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SAVOY SELECT BOARD MEETING
SAVOY TOWN HALL
Tuesday, October 28, 2025 5:00pm

MINUTES

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

Motion to approve the minutes of the October 14th , 2025 Select Board meeting by Marie Saucier, seconded by Justin Kaczowski.

PUBLIC COMMENT:

DEPARTMENT REPORTS:

Transfer Station...Barb Belisle

- An outside quote of $1900 was obtained for re-grading the area in front of the compactors as per the Casella Waste complaint that it is difficult for the drivers to load and unload the compactors with the current grade as is. The Highway Department will use materials on site to regrade the area in front of the compactor.
- The Highway Department received the list of repairs needed at the Transfer Station and will address the repairs that are needed.

Highway Department...Jon Choquette

- The Highway Department is ready for the winter season. The newest vehicle was upfit with an existing plow from one of the old vehicles which negated the need to purchase a new one. The FWD was repaired in the Grader.
- Highway Department employees are signed up for a chainsaw safety course.
- Select Board member, Marie Saucier, pointed out a catch basin on Bush Road that requires a safety cone or marker placed on it to alert motorists.
- Jon Choquette presented a resume for the open full time position. The potential candidate was present; he has prior experience, the necessary hoisting license, and is scheduled to take the CDL class starting on November 3rd and then sit for the exam. The Select Board asked the candidate several questions which were answered to satisfaction.
- Marie Saucier moved to hire the candidate for the full-time position pending outcome of a reference inquiry; Justin Kaczowski seconded. The Select Board Administrative Assistant will contact the candidates' reference and report back to the Select Board.

- Jon requested the Town pay for the CDL class as has been the practice with previous employees. The Select Board agreed pending the reference check is satisfactory, a three year repayment contract agreement will be signed.
- Jon stated he will start work to address the repairs needed at the Transfer Station, however he clarified that the department is **not** a Department of Public Works it is a Highway Department. The Town budgeted the Highway Department for maintaining the roads, the highway vehicles, and the highway garage. The repairs at the Transfer Station will require manpower and materials not built into the Highway Department budget.
- Marie Saucier stated that inter-departmental tracking is needed in order to be transparent for budgeting transfers between departments.
- Jon suggested visiting nearby Transfer Stations to get a layout plan of other facilities prior to future work being done.

COMMITTEE REPORTS:

Ad Hoc Committee-Community Compact Grant...Kathy Luczynski

- The Collins Center has presented the revamped town policies for review. The Select Board will review and make recommendations for review at the next Select Board meeting on November 25th .
- Kathy has had no follow up from the Collins Center regarding if the newly approved Town By-laws need to be accepted by the State before posting on the town website; she will reach out to them again.
- The telephones have been ordered, and the server is on site at the Town Office for the VoIP system.
- Part of the Collins Center objective is looking for ways the Town can improve its efficiency, Marie Saucier asked if they would look at Microsoft TEAMS training as a form of interdepartmental communication. She believes using the TEAMS platform will be an avenue for departments and committees to be more efficient. The Selectboard Administrative Assistant will inquire with Collins Center on this matter.

Finance Committee...Kathy Luczynski

- Kathy attended the Massachusetts Finance Committee Forum on October 18th, and it was very informative. She will present to the Finance Committee at the next meeting.
- Email correspondence was received from Superintendent John Franzoni regarding the Town discontinuing paying for future retirees Medex coverage. The Superintendent stated that the Medex coverage is part of a negotiated three year contract with the teacher's union. He suggested if the town pursues action at the end of the contract, they consider the current long term employees and perhaps grandfather them in.

GENERAL BUSINESS:

Website Access for Emergency

- The Select Board deemed it necessary for certain departments to have user access to posting on the new town website in cases of emergency. Justin Kaczowski made a motion to allow the
  - Select Board Administrative Assistant-emergent and non-emergent notices
  - Highway Superintendent-Road closing notices
  - Fire Chief-Emergency Notices

The motion was seconded by Marie Saucier.

- A policy will be made for proper procedure and step by step instructions will be drafted by the Select Board Administrative Assistant for review and approval at the next Select Board meeting.

Review-Final Job Descriptions

- The Highway Superintendent needs to submit two remaining job descriptions.
- Marie Saucier made a motion to table the final review of the job descriptions until the two outstanding job descriptions are submitted; Justin Kaczowski seconded.

Deed Restriction Signing-665 Main Road

- The Board of Health presented the deed restriction with explanation for signing at the last meeting. Marie Saucier moved to sign the Deed Restriction for 665 Main Road; seconded by Justin Kaczowski.

Update Chapel Road Culvert Bidding

- Marie Saucier placed the bid for the Chapel Road Culvert Replacement on COMMBUYS. The bid is now listed on Biddocs.com, COMMBUYS, the Berkshire Eagle, at the Town Office, and on the town website.
- Received bids will be opened on November 18th at 11a.m.; Marie Saucier will be present for the opening.

Halloween with Senator Mark

- Senator Mark will be at the Town Offices on October 31st from 4pm – 6pm to meet townspeople and hand out candy.

CORRESPONDENCE:

- The Select Board Administrative Assistant asked if the invoice for annual Massachusetts COA dues should be paid due to Savoy being part of the Adams COA. The Select Board advised to consult the Adams COA for guidance. The Selectboard Administrative Assistant will inquire with the Adams COA.
- A safety recall notice for the Police Cruiser was given to the Police Chief for follow up; he has not noticed any issue but is having the cruiser serviced by the dealer in the near future and will ask for them to check to see if the repair is needed.

SELECTBOARD ITEMS:

- Marie Saucier will be attending the Berkshire Select Board networking event October 30th.

ADJOURN MEETING: Motion to adjourn the meeting was made by Justin Kaczowski; seconded by Marie Saucier. Meeting was adjourned at 6:25 pm.

Justin Kaczowski, Chair

Approval Date: 11/25/25

Marie Saucier

Brenda Smith