Town of Savoy
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SAVOY SELECT BOARD MEETING
SAVOY TOWN HALL
Tuesday, August 26, 2025 5:00pm

MINUTES

The meeting was called to order at 5pm by Justin Kaczowski; seconded by Marie Saucier.
Select Board went into Executive Session; meeting reconvened at 5:20pm.

The minutes of the August 12, 2025, meeting were unanimously approved.

PUBLIC COMMENT: Arleigh Cooper asked the Select Board to have a joint meeting with the Savoy School Committee on September 2, 2025, at 6pm at the Emma L. Miller Elementary School. The Select Board agreed, an agenda will be posted.

DEPARTMENT CHECK IN:

Highway...Jon Choquette

- There is no date set as of yet for paving to begin
- They are working on finishing up projects before the winter season begins.
- Warranties for vehicles are almost done; Jon will inquire with the company they were purchased from if extended warranties are available.
- A 30 day advertisement will be published on Berkshirejobs.com for a full-time highway position and also put on the town website. Jon will inquire with nearby town highway departments (via word of mouth) if they might know of anyone with interest and necessary qualifications. He also will inquire with several retired persons that have necessary licensure to see if there is interest in helping out for the winter season.
- A maintenance service and repair schedule is being drafted for all municipal buildings by Mark.
- USPS will need to be contacted regarding the mailbox relocation site at the Town Hall in preparation for the parking lot expansion. Select Board member, Brenda Smith, will review the USPS ground lease to see if the Town or USPS is responsible for repairs needed to the existing wooden structure and cost of new cement pad. A meeting with the USPS Postmaster may need to be scheduled after the review.
- The swamp mats located at 100 Horton Road have been cleared from town property.

- Jon asked for permission to drive one of the highway vehicles to his residence during the winter months as needed for plowing purposes. The truck will not be used for personal use. The Select Board approved and granted permission.
- The Select Board was appraised of a driveway permit that was issued by the highway department for replacement of a drainage culvert at the end of an existing driveway on Loop Road. The homeowner did not use the recommended culvert size which may result in water runoff problems for the roadway; Jon has added a culvert along the side which may help alleviate the issue. The Select Board advised Jon to keep documentation regarding the matter.
- The Highway Department will be cc'd on any email correspondence regarding the Old Main Road #4 project, so they are kept appraised of the progress. Drainage will need to be put on the sides of the road for water runoff.

Police Department...Chief Jordan Koch

- Chief Koch asked the Select Board if Savoy could adopt a traffic division policy using retired police officers to help him with traffic details. The Select Board stated it was not budgeted for this year, but to put in for next fiscal year.
- He has submitted documents for missing detail payments. SB Administrative Assistant will follow up with the Town Accountant.

COMMITTEE REPORTS:

Safety Committee...Jordan Koch, Chair

- Jordan will contact MIIA the Town Insurance to see what goals should be set and achieved for the year.

GENERAL BUSINESS:

Review and Sign-Accountant/Finance Committee FY25 Closeout Entries

- The Finance Committee reviewed and signed off on FY25 closeout entries submitted by the Town Accountant. The Select Board approved all but one entry for the highway snow and ice account. A special town meeting will be called to reallocate money from stabilization fund to cover the expense, not recap.
- Select Board member, Marie Saucier, moved to approve FY25 closeout entries totaling $18,700; Justin Kaczowski seconded. Vote was unanimous.
- Select Board member, Marie Saucier, moved to call for a special town meeting to allocate FY25 snow and ice expenses totaling $45,250 from the stabilization fund; Justin Kaczowski seconded. Vote was unanimous.
- The Select Board would like to include the newly reorganized Town By-laws and new Planning Board By-laws at the special town meeting. The Planning Board needs to have a public hearing first.
- The Special Town Meeting date will be October 1, 2025, at 6pm at the Fire House. The notice will be posted 14 days prior to the meeting.

BRPC/CRMA FY26 Phase Two-Project Contract & The Town of Savoy

- Select Board member, Marie Saucier, moved to sign the BRPC contract; seconded by Brenda Smith.

- Select Board member, Marie Saucier, moved to sign the Foresight Land Services contract; seconded by Brenda Smith.

Town Website Update

- The new Town of Savoy website will be revealed on September 25, 2025.
- MadMac's will be in contact when the time comes to change the domain server.
- The Select Board Administrative Assistant was given permission to fill out the online DNS Control Waiver Form for Town Web.

MEMA Training Course for Elected Officials

- Police Chief, Jordan Koch, as chair of the safety committee, has agreed to be the Towns Emergency Management Officer. He already has the necessary certification and does not need to attend the training course.

CORRESPONDENCE:

- The Select Board reviewed and approved for payment invoices from Full Circle Technologies, Comalli Group, and Foresight Land Services.
- An endorsement letter for the Deerfield River Watershed Association was signed.

SELECTBOARD ITEMS:

- Appointment papers were signed appointing Cosmo LaViola to the Conservation Commission.

ADJOURN MEETING: A motion to adjourn the meeting at 7:15pm was made by Brenda Smith; seconded by Marie Saucier.

APPROVAL DATE: 9/9/2025

Justin Kaczowski, Chair

Marie Saucier

Brenda Smith