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SAVOY SELECT BOARD MEETING
SAVOY TOWN HALL
Tuesday, August 12, 2025 5:00pm

MINUTES

The meeting was called to order at 5pm by Justin Kaczowski, seconded by Marie Saucier. Absent is Select Board member Brenda Smith.

The minutes of the July 22, 2025 and August 1, 2025 meetings were unanimously approved.

PUBLIC COMMENT:

DEPARTMENT CHECK IN:

Highway…Jon Choquette

- Highway has placed jersey barriers along property lines at the Fire Department to keep neighbors from accessing the property. Jon inquired with Northern Berkshire Registry of Deeds for property delineation. He suggests having a survey done of if the town intends to put up a fence.
- Chapter 90 funds have been listed at $400,000
- A quote for $312,050 from LB Corporation was obtained for paving Loop Road, Haskins Road #1, and Tilton Road.
- Of the eight streetlights the town pays for to be operational, two are not working. Highway will follow up with Eversource to have them repaired.
- Highway is having all the trucks serviced and inspected for the upcoming winter season.
- Jon has conducted a 90 day review of highway employee. An Executive Session will be scheduled for August 26, 2025 prior to the regularly scheduled Select Board Meeting. A certified letter will be hand delivered to the employee as notice of Executive Session Meeting.

COMMITTEE REPORTS:

Finance Committee…Kathy Luczynski

- Accounting report to balance FY25 was reviewed with the Select Board, Kathy will follow up with the Town Accountant.

Ad Hoc Committee-Community Compact Operations Grant…Kathy Luczynski

- The Collins Center has sent job descriptions to be distributed to respective positions for review and editing. The Select Board Administrative Assistant will distribute the job descriptions to the appropriate personnel to be reviewed. All edits must be returned by September 5, 2025.

Ad Hoc Committee-Community Compact Technology Grant…Kathy Luczynski

- A proposal for the VoIP Conversion was obtained by Ringsquared and MadMacs which was reviewed by the Select Board. Each proposal needed to meet certain requirements put forth by the Commonwealth to stay within the Grant contract.
- It was determined that by migrating the existing municipal phone and internet over to a VoIP system the town will save an anticipated $7,000.
- Select Board Chair, Justin Kaczowski, recused himself from voting for conflict of interest. Voting rights were given to Select Board Administrative Assistant in lieu of absent member Brenda Smith.
- Select Board member, Marie Saucier, motioned to approve the MadMacs proposal; seconded by Colleen Gibeau, Select Board Administrative Assistant.
- Kathy will communicate with MadMacs regarding proposal acceptance and the next steps.
- The Cyber Risk assessment was done by TOSS C3 in April. They have submitted a Cybersecurity & Disaster Recovery Proposal for Remediation . The proposal was reviewed by the Select Board. The Select Board would like to include the Highway department for security and backup of computer(s). Kathy will reach out to MadMacs for a quote to include the Highway department and will inquire with the state if the grant money can be used for remediation purposes.
- Select Board Chair, Justin Kaczowski, recused himself from voting for conflict of interest. Voting rights were given to Select Board Administrative Assistant in lieu of absent member Brenda Smith.
- Select Board member, Marie Saucier, motioned to adopt the Cybersecurity & Disaster Recovery Proposal for Remediation; seconded by Colleen Gibeau, Select Board Administrative Assistant.

GENERAL BUSINESS:

Veterans Services-Flagpoles…Kurtis Durocher

- Kurtis Durocher, Veterans' Services Officer/District Director of Northern Berkshire County, has volunteered to take over the flag placement on the town flagpoles. This will include the Town Hall, Veterans Memorial, Emma Miller Elementary School, and Fire Department.
- He will also take on the role of graves officer for the town. Flags will be placed on Veterans gravesite the weekend before Memorial Day and be removed the week after Veterans Day.
- Select Board member, Marie Saucier, motioned to approve Kurtis Durocher to take care of flag placement at town sites and graves; seconded by Justin Kaczowski.
- Kurtis will contact the highway department for installation of new flagpole at the Town Hall and Emma Miller Elementary School. He will obtain a list of cemeteries for Veterans gravesites.

Town Hall Parking Lot-Feasibility Study

- A feasibility analysis was conducted by Foresight Land Services for a parking lot that will add an additional 6-8 parking spaces at the Town Hall with a pull-off area for an inter-city bus stop. The scope and fee estimate were reviewed and discussed by the Select Board.

- Select Board member, Marie Saucier, moved to sign the Feasibility Analysis Services contract put forth by Foresight Land Services; seconded by Justin Kaczowski. The contract was signed and will be sent back to Foresight Land Services.

Deerfield Wild & Scenic Study

- Christopher Curtis of Deerfield River Wild & Scenic, presented study findings on the first phase of designating the Deerfield River and its tributaries as a National Wild & Scenic River.
- Deerfield River Wild & Scenic is seeking support from Savoy by voting to endorse the next phase of the study which is requesting for National designation.
- Several tributaries run through Savoy and meet the designation guidelines for National status designating them either as wild (Gulf Brook, Bog Brook, & Cold River), scenic, or recreational (Chickley River).
- Select Board member, Marie Saucier, moved to have an endorsement letter drafted for the Select Board to sign; seconded by Justin Kaczowski.

CORRESPONDENCE:

EMS Survey

- The Northern Berkshire EMS Solutions for Sustainability survey was completed by the Select Board and will be submitted via email.

SELECT BOARD ITEMS:

- Appointment papers were signed by the Select Board
- The front door to the Town Hall will have the lock changed, with keys distributed to all necessary departments and committee chairs.
- A concerned citizen alerted the Select Board of a town resident living in a dilapidated mobile home that may need assistance on Chapel Road. The Select Board will inquire with Town Counsel on legal obligations and see if there is a certificate of occupancy on file for the residence. The building inspector may need to be contacted.
- The Plumbing Inspector has given his resignation to the Town Clerk. The alternate Plumbing Inspector will be contacted for appointment.
- A 30 day written notice to landowner at 100 Horton Road to remove swamp mats from Town property was hand delivered by Police Chief Jordan Koch on July 22, 2025. The Select Board will ask the Police Chief to follow up with a visual inspection on August 26, 2025. If no progress has been made the Town will pursue court action.

ADJOURN MEETING: The meeting was adjourned at 6:55pm by Justin Kaczowski; seconded by Marie Saucier.

APPROVAL DATE: _____

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Justin Kaczowski, Chair

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Marie Saucier

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Brenda Smith