Town of Savoy
Massachusetts 01256

720 Main Road
Telephone: 413-743-4290
Fax: 413-743-4292
Email: TownofSavoy720@gmail.com
Website: TownofSavoy.com

SAVOY SELECT BOARD MEETING
SAVOY TOWN HALL
Tuesday, September 23, 2025 5:00pm

MINUTES

The meeting was called to order at 5pm by Justin Kaczowski, seconded by Brenda Smith.

The minutes of the September 9, 2025 Select Board meeting were approved by Marie Saucier and Brenda Smith.

PUBLIC COMMENT:

DEPARTMENT REPORTS:

Highway Department...Jon Choquette

- Resumes for the full time driver/laborer position were reviewed; Jon will be reaching out to two of the applicants that have the necessary qualifications to schedule interviews. A motion was made to allow Jon Choquette to make the decision to renew the advertisement on Berkshirejobs.com for 30 days subject to results of the applicants' interviews; seconded by Justin Kaczowski.
- Paving of scheduled roadways and driveway aprons went well. The total came to $300,137; the amount submitted for Chapter 90 reimbursement will also include line painting of all Rte 116.
- The Municipal Paving Program for towns will cease in 2029; Rte 116 is scheduled for repaving in 2027. After 2029 towns will be responsible for funding any paving projects.
- The last day for part time employees was scheduled to be October 30; the time frame may be moved up due to the seasonal work completion being a head of schedule. This will allow funding to be available in the spring for part time help to resume. The Select Board will leave it up to Jon's discretion.
- Jon requested a key to the Parks & Rec Building; the Select Board agreed to have a duplicate key made.
- Select Board member, Brenda Smith, asked if the Highway department would clean out the outside shed at the Town Hall of several bags of trash, several headstones, and other items that were put in there by unknown sources. Jon agreed to empty the shed, the headstones will be returned to the appropriate cemetery with proper placement. The shed will be used to house equipment currently taking up space in the Town Hall.

- 32 concrete blocks were purchased to be used as boundary barrier at the Fire House; the propane tank at the Fire House needs to be relocated onto Town property before the blocks can be put in place. Any unused blocks will be placed where needed around town.
- Select Board member, Marie Saucier, updated Jon on several ongoing Town projects:
  - The Chapel Road Culvert Project is ready to go out to bid. Marie Saucier made a motion to proceed with putting the notice on www.biddocs.com, seconded by Brenda Smith and Justin Kaczowski. Marie will send email to necessary parties to proceed with the posting.
  - Bids received for the Chapel Road Culvert Project will be publicly opened on November 6th @ 11am; the Select Board will vote to accept or table the bids at the November 11th Select Board meeting.
  - The Old Main #4 Culvert project that is being overseen by BRPC will now be consulting Highway on various items vs. Marie.
  - Jon has read the USPS letter that states the Highway department will help in the relocation of the mailboxes at the Town Office to make way for the parking lot expansion.
  - BRPC is currently looking for new funding for the design phase of the Tilton Brook Culvert Project that was previously tabled due to lack of funding.

Municipal Building Maintenance...Mark Cyrulik

- Mark has compiled a report for all municipal buildings that includes:
  - **Heating systems**-maintenance schedule will be set up with single company for all buildings.
  - **Ventilation systems**-Vents need to be cleaned out
  - **Hot Water Systems**-maintenance schedule for replacement of filters
  - **Generators (Electrical/Deisel)**-maintenance schedule will be set up with a single company for all buildings.
  - **Electrical**- maintenance will be done by company/individual contractor TBD.
  - **Sewer Systems**- maintenance pumping will be by single company with knowledge of all system design layouts.
- Mark requested permission from the Select Board to contact various companies to set up service maintenance schedules; the Select Board unanimously approved.

COMMITTEE REPORTS:

- Stephanie Harris has resigned from the Parks & Recreation Committee
- Marie Saucier stated the Capital Improvement Committee will resume meeting in November

GENERAL BUSINESS:

Chapel Road Review Bid Specifications

- The Select Board reviewed the bid specifications for the Chapel Road Culvert project; after reviewing they unanimously approved putting the bid documents online at www.biddocs.com.
- Marie will send email to post the bid documents online; an advertisement for bidding will be posted on the bulletin board outside the Town Hall and on the website.

Accountant-FY25 Closeouts

- The Finance Committee has approved the transfers of money between accounts per the Town Accountants' suggestion.
- The remaining closeout items are going before the residents for approval at the upcoming Special Town Meeting on October 1st.

Special Town Meeting Update

- The Special Town Meeting draft was reviewed by the Select Board.
- There was discussion on the posting lead time, whether 7 or 14 days posting is necessary per Massachusetts State guidelines. There is a Savoy bylaw on record stating a 7 day posting, hence the original date of October 1st was kept. The date was edited on the draft warrant and was reprinted. Select Board member, Brenda Smith, said state guidelines are put in place if a town does not have a Bylaw on record.
- Five warrants were printed and signed by the Select Board; Constable Phillip Reeves will post them. Copies will be available at the Town Office, Transfer Station, and on the Town website.

Flagpoles at Town Office & School

- Mark Cyrulik from the Highway Department will be in charge of flagpole placement at the Town Hall and Elementary School. Brenda Smith may have a telescoping flagpole to donate to the Town Hall; otherwise, a residential side mount flagpole will be installed on the side of the Town Hall.
- Mark will see if the school has a pole or if one is needed.

Northern Berkshire Cultural Council-Follow up

- Select Board member, Marie Saucier, has asked a town resident to fill the position as representative and is awaiting a response. If the resident declines, the opening will be posted on the Town website.

CORRESPONDENCE:

- Email correspondence was received for Savoy to participate in the National Opioid Secondary Manufacturers Settlement; signature is needed via DocuSign; the Selectboard has authorized the Select Board Administrative Assistant to sign the form via DocuSign.
- An invoice from BRPC for multiple checks Savoy received as part of the National Opioid Settlement Fund was reviewed by the Select Board. BRPC is the collaborative administrator for multiple towns National Opioid Settlement Funds and is responsible for proper usage of the funds. Select Board member, Marie Saucier, would like to verify with the Town Accountant and Treasurer that each of the listed checks were received and deposited before paying the invoice. The Select Board Administrative Assistant will email for verification.
- MIIA sent a letter offering new supplemental group benefits such as life insurance, long term disability, and supplemental health insurance; the Select Board passed as the cost burden would be solely on the employee and options for such are readily available to purchase independently.

SELECTBOARD ITEMS:

- It was brought to Select Board member, Marie Saucier, that owners of a vast property on Loop Road have been approached by a commercial solar company as a possible leased solar field site. Marie stated that per Massachusetts law, a town can't deny solar from coming into town, but there should be a bylaw on record with regulations that stipulate money be put in escrow for the land to be returned to its original environmental state. In her experience with other towns, many of these solar companies are foreign owned, they lease the land and set up massive solar panel fields with little upkeep and at the end of the lease the landowner is left with a field of spent solar panels and thousands of dollars of environmental cleanup. The Planning Board will need to address this issue and get a bylaw in place. Marie plans on contacting the town attorney to see if the Select Board can act quickly.
- MadMac's sent a quote for the VOiP telephone equipment and installation of $2505.65. A motion was made by Marie Saucier to approve the quote; seconded by Brenda Smith. Justin Kaczowski recused himself from the vote due to conflict of interest. Scott Kirchner from MadMac's will be contacted of the approval.
- Colonial Power Group sent notices of new rate and term for the town's power choice supply program aggregate. A notice will be sent to participating residents, no action is required. The Select Board will inquire with Colonial Power Group if the town is able to "opt out" of the aggregate for the towns streetlight account as it is at 0.11689/kWh for Eversource Basic Service. Select Board Administrative Assistant will inquire with Colonial Power Group if this is an option.
- A revised quote for foundation repair was submitted by Jeff Ziter. A motion to approve the new quote was made; seconded by Justin Kaczowski; unanimous approval.
- Members of the Select Board have received complaints from residents regarding the obnoxious smell emanating from Second Chance Composting located at 96 Main Road. The Select Board Administrative Assistant will inquire if there is a business license on file and with the Board of Health agent, Ed Fahey, regarding odor remediation and alert of possible leaching into the river that runs through the property, water testing may be necessary.
- The USPS letter was signed by Justin Kaczowski, pictures of the condition of the mailbox structure will be taken to send in with the letter.
- Appointment papers were signed.
- The Board of Health was alerted to site conditions at 451 Chapel Road; Ed Fahey indicated elder services may need to be involved and perhaps a wellness check by the Police Chief.
- A roofing company was contacted to give a free consultation on the Town Office roof on October 2nd at 8am. Highway Department will be available to meet with the representative.

ADJOURN MEETING: Motion to adjourn the meeting was made by Brenda Smith; seconded by Justin Kaczowski; unanimously approved. Meeting was adjourned at 6:41pm.

Justin Kaczowski, Chair

Approval Date: 10/14/25

Marie Saucier

Brenda Smith