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SAVOY SELECT BOARD MEETING
SAVOY TOWN HALL
March 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 Brenda Smith.

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

PUBLIC COMMENT: none

COMMITTEE REPORTS:

Ad Hoc Committee...Kathy Luczynski via email

- An email sent by Kathy was reviewed by the Select Board highlighting the need for pending completion of the Best Practice Grants.
  - Agreement to the recommended changes to the Business Continuity Disaster Recovery Plan; revised final document will be provided to the Town.
  - New reorganized Bylaws, job descriptions, and employee handbook policies.
  - To design a SharePoint landing page for all Town Departments and Committees for shared information and better communication. A department/committee contact list was reviewed and will be provided to the Collins Center to begin the work.
- When these Best Practice Grants are closed the Town will be able to apply for the next round of Best Practice Grants which will build on prior completed works.

DEPARTMENT REPORTS:

Highway Department

- The Select Board reviewed and signed the repayment of debt agreement between the Town and Joseph Prince.
- Marie Saucier made a motion to allow the Select Board Administrative Assistant to place an advertisement on Berkshire Jobs for a full-time highway position; seconded by Justin Kaczowski; unanimous. Vote: 3-0-0.

- Highway Superintendent will approve advertisement before posting; CDL license will be required prior to employment.

Tax Collector

- The Tax Collector reported to the Select Board that she is having great frustration and has many concerns with the difficulty utilizing the new VADAR system for the Tax Collector purposes. Some of the data has not transferred either completely or accurately; and the system is not user friendly; VADAR customer service has not been helpful. There has been continued problems with the VADAR system communicating between the Board of Assessors and Tax Collector, it has resulted in a delay in tax statements being mailed.
    - The Select Board asked for a quote to be obtained from QDS for Assessor and Tax Collector services. Making sure QDS and VADAR will integrate with each other and if it will be cost effective to have two systems as the Accountant, Treasurer, and school will stay with VADAR.
- The Select Board will consult with the Town Attorney to see if the VADAR contract can be modified to eliminate the Assessors and Tax Collector module. The Select Board Administrative Assistant will email a copy of the contract to the Town Attorney.

BUSINESS TOPICS:

Foresight

- The Select Board reviewed the Foresight proposal for engineering services for the Transfer Station. The Select Board declined going forward with the proposal at this time.
- If a grant can be found to cover the cost of redesigning the Transfer Station, the Select Board will reconsider. The Select Board Administrative Assistant will email Foresight to advise them of the decision not to proceed.

Review McCann FY27 Budget

- The Select Board reviewed the McCann School FY2027 budget.

Annual Town Meeting-Discuss Items for Warrant

- The Select Board discussed new items to be on the warrant for the upcoming Annual Town Meeting.
    - FY27 budget needs to be finalized by the Finance Committee before a date can be scheduled.

MIIA Insurance- FY27 Policy Review (tabled from March 10th meeting)

- Marie Saucier made numerous notes and adjustments for the FY27 policy. Several Town departments were contacted to review and provide input for any necessary changes;
    - School
    - Police
    - Fire
    - Highway
    - Add policies
    - Accountant

- The Select Board Administrative Assistant will amass the responses and compile the necessary information for the Select Board to review at the next meeting.
- There were several items that were not listed on the current policy that need to be added. The Select Board Administrative Assistant will contact MIIA with the additions to the current policy.

Review & Editing of the Town Handbook Policies-(Continuation) tabled from March 10th

- The remaining policies were reviewed and edits made where necessary.
- The Town Attorney was consulted on two policies. Marie Saucier made a motion to strike having an Employee Assistance Program policy in the handbook as the Town does not offer assistance and is not required to by law. Employee substance abuse is grounds for immediate termination. Justin Kaczowski seconded; unanimous. Vote: 3-0-0.

Fire Department

- The Select Board Administrative Assistant was asked by the Fire Department to be put on the Spectrum account as an administrative user.
- The VoIP telephone for the Fire Department needs to be installed (plug & play); Fire Department was notified to pick up the telephone and Revolution MSP will be available for technical installation assistance if needed.

ADA Municipal Compliance

- Massachusetts ADA regulations for municipalities with a population under 50,000 are coming into effect in April 2027. Any documentation posted to the new town website will need to be ADA compliant.
    - ➢ The Select Board would like written confirmation from TownWeb that the new website is ADA compliant per state guidelines. The Select Board Administrative Assistant will contact TownWeb with the request. All content posted to the website will be reviewed for ADA accessibility.
- The Select Board reviewed an email sent by BRPC regarding ADA self-evaluation and transition plan. The Select Board would like the email forwarded to the building maintenance foreman.

Select Board Items:

- Brenda Smith stated that the Town Attorney would need to be consulted regarding breaking the contract with USPS in order to move the Post Office Boxes to make way for the Town Office parking lot project. The current land lease with USPS is not up for renewal until 2028.
- Marie Saucier submitted a grant application for a culvert replacement on Chapel/Tilton Road. Notification should be in mid-April.
- The Select Board reviewed the FY25 Select Board report for the FY25 Annual Town Report. No edits were made.
- The Select Board reviewed the letter written to the Parks & Recreation Departments and Conservation Commission asking them to submit a plan of action for the Town Park Building and surrounding land to justify its continued maintenance and upkeep. There were no edits.
    - ➢ Marie Saucier motioned to send the letter to Parks & Recreation and Conservation Commission; seconded by Brenda Smith; unanimous. Vote: 3-0-0.

- Melanie Glynn is seeking permission from the Select Board to remove invasive plants at the Town Park. An RDA was obtained by the Conservation Commission prior. This effort to remove the invasive plants would be supported by Westfield Wild & Scenic. Brenda Smith would like more information before granting permission. Melanie will be invited to the next Select Board meeting to discuss it before the Board.
- Marie Saucier moved to appoint Alan Haskins to the Finance Committee; seconded by Brenda Smith; unanimous. Vote: 3-0-0. The appointment paper was signed by the Select board.
- A four-year business license was signed for Womb of the Wild.
- A dehumidifier has been purchased for the Police Chiefs office; he will take care of installing it.

Correspondence:

- Nomination papers for Savoy's Animal Control Officer was sent by the Commonwealth for the Select Board to review and complete. The Select Board reviewed and it will be sent to the Animal Control Officer to be signed, notarized, and submitted to the Commonwealth.
- An email was sent from the Massachusetts Alcohol Beverages Control Commission for 668 Main Road to renew the liquor license. The Select Board Administrative Assistant emailed to advise the board that the location has not been in business for many years and the license has expired. Awaiting a response from ABCC on how to proceed.

Adjourn Meeting: Marie Saucier motioned to adjourn the meeting; Brenda Smith seconded; unanimous. The meeting was adjourned at 6:18pm.

APPROVAL DATE: 4/14/26

Justin Kaczowski, Chair

Marie E. Saucier

Marie Saucier

Brenda Smith

Submitted by: Colleen Gibeau, Select Board Administrative Assistant