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SAVOY SELECT BOARD MEETING
SAVOY TOWN HALL
February 24, 2026

MINUTES

Members Present: Justin Kaczowski, Marie Saucier, Brenda Smith

The meeting was called to order at 5:00 pm by Justin Kaczowski, seconded by Marie Saucier.

A motion to accept and sign the meeting minutes from February 10, 2026, was made by Marie Saucier; seconded by Brenda Smith; Unanimous. Vote: 3-0-0.

A motion to accept and sign the Pole Hearing Minutes from February 10, 2026, was made by Marie Saucier; seconded by Brenda Smith; Unanimous. Vote: 3-0-0.

PUBLIC COMMENT: none

COMMITTEE REPORTS:

Finance Committee, Kathy Luczynski

- The Finance Committee is making good progress on the FY27 budget.
- The Finance Committee will be attending the School Committee meeting on March 2nd regarding school budget and long-term outlook.
- The Finance Committee is developing policies for the Select Board to review. These will be guidelines used for funding Capital Improvements, keeping adequate funds in the stabilization account, and what the Town can use for free cash.

Ad Hoc Committee, Kathy Luczynski: Community Compact Best Practice Grant-Operations Assessment

- Kathy presented a scope of service contract sent by the Collins Center to set up a directory and outline and will provide training for information on the town SharePoint site.
- Marie Saucier made a motion to sign the Collins Center scope of services contract; seconded by Brenda Smith; Justin Kaczowski abstained. Vote: 2-0-1.
- Revolution IT sent the first draft of the Business Continuity Disaster Recovery Plan for review; Kathy requested changes be made, she will contact Revolution IT with revisions.
- Once the final draft is approved training will be provided for town employees who need it.
- The Select Board stated that MIIA insurance should be notified when the final draft is approved to receive credit rebate on the insurance policy.

- Marie Saucier stated for security and continuity there is a need for all committees, boards, and departments to have official "townofsavoy.com" email address. The cost and various ways to implement this will be explored by Revolution IT and presented later.
    - Marie Saucier made a motion to authorize Kathy Luczynski to communicate with Revolution IT regarding this matter; Brenda Smith seconded; Justin Kaczowski abstained. Vote: 2-0-1.

DEPARTMENT REPORTS:

Town Clerk, Valerie Reiner

- Justin Kaczowski motioned to table requesting the agenda items until the next Select Board meeting; seconded by Marie Saucier; unanimous. Vote: 3-0-0.

Board of Health, Jazu Stine

- The Board of Health presented an updated form letter to be used on the online permitting website. The online permitting site would automatically generate an annual "reminder" letter to permit holders that are nearing the expiry date of the existing permit to alert them that it is time to renew. The fee associated with renewal will be handled online to alleviate manual tracking of fees.
    - Marie Saucier moved to approve the updated reminder letter; seconded by Brenda Smith; unanimous. Vote: 3-0-0.
- The FY27-FY29 (Three year) Nursing Services Contract with Berkshire Regional Planning Commission was presented to the Select Board.
    - Marie Saucier moved to approve the three-year contract for BRPC Nursing Services; Brenda Smith seconded; unanimous. Vote: 3-0-0.

BUSINESS TOPICS:

Discussion on Fine Enforcement

- Town Attorney, Planning Board members, Building Inspector, BOH Inspector, and the Town Clerk were present to discuss fine enforcement.
- The Town Attorney has reviewed the Savoy general by-laws and said there are several issues with the fine enforcement by-laws as written.
    - The fine amounts are too low, and the enforcement officer(s) are not specified for each fine.
    - The current enforcement of fines is with court proceedings. This is outdated and cost prohibitive to the Town:
        1. Requires the town to pay someone for representation in court.
        2. Fine assessed to the violator by the court may not cover the cost to the town.
    - Savoy's does have M.G.L. c. 40, §21D enforcement in the by-laws but it is too vague and must include language for the specific fine amounts and enforcement officer(s) for each fine violation listed. She suggested researching Massachusetts Secretary of State website for clear examples and guidelines.
- The Attorney advised most towns today evoke a fine using the non-criminal disposition M.G.L. c. 40, §21D which involves ticketing with clear fine assessments for each violation and lists the

enforcement officer. In most cases this doesn't involve court proceedings, only if the violator doesn't pay the ticket(s), then it would progress to court proceedings.

- Justin Kaczowski asked Counsel if updating Savoy's by-law for non-criminal disposition C. 40, §21D would be a change that needs to be voted on at ATM?
  - Council replied there are two ways to go about it:
    1. Each Town board or committee adopts regulations on the fine amounts and specifies the enforcement officer. This does not require the changes made to go to ATM for vote.
    2. The changes are made to the by-laws to include the specific fine amounts and enforcement officers(s) for each violation; the fines will be standardized. This route would have it go to vote at an ATM, and then for state approval.
- The Building Inspector stated he's been very successful in other towns with invoking M.G.L. c. 40, §21D; most violators rectify the issue with a warning letter without the need for further recourse. He indicated he is in favor of the Ch. 41;21d by-law being clearly defined with a schedule of fine violations and enforcement officer listed. Savoy should have a ticketing book printed which he will look into obtaining.
- The Select Board inquired with the Building Inspector and Board of Health Inspector to ask if there is a monthly report that can be generated to apprise them of the online permitting activity. Both departments will provide monthly reports to the Select Board going forward.
- Marie Saucier asked if the Board of Assessors communicate with the Town Clerk regarding business entities in town so the Town Clerk can verify if they have obtained a business license.
  - Resulting discussion determined the Town Clerk will check town by-laws regarding business licenses.
  - Board of Assessors and Town Clerk should collaborate and generate a report of businesses in Savoy. The Select Board will then determine if the business is required to have a business license through Secretary of State website.

Town Handbook Policies: Continuation from January 13th

- Brenda Smith motioned to table editing the Town Handbook policies until the February 24th meeting; seconded by Marie Saucier; unanimous. Vote: 3-0-0.
- The vacation policy will be reviewed at the next meeting.

Correspondence:

- Marie Saucier motioned to sign the Community Development Block Grant Joint Authorization document; Brenda Smith seconded; unanimous. Vote: 3-0-0.
- The Select Board read correspondence mail from Thomas Krause regarding the culvert replacement project on Chapel Road. The email was forwarded to the Conservation Commission, the highway department, and the project engineers for response.

Select Board Items:

- Marie Saucier motioned signing appointment papers for Susan Reinhardt to the McCann School Committee for a three-year term; Brenda Smith seconded; unanimous. Vote: 3-0-0.

- Requests for quotes were sent for the third-party landfill inspection with requested return date by mid-March.
- The town has not had a response from USPS regarding moving the mailboxes for the proposed parking lot at the Town Office. The Adams Postmaster will make inquiries to see if the letter should be redirected in order to get a response.

Adjourn Meeting: Brenda Smith motioned to adjourn the meeting; Marie Saucier seconded; unanimous. The meeting was adjourned at 6:21pm.

APPROVAL DATE: 3/10/26

Justin Kaczowski, Chair

Marie Saucier

Brenda Smith

Submitted by: Colleen Gibeau, Select Board Administrative Assistant