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SAVOY SELECT BOARD MEETING
SAVOY TOWN HALL
April 28, 2026

MINUTES

Members Present: Justin Kaczowski, Marie Saucier, Brenda Smith

The meeting was called to order at 5:17 pm by Justin Kaczowski; seconded by Brenda Smith.

A motion to accept and sign the meeting minutes from April 14, 2026, was made by Brenda Smith; seconded by Marie Saucier; Unanimous. Vote: 3-0-0.

PUBLIC COMMENT: none

COMMITTEE REPORTS:

Finance Committee: Kathy Luczynski

- Adjustments will need to be made to the budget draft that was to be presented at this meeting as there is an increase in FY27 Police & Fire Insurance policy. Kathy will make adjustments and resend.
- There is a projected 4% increase in the budget.
- Kathy presented to the Select Board the need to have a Financial Reserves Policy adopted. A draft was presented for the Select Board to review. This policy will apply to the Select Board, Finance Committee, Capital Planning Committee, and School Committee for budget decision making and is used for setting/maintaining goals for and appropriate use of general fund reserves, including free cash, stabilization funds, and overlay surplus.
  - Marie Saucier would like the wording for Capital Stabilization Fund changed and outlined for use wording to reflect the following for tracking purposes:
    - 50% to general fund
    - 25% Highway Department
    - 25% Fire Department

Community Compact Best Practice Grant-IT Grant: Kathy Luczynski

- Kathy recommends the Town have follow-up training and education in place for staff in accordance with the Disaster Recovery and Cybersecurity Business Continuity Plan. Any staff training will be documented and submitted to MIIA in order to receive insurance credit. Kathy will draft an outline for the Select Board to review.

DEPARTMENT REPORTS:

Highway Department: Jon Choquette

- A new flagpole was put up at the Town Office.
- The part-time employees continue to pick up trash along Rte 116 until it comes time to mow. There is a lot of trash, two dumpsters have been filled already. Scrap metal bin has been filled from behind the town garage.
- Grading will happen on New State Road
- Patching potholes will continue as needed.
- New safety signs have been purchased.
- Gravel is being ordered for dirt roads.
- Free material is coming from Specialty Minerals and will be mixed with hard stone.

Tax Collector: Sheryl Guettler

- A quote for $6,150 from Quality Data Service (QDS) was presented to the Select Board for the Town of Savoy to convert software for the Tax Collector from VADAR to QDS.
  - Marie Saucier motioned to sign the quote from QDS; seconded by Brenda Smith; unanimous. Vote: 3-0-0
- The safe in the Tax Collectors office is not opening; a locksmith has been contacted.

BUSINESS TOPICS:

FY27 Police & Fire Insurance Policy Review

- The Select Board reviewed the FY27 Police & Fire Insurance Policy.
  - Marie Saucier made a motion to accept and sign the FY27 policy; seconded by Brenda Smith; unanimous. Vote: 3-0-0

Berkshire Taconic Community Foundation (Tabled from April 14th Meeting)

- BTCF representatives responded the donation can only be utilized for Library use and there is no time limit to use the funds.
- The Select Board discussed various ways to best utilize the funds. A dumpster will be needed to clean out the existing space.
- Suggestions were:
  - Eagle Scout/Boy Scout project
  - McCann Senior Project
  - Desktop computer for Internet use

Deerfield River Watershed Association Support Letter

- The Select Board did not approve of signing a letter of support for the DRWA to apply for a grant from the Woodlands Partnership due to wording in the letter; Savoy does not belong to the Woodlands Partnership.

BRPC: FY27 Delegate & Alternate Certification Forms

- Justin Kaczowski signed the delegate certification form; Marie Saucier signed the alternate certification form.

Community Compact Best Practice Grant: IT Grant

- Marie Saucier made a motion allowing Kathy Luczynski to sign the final draft of the Cybersecurity Business Continuity & Disaster Recovery Plan; seconded by Brenda Smith; Justin Kaczowski abstained. Vote: 2-0-1

Annual Town Meeting

- Additional article items were discussed, and Marie Saucier will add wording to the draft ATM warrant.
  - Proposed bylaw changes
  - Short Term Rental as an article
  - Revised budget
  - Capital Improvement Stabilization Fund
- The Annual Town Meeting date was set for June 24 at 7pm.
- An informational meeting for residents will be on June 3rd at the Town Hall at 6pm.

Special Town Meeting

- Marie Saucier requested approval from the board to proceed with seeking temporary Eminent Domain for property on Chapel Road so the Chapel Road Culvert Replacement Project timeline remains intact. The property owner has not responded to the Towns request for Temporary Right of Easement. Justin Kaczowski and Brenda Smith agreed to proceed with the process.
- A Special Town Meeting will be held on May 13th at 7 pm for the Town to decide taking by Eminent Domain a temporary construction easement for property on Chapel Road for the Chapel Road Culvert Project.
  - Marie Saucier motioned to sign the STM warrant; seconded by Brenda Smith; unanimous. Vote: 3-0-0
  - The Town Constable will post the warrants after the meeting
- The next Select Board meeting scheduled for May 12th will be rescheduled to May 13th at 6pm.

Select Board Items:

- Marie Saucier met with Michael Beatty who has reviewed the reorganized Town Bylaws and submitted several recommendations for rewording. The proposed changes will be voted on at the Annual Town Meeting.

Correspondence:

- The ADA self-evaluation and transition plan being overseen by BRPC will require the Town to have an Americans with Disabilities Act Policy and Grievance Procedure Policy on file. The Select Board reviewed the ADA draft policy and ADA Grievance Procedure Policy
  - Marie Saucier motioned to approve the ADA Policy and ADA Grievance Procedure Policy; seconded by Brenda Smith; unanimous. Vote: 3-0-0
- Notice for annual furnace maintenance at the Town Hall was received; West Oil will be contacted to schedule a service appointment.

Adjourn Meeting: Marie Saucier motioned to adjourn the meeting; Brenda Smith seconded; unanimous. The meeting was adjourned at 6:34pm.

APPROVAL DATE: 5/13/26

Justin Kaczowski, Chair

Marie Saucier

Brenda Smith

Submitted by: Colleen Gibeau, Select Board Administrative Assistant