractions.
- The Select Board will have the Town Attorney draft a no trespass letter to the neighbor.

COMMITTEE REPORTS:

Planning Board-Casey Pease, Co-Chairperson

- The Planning Board voted to establish a new leadership structure with two Co-Chairpersons replacing the single Planning Board Chair position. Casey Pease and Anthony Facchetti were selected to fill the positions.
- Planning Board will meet on the first Monday of each month; rescheduling to the following Monday in case of state or federal holidays.
- Collaboration efforts between the Planning & Zoning Boards continue as the Town goes through the Bylaw review process with the Collins Center. They will plan on presenting any updated Zoning Bylaws alongside the Collins Center recommendations at a future Special Town Meeting to streamline the legislative process and reduce administrative burden.
- They are initiating work on two additional Bylaws:
  - Battery Energy Storage Systems (BESS)
  - Accessory Dwelling Units (ADUs)

Ad Hoc Committee-Kathy Luczynski, IT Grant

- MadMacs has reviewed the quote that was submitted for IT services and suggested seeking a second quote. MadMacs determined the first quote is for far more services than what the Town needs. He will work on a proposal for the services needed that will better suit the Town while staying within the parameters of the grant.
- Kathy is working with MadMacs to establish the VOIP system for the town buildings.

GENERAL BUSINESS:

Foresight Land Services, Marc Levasseur-Old Main Road #4 Project Update

- The previous design for a culvert replacement has been changed to a bridge design. Foresight has utilized previous firms' surveys and culvert design in conjunction with theirs. The bridge will be 20'w x 50' l x 7' h and meets all MA DOT and DEP guidelines.
- The Selectboard approved the bridge design presented by Foresight Land Services. They will submit the design to MA DOT and continue on with the next phase which is permitting.

Town Bylaws: Collins Center-Revisions; Letter to Town Clerk

- The Collins Center has reorganized the Town Bylaws
- A letter to the Town Clerk was signed by the select board asking for her to review and give any feedback on the reorganized Bylaws by 8/25/2025.
- Select board member, Marie Saucier, moved to adopt the process memorandum process for creating, adopting and amending town bylaws; seconded by Justin Kaczowski.
- The Collins Center recommends the Town form a Bylaw Committee.

100 Horton Road

- A letter was drafted by the Select Board with town council approval to be served by Police Chief Koch on 7/22/2025. If attempt to deliver in hand is unsuccessful, he will leave a copy in the door and send certified mail.
- Select Board member, Marie Saucier, moved to sign the letter; seconded by Justin Kaczowski.
- The property owner will have 30 days to remove the swamp mats from public property.

Spectrum Internet-Town Hall

- Select Board member, Marie Saucier, moved to approve Spectrum Internet for $75/mo. at the Town Offices; seconded by Justin Kaczowski.
- MadMac's will be notified of the changeover to coordinate with setup.

CORRESPONDENCE:

- MIIA Insurance fleet inventory was reviewed and is accurate.
- Select Board member, Marie Saucier, moved to sign the MIIA Insurance fleet inventory; seconded by Justin Kaczowski.

SELECTBOARD ITEMS:

- Marie Saucier was contacted by a town resident regarding a town assessor going onto private property to take measurements without permission while the owner was absent. The incident was recorded on camera and resulted in the family dog doing damage inside the home while the assessor was on the property. The Town Attorney was contacted and advised that assessors are not allowed to access private property without permission, it is considered trespassing.
- The Select Board would like to remind all departments that annual town reports are due by November 1st. The Select Board Administrative Assistant will send email reminders to all departments.

- Re-appointment papers were signed for various committees. A reminder will be sent to appointees to be sworn in by the Town Clerk. It was suggested that the Town Clerk hold hours between 5p-7p to accommodate working people. The SB Administrative Assistant will inquire with the Town Clerk.
- Justin Kaczowski moved to appoint Barbara Tatten to the Planning Board; seconded by Marie Saucier.
- The Select Board would like to organize an annual appreciation event for town volunteers and employees.

ADJOURN MEETING: The meeting was adjourned at 7:04pm by Justin Kaczowski; seconded by Marie Saucier.

APPROVAL DATE: 8/12/25

Justin Kaczowski, Chair

Marie Saucier

Brenda Smith