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SAVOY SELECT BOARD MEETING
SAVOY TOWN HALL
April 14, 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 March 24, 2026, was made by Brenda Smith; seconded by Marie Saucier; Unanimous. Vote: 3-0-0.

PUBLIC COMMENT: none

COMMITTEE REPORTS:

FHMS Broadband Committee Representative: Melanie Glynn

- GoNetSpeed will offer to switch existing customers to another internet carrier of the customer's choice until May 29th. GoNetSpeed will remain the contact for billing and customer service and the existing price for service will remain the same.
- Once all the customers have been switched, GoNetSpeed will allow the equipment on the utility poles and utility building on Chapel Road to be utilized by the Town as a communication tower if there is a need.

DEPARTMENT REPORTS:

Highway Department: Jon Choquette

- The blacktop plant has opened; Lower Loop Road has been patched.
- The Part-Time highway employees are back to work. They will be picking up trash along the roadways.
- Dirt road repairs will begin.
- Materials will be trucked over and stored in the Briar ahead of the start date for the Chapel Road Culvert Project to avoid hauling during construction.
- There is a need to purchase another used vehicle if one comes available with remaining FY26 funds in the highway budget. The Select Board agreed for Jon to begin looking for a used vehicle.

- BRPC will be contacted regarding an ADA self-evaluation and transition plan. BRPC will evaluate and based on findings submit for the grant funds needed to meet ADA standards; this is at no cost to the Town. There are two known areas that need to be addressed:
  - Ramp at the Town Office
  - Ramp at the Elementary School
- Highway will respond to the Engineer email inquiry regarding if there is any proposed economic development between Route 116 and Windsor Road as they are preparing work for the Route 116 bridge replacement project.

BUSINESS TOPICS:

Request for Authorization: Melanie Glynn

- Authorization by the Select Board is needed to submit a Massachusetts Endangered Species Act (MESA) filing for removal of invasive plants located at the Town Park.
  - Marie Saucier made a motion to sign the MESA filing; seconded by Justin Kaczowski; unanimous. Vote: 3-0-0
  - Melanie will submit the filing

Schedule Eversource Pole Hearing: Center Road, New State Road, Adams Road

- A public pole hearing will be held on April 28th, 2026 at 5p.m. at the Savoy Town Office for Eversource Energy to erect and/or replace utility poles on Center Road, Adams Road, and New State Road.

Review Quotes for Capped Landfill Inspection

- Two quotes were received and reviewed for the third-party landfill inspection.
  - Marie Saucier made a motion to accept the quote from Berkshire Engineering for inspection services for the capped landfill; seconded by Brenda Smith; unanimous. Vote: 3-0-0.

Berkshire Taconic Community Foundation

- A $5,532.29 donation check was received from the Joseph and Lily Dewton Fund for the Savoy Hollow Library. The Berkshire Taconic Community Foundation will be contacted to see if there are restrictions on the use of the funds.
  - Marie Saucier made a motion to table this topic until the next meeting to get a response on if there are use restrictions for the donation; Justin Kaczowski seconded; unanimous. Vote: 3-0-0.

Review & Discuss USPS Response Letter for Town Office Parking Lot Project

- A land lease renewal was received from USPS in response to the Town's request to relocate the post office boxes; the renewed lease states there are no amendments to the existing lease and extends the date until 2033.
- The Select Board reviewed the terms of the current lease. Town Attorney will be asked to review the renewed lease to see if there are options to amend it.
- The Town needs to know which entity is responsible for the overhead structure as it is in need of repair.

Review Job Description: Highway Mechanic/Operator

- The Select Board reviewed and approved the written job description for Highway Mechanic/Operator.
  - Marie Saucier moved to approve the job description as written; seconded by Justin Kaczowski; unanimous. Vote: 3-0-0.

Review Quote: MacFarlane Office

- A sales quote was reviewed from MacFarlane Office Products for a new copier machine at the Town Offices.
  - Marie Saucier made a motion to accept the 5-year $67.34/month lease contract with MacFarlane Office; seconded by Brenda Smith; unanimous. Vote: 3-0-0.

MIIA Insurance Policy Review and FY 27 Renewal Proposal

- The necessary changes have been reviewed for the FY27 insurance policy.
  - Marie Saucier made a motion to sign the FY27 renewal application and allow the Select Board Administrative Assistant submit online to MIIA; Justin Kaczowski seconded; unanimous. Vote: 3-0-0.
  - The FY27 renewal proposal was signed and will be emailed to MIIA.

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. The next Finance Committee meeting is April 27th.
  - Justin Kaczowski will begin drafting the warrant; the final draft will be sent to the Town Attorney for review.
  - The date for the ATM will be June 3rd and an informational meeting will be held before the 7pm start.

Review of Policy Handbook

- The final edits were reviewed and approved by the Select Board.
  - Justin Kaczowski made a motion to adopt the newly revised Policy Handbook as of May 1, 2026; seconded by Marie Saucier; unanimous. Vote: 3-0-0.

Select Board Items:

- Invoicing will begin on May 1, 2026 for employee repayment of debt.
- Marie Saucier has closed out the ARPA grant.
- The Town Attorney was consulted on the Town Park property; it is part of the National Heritage Foundation, the designation can't be altered or changed by the Town.
- Marie Saucier asked for the Select Board to approve proceeding with a temporary Eminent Domain for property on Chapel Road that has not responded to the Towns request for Temporary Right of Easement for the Chapel Road Culvert Replacement Project. The Town

needs to have access to the property before the project can begin. The Select Board agreed to allow Marie proceed with the process.

- Marie Saucier is still waiting on acceptance of grant applications that were submitted.
- Marie Saucier reported she took the Link 413 bus service from the Savoy Town Offices to Greenfield, and it was a wonderful experience.
- Brenda Smith reported the Tax Collector has made inquiries with QDS for a quote to change over from VADAR; she is waiting on a response. If the Tax Collector and Assessors change from VADAR to QDS, VADAR will be asked to adjust the licensing to eliminate two.

Correspondence:

- A letter to the Massachusetts Alcoholic Beverage Control Commission was reviewed.
  - Marie Saucier made a motion to sign the ABCC letter to cancel the alcohol license issued to Michelle Kupiec, 668 Main Road; Justin Kaczowski seconded; unanimous. Vote: 3-0-0.
- The Select Board reviewed the email from TownWeb stating the new Town website is ADA compliant per Massachusetts guidelines. The notice will be put on file.

Adjourn Meeting: Justin Kaczowski motioned to adjourn the meeting; Marie Saucier seconded; unanimous. The meeting was adjourned at 6:33pm.

APPROVAL DATE: 4/28/26

Justin Kaczowski, Chair

Marie E Saucier

Marie Saucier

Brenda Smith

Submitted by: Colleen Gibeau, Select Board Administrative Assistant