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SAVOY SELECT BOARD MEETING
SAVOY TOWN HALL
December 9, 2025 5:00pm

MINUTES

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

Signing of November 25, 2025 minutes was tabled until the next Select Board meeting.

PUBLIC COMMENT:

DEPARTMENT CHECK IN:

Highway...Jon Choquette

- The new full-time highway employee is waiting for the RMV to send the test date and site information to be able to sit for the CDL exam.
- There was an accident on the Rte 116 bridge during the last snowstorm. The Select Board asked if it would be prudent to close the bridge and set up the detour on Old Main #2. Jon declined and said it is better to have two routes open to use and residents have the option to go around if they're not comfortable going over the bridge. The highway department will continue to excessively salt the hill and bridge to keep it as safe as possible and ask that people use caution while navigating the narrow passage.
- BRPC representative, Alison Dixson, who was present, stated that perhaps Berkshire Regional Planning Commission would take the lead by petitioning the state to repair the length of Rte 116 that would include the bridge. BRPC would need to contact all the towns along Rte 116 first to determine the need and get them onboard. She will make inquiries.

Finance Committee...Kathy Luczynski

- The Finance Committee has scheduled a meeting for January 5th at 5pm to discuss Transfer Station ramp repair costs.

Ad Hoc Committee...Operations Grant...Kathy Luczynski

- Kathy asked for an update on the town policy review. The Select Board continues to review the policies in sections and make necessary changes.
- Kathy asked if the Town Bylaws had been sent to the state for acceptance. The Select Board said she'd need to verify with the Town Clerk.

- Kathy will reach out to the Collins Center to ask for suggestions or ideas in improving the towns operational efficiency. The TEAMS idea for improving operational efficiency was deemed not applicable.

Ad Hoc Committee....IT Grant...Kathy Luczynski

- A progress report was given on the VoIP system being installed at the Town Office; all the phones and the new server have been installed; phone numbers will be ported over soon. There are issues on the Spectrum side with the computers running slow; Revolution MSP is working with Spectrum. The conversion timeline is tentatively by January 1st.
- Once the conversion is complete the Town Website will need to be updated with the proper extensions for each department.

COMMITTEE REPORTS:

GENERAL BUSINESS:

BRPC-Alison Dixson: Update Culvert Project-Old Main #4

- DER permitting is in progress and is in Chapter 85 review.
- Wetlands Protection Act Notice of Intent has been submitted and received by DER and is set to go before the Savoy Conservation Commission at their next meeting in January.
- The Army Corp of Engineers permitting is in progress; this includes the added bat survey and may delay the timeline for construction.

Savoy Culvert Inventory

- BRPC has compiled a complete inventory of all the culverts in Savoy and given a comprehensive report on the condition of each culvert. A copy of the report was provided to the Highway Department and the Town Office.
- The Tilton Culvert was brought up as a good candidate for a MADOT grant. Alison Dixson asked if the Weston & Sampson quote of $245,000 was a legitimate quote for the engineering design work on the culvert; Marie Saucier stated the quote was legitimate.
- BRPC suggested adopting the culvert assessment as part of Savoy's Emergency Management Plan to show how dire the Towns' situation is. The assessment will need to be updated periodically.
- BRPC will provide a digital priority list of culvert replacements so it can be placed on the town website. Jon Choquette suggested it would be prudent to concentrate on culvert repairs/replacements in one corridor of town at a time. Jon suggested it may be in the Towns best interest to bring old roads back into use to eliminate any residents being stranded or cut off in cases of natural disaster if the culverts were to collapse.
- Jon Choquette would like to apply for an unpaved roads grant to cover the cost; the grant deadline is January 9th, 2026. Marie Saucier would like to apply for a grant for Bog Pond Road.

Bid Results for Chapel Road over Chickley River Culvert Project

- Bids were opened at 11am on December 9th for the Chapel Road over Chickley River Culvert Project. The results were as follows:
    1. Virgilio $1,487,000.00
    2. Baltizar $1,655,400.00
    3. Maxymillian $1,741,491.85
    4. Davenport $1,799,404.00

- All the bids were over the $950,000 estimated cost of the project. The issue driving the cost up is the road can't be closed during construction, thus the amount of material needed to build up a temporary bypass for vehicles to be able to pass is significant.
- Alison Dixson, BRPC representative, said she will coordinate a meeting with MA Department of Transportation to explore options and see if emergency funding can be found to help fund the project. Marie Saucier stated that Weston & Sampson should be included with any meetings with MADOT and BRPC. She will also endeavor to find additional grants to help fund the shortfall.
- The Select Board discussed with Jon Choquette the possibility of closing Chapel Road for 4-5 months during the construction and utilizing either Adams or Tannery Road as a possible detour. This would bring the cost of the project down significantly. Jon stated that to make either road passable would require months of man hours and a lot of material and if the project ran over, neither road would be plowable in the winter months.
- The idea of closing Chapel Road and having a temporary bridge over Blackbrook was discussed, however, the issue of the Transfer Station being inaccessible to the majority of town residents if Chapel Road was closed. The idea of setting up a temporary Transfer Station in the field at the Elementary School was discussed.
- Another option discussed was changing the traffic pattern and leaving one lane open at a time. A temporary traffic light would be necessary at either end, the cost of which would most likely not be covered under the scope of the grant. Jon stated that to plow one lane in that section would be nearly impossible with current plow trucks and the trajectory of the road at that location.

Special Town Meeting/NBSU Inquiry-Town Council Response

- The Northern Berkshire School Union inquired if the warrant for the STM held on October 1st followed state guidelines. According to Savoy's Bylaws, that were approved by the state, there is a seven-day posting necessary for STM; the state guidelines say there is a 14-day posting necessary for STM.
- Town Council inquired with the State Attorney Generals municipal law office the response was that despite Savoy's Bylaw, Savoy must comply with GL c 39 s 10 that requires a STM warrant to be posted at least 14 days before and an ATM warrant to be posted at least seven days before.
- The AG's office stated Savoy can repair this by either having special legislation on a town meeting warrant passed by the legislature that approves all the STM votes or we can hold another STM for this vote.
- The Select Board would like to have clarification on how to go about this process. The Town Council will be contacted for further explanation.

Transfer Station Funds Transfer-Town Accountant Response

- The Town Accountant stated the Select Board can't move to transfer funds from one account to another; the Finance Committee will need to have a meeting to approve first. The issue will be discussed at the next Finance Committee meeting on January 5th.

Sustainable Purchasing Policy

- A Sustainable Purchasing Policy was presented to the Select Board for approval and signing. Marie Saucier motioned to approve and sign the Sustainable Purchasing Policy; seconded by Brenda Smith. Unanimous.

Review & Edit Policy Handbook & Job Descriptions

- Marie Saucier moved to approve the Highway Foreman and Highway Seasonal Laborer job descriptions; seconded by Brenda Smith; unanimous.
- With the final job descriptions being approved by the Select Board, the final drafts will be submitted to the Collins Center for completion.
- Review of the Town Policy Handbook drafts from the Collins Center resumed with several policies being edited. Marie Saucier made a motion to table the remainder of the reviews until the next meeting; seconded by Brenda Smith; unanimous.

CORRESPONDENCE:

- The Select Board was shown an email from Community Health Center of Franklin County to see if there was interest in having a mobile health vehicle visit Savoy. The Select Board did not think there would be any resident interest in this.
- An email from BRPC was presented letting them know of technical assistance provided to communities from BRPC staff at no cost to the community on eligible projects. The Select Board made note.

SELECTBOARD ITEMS:

ADJOURN MEETING: Select Board member Brenda Smith motioned to adjourn the meeting; seconded by Marie Saucier. Meeting was adjourned at 7:18 pm.

APPROVAL DATE: 1/13/26

Justin Kaczowski, Chair

Marie Saucier

Marie Saucier

Brenda Smith