**Town of Savoy**
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**SAVOY SELECT BOARD MEETING**
**SAVOY TOWN HALL**
**January 13, 2026 5:00pm**

**MINUTES**

**Members Present:** Justin Kaczowski, Marie Saucier, Brenda Smith
**Members Absent:** None

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

A motion to accept and sign the November 25, 2025 and December 9, 2025 minutes was made by Marie Saucier; seconded by Brenda Smith; vote: 3-0-0.

**PUBLIC COMMENT:**

**DEPARTMENT CHECK IN:**

**Assessors...Julie Pavia, Chair**

- Senator Mark's office received a complaint from a Savoy resident regarding the increase in their real estate tax bill. The Senator's office reached out to Marie Saucier; she forwarded the complaint to the Board of Assessors. The Board of Assessors provided an email response to Senator Mark's Office[1].

**Highway...Jon Choquette**

- The new full-time highway employee is waiting for a test date to obtain his CDL license; he currently has his permit and is driving freightliners with either Jon or Mark present.
- No problems to report; the Highway crew is busy keeping up with the winter snow and ice storms which have required a lot of salt to be put down on the roads to keep them passable; this will likely result in the snow & ice account being over budget by February.
- Jon will request an increase for the FY27 snow and ice budget in an attempt to not go over budget next year.
- The internet service is intermittent after the installation of server equipment for the new phone system. It seems to have resolved itself, however the Select Board advised Jon to make note of the date and time if problems continue and IT will troubleshoot the equipment.

**Finance Committee...Kathy Luczynski**

- FY2027 budget requests are being submitted from all departments for the Finance Committee to start working on a draft budget.

- The Finance Committee would like to draft policies and procedures relating to Finance Committee. The Select Board agreed it would be appropriate to have it in place for guidance and reference.
- A recommendation for a new member on the Finance Committee was made to the Select Board; however, it was brought to attention there needs to be an odd number of members on any committee. To add a new member would require either a current member to step down or to increase the number of members to seven (7), which would require a town vote.
    - Kathy will advocate for finding a seventh Finance Committee member. Because there is no Savoy Bylaw as to the number of committee members, she will check Massachusetts General Laws to see if there is statute regarding odd number of member seats on Committees and Boards.
- The Finance Committee recommends audit requests be sent to various firms and acknowledged there could be a long waiting time of six (6) months or more. The Town Treasurer will be asked to find an auditor who will take this on.
- The estimated cost of an audit is $27,000. Money will be appropriated annually and carried over, in an attempt to have an audit every three years ($9000/annually x 3).

**COMMITTEE REPORTS:**

**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 any necessary changes.
- The Collins Center has completed the contracted scope of services for the Community Compact Best Practice Grant: Operations Assessment. she will follow up with the Collins Center to see if any tasks are outstanding and if the grant can be closed.
- There are still grant funds available on the Community Compact Best Practice Grant: Efficiency; Kathy will contact the Collins Center to collaborate with them in an effort to gain suggestions in ways to best utilize the remaining grant funds.

**GENERAL BUSINESS:**

**McCann Renovation Project-Letter to Northern Berkshire Vocational RSD**

- Town Counsel, in conjunction with NBVRSD Counsel, determined the necessary course of action to rectify the vote on the McCann Renovation Project which was deemed invalid because the warrant was not posted 14 days prior to the meeting. Recommendation is as follows:
    - Prepared motion made at Select Board meeting, approved and signed by the Select Board
    - Attested by the Town Clerk
        - The approved motion statement signed by the Select Board
        - Copy of letter to the Town of Savoy for the McCann Renovation Project
        - Copy of the Notice to Incur Debt letter
        - A letter from the Town Clerk certifying receipt of the Notice of Debt and that the Town did not disapprove of the debt
- Select Board Chair, Justin Kaczowski, read aloud a statement motion[2] to those in attendance.
    - Select Board member, Justin Kaczowski, motioned to approve the statement; seconded by Marie Saucier; vote: 3-0-0 unanimous. The statement was signed by all three Select Board members and attested by the Town Clerk.

- The Town Clerk letter and attested documents will be sent to the Superintendent of the Northern Berkshire Vocational RSD.

**Town Office Parking Lot & Intercity Commuter Bus Stop**

- Marc Levasseur of Foresight Land Surveyors was on hand to present an updated design draft of the proposed Town Office parking lot. The draft was reviewed by the Select Board and Highway Superintendent. Points made were:
    - The outdoor shed behind the mailboxes would need to be removed. It would be relocated elsewhere in Town as it currently does not contain much and is underutilized.
    - The mailboxes will be relocated to the front of the Town Office building.
- The Select Board reviewed the Foresight scope of work proposal and determined there isn't enough funding in the current budget to complete the full scope of work at this time, the total cost of which is $10,350.
- The Select Board discussed options for funding and inquired with Marc if Foresight would be amenable to the scope of work being funded in sections. Marc stated that it would be acceptable to Foresight and asked the Board mark "hold" on items #3 and #4. Funding will come from the building maintenance budget.
- Marie Saucier made a motion to accept items #1 and #2 and hold on Items #3 and #4 on the Foresight Scope of work proposal; seconded by Brenda Smith; vote: 3-0-0 unanimous.
- The Select Board brought to Marc's attention that signs for the Intercity Commuter Bus Stop had been posted by unknown person(s) without the town's knowledge or consent. They pointed out the west bound sign is posted on private property and that cannot be the location of the west bound bus stop. There was discussion on the west bound location being located on Town property further along Rte 116 by the Fire Station driveway.
- Foresight will investigate county property records for surveys of the Fire Department property to see if a westbound bus stop would be suited for that location.

**Chapel Road Culvert over Chickley River**

- The lowest bidder of the project, Virgilio Contracting Inc., agreed to extend their bid offer by 15 days while Savoy sought additional emergency funding to cover the gap. The remaining MassWorks Grant funding after design and permitting was $950,000; the lowest bid came in at $1,487,000.
- Emergency funding was awarded through the MA DOT Community Culvert Grant Program in the amount of $607,000. These funds should cover the gap in funding from MassWorks for construction and the additional costs for engineering oversight and utility movement.
- Marie Saucier made a motion to sign the Notice of Award to Virgilio Contracting Inc. for the Chapel Road Culvert over Chickley River Project; seconded by Brenda Smith; vote: 3-0-0 unanimous
    - The Notice of Award to Virgilio Contracting Inc. was signed by the Select Board and will be sent to Virgilio for acceptance.
- Weston & Sampon will prepare the project contract which will be reviewed by Savoy Town Counsil for approval. Once approved by Town Counsel the contract will be sent to the Contracting Engineers Office located in Connecticut.

- Brenda Smith made a motion to authorize Marie Saucier to travel to Connecticut to sign the contract with Virgilio Contracting, Inc. when ready; Justin Kaczowski seconded; vote: 3-0-0 unanimous.

**Nature Conservancy Scope of Work Review & Vote to Sign-Old Main Road #4**

- The Nature Conservancy Scope of Work review and signing for Old Main Road #4 Culvert project was tabled until the next Select Board meeting on January 27th pending results of the Conservation Commission meeting with Foresight Land Surveyors on January 15th.

**Transportation Improvement Program-Request for Input**

- The Select Board reviewed the documentation for the Transportation Improvement Program Request for input.
    - Highway Superintendent, Jon Choquette, will complete the form and submit it to Berkshire Regional Planning Commission. One form per project can be submitted; BRPC will be consulted if help is needed filling out the details.

**Eversource Pole Hearing**

- A public hearing will be held on February 10, 2026 at 5:00p.m. at the Savoy Town Office for Eversource Energy to erect a line of poles (install underground conduits and cables) on Center Road, Adams Road, and New State Road.

**Flagpole for Town Office**

- The Town Clerk would like to purchase a 25' flagpole to be erected at the Town Office to replace the non-functioning one. The funds for purchase are coming from the Election Budget.
- Brenda Smith motioned to approve the Town Clerk to purchase a new flagpole for the Town Office; seconded by Marie Saucier; vote: 3-0-0 unanimous.

**Town Handbook Policy Review-Continued from December 9th**

- Review of the Town Policy Handbook drafts from the Collins Center resumed with multiple policies being edited.
- The Select Board Administrative Assistant will draft a revised Vacation Policy for the handbook to be reviewed and pending approval at the next Select Board meeting.
- Marie Saucier made a motion to table the remaining policy reviews until the next meeting; seconded by Brenda Smith; vote: 3-0-0 unanimous.

**CORRESPONDENCE:**

- Group purchasing survey sent via email will be completed by Highway Superintendent
- Municipal Pavement Program-via email-notice that MA DOT will be paving a portion of Rte 116 during the FY2028 Municipal Pavement Program year.
- The Select Board approved $60 payment to Berkshire County Selectman's Association for annual membership dues.
- The Select Board approved $13,000 grant payment to the Collins Center for work completed on the town's human resource policies and job descriptions.

**SELECTBOARD ITEMS:**

- Marie Saucier brought to attention on behalf of the Planning/Zoning Board that Savoy currently has no enforcement for violations. Marie has reached out to the Town Attorney for input and would like to schedule a meeting with Town Counsel and all the town departments and committees that violation enforcement effects to go over a course of action.
- Marie Saucier was contacted by a town resident who is interested in volunteering in the town; Marie suggested that he go through the town bylaws and compare them to M.G.L. on file for Savoy to see if it all coincides accurately. Justin Kaczowski and Brenda Smith approved; Marie will reach out to the resident.
- Marie Saucier stated that perhaps the Town could benefit by having the Agricultural Restriction removed from the Town Park so the property can be used more freely. Marie will inquire with Senator Marks office to see what the process is for lifting the restriction.
- Marie Saucier has applied for grant applications for bridge on Bod Pond and engineering and design for Chapel Road / Tilton Road culvert replacements.
- Brenda Smith brought to attention the Town had its free cash certified on 11/4/2025 in the amount of $124,875 which was added to the stabilization fund. This is the earliest certification that has ever taken place. The Finance Committee will reevaluate after the winter season to see if the Highway snow & ice budget needs the funds, otherwise they will look to put it either to Capital Improvements or a stabilization fund for Fire Department or Highway Department.

**ADJOURN MEETING:** Marie Saucier motioned to adjourn the meeting; Brenda Smith seconded. Meeting was adjourned at 7:43 pm.

**APPROVAL DATE:** 1/27/26

Justin Kaczowski, Chair

Marie Saucier

Brenda Smith

Submitted by: Colleen Gibeau, Select Board Administrative Assistant

To Senator Mark's Office,

The Town of Savoy has seen significant increases in verified real estate market sale prices over the past several years, particularly since COVID, which has affected assessed values townwide.

Savoy has just completed the Department of Revenue certification cycle that requires assessed values to be brought into alignment with verified market data.

It is also important to note that increases in assessed values do not, by themselves, increase the Town's tax revenue. The tax levy is established through the municipal budget process; assessments determine how that levy is distributed among taxpayers.

Taxpayers who believe their property is assessed above fair market value have the statutory right to file an abatement application within the established deadline.

Please feel free to contact our office if additional information is needed.

Sincerely,
Julie Pavia
Savoy Assessor's Office

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January 13, 2026

**MOTION STATEMENT**

Move that the Town of Savoy Select Board vote to authorize the Chair of the Select Board to send a letter to James J. Brosnan, Superintendent of the Northern Berkshire Vocational RSD (hereinafter "McCann") summarizing the Town's process regarding the Northern Berkshire Vocational RSD Notice of Authorization to Incur Debt dated September 5, 2025. The letter to Mr. Brosnan, in summary, will state that the Town of Savoy received the Notice of Authorization to Incur Debt on September 5, 2025 and that upon receipt scheduled a Special Town Meeting regarding the debt for 10/01/2025. At the Special Town Meeting the Town of Savoy voted to approve funding for the McCann renovation project debt. Upon review, it was determined that the Notice of the Special Town Meeting was posted seven (7) days, per the Town of Savoy Bylaw, before the Special Town Meeting rather than the fourteen (14) days required by M.G.L. c. 39, Section 10. The Attorney General's Office, Municipal Law Unit has opined that the Special Town Meeting was invalid because Notice of the Special Town Meeting was not posted fourteen (14) days before the date of the meeting. The Town of Savoy has taken no further action regarding the proposed Northern Berkshire Vocational RSD Notice of Authorization to Incur Debt. Because it appears that the Special Town Meeting was not valid per the Attorney General's Municipal Law Unit, and because the vote at the Special Town Meeting was in the affirmative to approve the debt, the Select Board has determined, that there was no disapproval vote of the Notice to Incur Debt dated September 5, 2025 within the 60 days authorized by M.G.L. c. 71, section 16(d) and therefore the Town of Savoy has not disapproved the debt to be incurred.

The Chair of the Select Board is further authorized to amend the letter to Mr. Brosnan should Bond Counsel for Northern Berkshire Vocational RSD require an amendment necessary for securing a bond for the aforementioned debt.

Justin Kaczowski, Select Board Chair

Marie Saucier, Select Board

Brenda Smith, Select Board

A True Copy
Attest _____
Valerie Reiner, Savoy Town Clerk