Town of Savoy
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SAVOY SELECT BOARD MEETING
SAVOY TOWN HALL
November 25, 2025 5:00pm

MINUTES

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

A motion to approve the minutes of October 28th, 2025, and November 10th, 2025, meetings were made by Marie Saucier; seconded by Brenda Smith; unanimously approved.

PUBLIC COMMENT:

DEPARTMENT CHECK IN:

Town Clerk...Valerie Reiner

- The Town Clerk presented the Select Board with information on Ollie's law which was adopted by the state in June of 2025 regarding guidelines for enforcing kennel licensing and inspections done by the Animal Control Officer (ACO). Premises with more than four dogs must apply for a kennel license and be inspected by ACO.
- The town needs to comply with state laws; she asked permission to contact the ACO regarding at least two residents that are not licensed as a kennel.
- There are also many households that have not licensed their dogs, the Town Clerk would like clarification on how the Town can enforce dog licensing if not by a visit from the ACO. Select Board suggested sending a letter to the owners asking for compliance with possible fines before contacting the ACO to follow up.
- The Town Clerk will draft a letter for kennel licensing protocol for the Select Board to communicate with the ACO.
- The Town Clerk has drafted a fee schedule for approval by the Select Board.
- The Town Clerk received an inquiry asking for what Savoy's short-term rental bylaws are. The Planning Board is in the process of drafting a town bylaw on short-term rentals, which has not been adopted yet.
- The Town Clerk was contacted by Northern Berkshire Vocational School District asking if the town was in compliance with posting the Special Town Meeting held on October 1st only seven days in advance. State guidelines say there is a 14-day posting period, the Select Board maintains Savoy has a bylaw stating there is a 7-day posting requirement, however, will contact Town Council to verify the Town was in compliance.

Transfer Station...Barb Belisle

- A representative from Casella Waste was present to bring attention to the steep grade of the ramp going to the trash compactor. He maintains the steepness of the grade is a hazard and safety issue for drivers to navigate. The pitch needs to be more gradual. The Highway Department will try to regrade the slope with careful attention needed to drainage and water run off not going to the capped landfill area.
- Fill material will need to be delivered to make the slope more gradual, however the Transfer Station does not have funds in the budget to cover the cost of the fill material. The Highway Department estimated the cost at approximately $1200.
- Marie Saucier noted that the funds were earmarked for the Town Office parking lot and stated the Town Office will need several high dollar repairs in the very near future. Justin Kaczowski made note but said the safety issue at the Transfer Station needs to be addressed and funding for the Town Office repairs in the future will be dealt with when the time comes.
- The Town Treasurer was consulted to see where the Town could possibly transfer funds from to cover the cost. The Town Building maintenance account currently has funds to cover the cost; the Town Accountant will be asked to verify the funds. Justin Kaczowski made a motion to transfer $1800 from Town Building Expense account to pay for the fill material needed at the Transfer Station, pending verification of available funds in the Town Building Expenses Account by the Accountant. Motion was seconded by Brenda Smith; unanimous.
- The Highway Department will order the necessary fill material needed to fix the slope.

Highway...Jon Choquette

- The Highway Superintendent stated a streetlight needs to be installed at the Rte 116 bridge for travel safety. Justin Kaczowski made a motion to allow Highway to contact Eversource to add a streetlight on an existing utility pole at the Rte 116 bridge location; Marie Saucier seconded; unanimous.
- Highway will contact Eversource regarding adding a streetlight to the town.
- The new full-time hire is working out well; he will be taking his CDL exam after Thanksgiving. Justin Kaczowski made a motion to sign the three-year training reimbursement contract between Savoy and the new hire; seconded by Marie Saucier; unanimous.

COMMITTEE REPORTS:

GENERAL BUSINESS:

DCR-Savoy State Forest Projects

- Representatives were present to discuss and answer questions regarding two upcoming forest management projects in the Savoy State Forest. The goal for each project is to improve forest resilience, reduce exotic and/or invasive vegetation, and improve biological and structural complexity/diversity.
- The Center Brook project will involve 36 acres on Center Road. The Two Cubs project will involve 38 acres on Bush Road. Specifics for each project can be found on the DCR website.
- https://www.mass.gov/doc/d1-center-brook-forest-management-proposal/download
- https://www.mass.gov/doc/d4-two-cubs-forest-management-proposal/download
- The wood will be sold to loggers with 8% of the net proceeds going to the Town.

- The Highway Superintendent addressed the 50' buffer that the DCR intends to leave on all sides of the proposed cuts. He would like the tree buffer to be removed along the roadsides as the remaining trees become a hazard to fall into the road with the underlying and supporting growth removed. DCR will need a letter from Savoy stating the Town would like to remove the buffer zone along the roadside.
- The public is welcome to comment on the proposed projects until January 5th, 2026 at 5pm www.mass.gov/forms/dcr-public-comments.

Fire House Roof

- The Fire Chief has reported to the Safety Committee that the metal roof on the fire house needs repair and/or replacement; screws that hold the metal sheets in place are breaking and allowing water to leak near the electrical fuse box thus creating a safety hazard.
- The Select Board discussed options for fixing the roof.
  - File an insurance claim, however, this would result in insurance premiums being raised and considering the roof isn't very old, the Town runs the risk of not being able to file a claim in the future if something drastic occurs.
  - Get an estimate for repair from a roofing company. The Town Building Maintenance Manager will contact roofing companies to get a quote for repair and/or replacement of the Fire House roof. The Select Board mentioned it may be beneficial to get a quote for all the municipal buildings as it may result in better pricing and will give a baseline for all the buildings' roofing conditions.
  - Explore if there are grants available; Marie Saucier stated she didn't believe there were any grants available for this.

Website Access for Emergencies-Policy & Procedures

- A policy and procedure was presented to the Select Board for emergency posting to the Town website. Marie Saucier motioned to adopt the policy and procedure for posting to the Town website as written; seconded by Brenda Smith; unanimous.

RDP Contract Signing

- Savoy was awarded $3,780 from the Massachusetts Department of Environmental Protection (MassDEP) for its' Sustainable Material Recovery Program.
- The award has deadlines and requirements outlined in the RDP Contract. Marie Saucier moved to sign the RDP Contract; Justin Kaczowski seconded; unanimous.

Review Job Descriptions

- The final two job descriptions for the Highway Department were submitted by the Highway Superintendent for the Select Board to review. Marie Saucier made a motion to send the two job descriptions to the Collins Center to be drafted in the proper format; Justin Kaczowski seconded; unanimous.
- The job descriptions will be adopted all together once they are completed by the Collins Center.

Review Policy Handbook

- Several draft policies from the Collins Center were reviewed by the Select Board with changes being made where needed and wording amended.

CORRESPONDENCE:

- Several items of correspondence were reviewed by the Select Board with directives given to the Select Board Administrative Assistant to respond where appropriate.

SELECTBOARD ITEMS:

- A business license for Robley Auto was approved and signed by the Select Board.
- Marie Saucier signed a MassDEP Notice of Intent to contract Foresight Land Surveyors to conduct an additional mandated bat study for the replacement culvert on Old Main #4 project. The cost of the additional survey is $15,000; Marie has secured a grant for $15,000 through Nature Conservatory to cover the cost.
- The Safety Committee, through implementing various policies, have accrued insurance discount grant money and will use the funds to buy emergency medical kits and supplies for the Town buildings.
- An estimate from Weston & Sampson for the Tilton Brook crossing culvert replacement came in at $245,000 for preliminary engineering.
- The state has issued a bridge report for two bridges on New State Road and determined they are a high priority for repair and/or replacement.
- The Capital Improvement Committee will be submitting a recommendation for repair needs of the Town Parks Building, Highway Building, Fire Department and school to the Finance Committee by January 1st. They will be looking to secure possible grant funding.
- An update on the progress of the new server installation at the Town Office was given by Justin Kaczowski. The timing of the changeover will be coordinated with the Tax Collector and Board of Assessors to upload files directly to the new server vs. migrating the files. The new telephone system will be installed on November 26th, porting the phone numbers to the new system will happen in the next few weeks. Cordless phones may be an option for those departments that request them.
- A quote for $200 to add a spin down filter at the Town Office was presented to the Select Board. Marie Saucier made a motion to approve the quote to have the filter work done; unanimous.

ADJOURN MEETING:

APPROVAL DATE: 1/13/26

Justin Kaczowski, Chair

Marie Saucier

Brenda Smith