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SAVOY SELECT BOARD MEETING
SAVOY TOWN HALL
July 14, 2026

MINUTES

Select Board Members Present: Justin Kaczowski, Brenda Smith, Marie Saucier
Others Present: Fire Chief, Pete Miner; Robert Latson; Jim Tworig

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

Justin Kaczowski made a motion to accept the June 23, 2026 minutes for the joint meeting with the School Committee and Select Board; seconded by Marie Saucier; unanimous. Vote: 3-0-0.

Justin Kaczowski made a motion to accept the June 23, 2026 Select Board meeting minutes; seconded by Marie Saucier; unanimous. vote: 3-0-0.

PUBLIC COMMENT:

COMMITTEE REPORTS:

DEPARTMENT REPORTS:

Treasurer: Tax Title Taking Report

- The Select Board reviewed the final spreadsheet report provided by the Treasurer with a total certified amount of $11,290.31.

BUSINESS TOPICS:

Town of Savoy Fire Department/Hilltown Hose Company Governance, Fundraising, and Asset Management Policy

- The Select Board discussed with the Fire Chief and Hilltown Hose representatives the necessity for a Governance, Fundraising, and Asset Management Policy between the Town of Savoy Fire Department and Hilltown Hose Company. The purpose of the policy is to:
  - Clarify the legal and operational distinction between the Town Fire Department and Hilltown Hose Company.

- Promote transparency and public trust.
- Establish clear ownership of equipment and assets.
- Define fundraising and financial accountability practices.
- Avoid future misunderstandings regarding property, donations, insurance coverage, and use of Town resources.
- Protect both organizations and their volunteers.

- Brenda Smith made a motion to authorize Marie Saucier meet with Fire Chief and Hilltown Hose representatives to discuss and draft a guideline policy that will work for the Town, Fire Department, and Hilltown Hose Company; seconded by Justin Kaczowski. Vote: 2-0-1
  - Marie Saucier, Chief Miner, and Hilltown Hose Company representatives will meet on July 22 at 6pm at the Fire House.
  - Hilltown Hose Company will request a list of assets from their accountant.
  - Either a management policy or memorandum of understanding between the Savoy Fire Department and Hilltown Hose Company will be presented to the Select Board for approval pending the outcome of the meeting on July 22nd .

Board of Health Well Regulations

- Marie Saucier drafted a Water Policy for the Select Board to review.
- The proposed policy would allow the Select Board, acting as the local Board of Health, to protect private drinking water supplies from agencies conducting herbicide applications within the Town.
  - Justin Kaczowski made a motion to adopt the Water Policy as the Select Board and acting Board of Health; seconded by Brenda Smith; unanimous. Vote: 3-0-0
- The Select Board Administrative Assistant will have the accompanying letter drafted by Marie Saucier placed on Town letterhead and available for signing at the next Select Board meeting. The letter and adopted Water Policy will be sent to:
  - Massachusetts Department of Conservation and Recreation
  - Massachusetts Division of Fisheries and Wildlife
  - Massachusetts Department of Agricultural Resources
  - Berkshire Regional Planning Commission
  - Savoy Conservation Commission

ATM Results for Short Term Rentals: Letter to Town Counsel

- The Select Board reviewed a letter sent to Town Counsel requesting legal guidance for the Town regarding the disapproval of the STR bylaw at the recent Annual Town Meeting. Town Counsel has not responded yet.

Town Email Address

- Additional Microsoft licensing for town email addresses for remaining departments and committees that require them are pending the Collins Center evaluation of the Towns SharePoint site. The Town's IT service will be contacted to set up a shared contact email for the Select Board members.

Select Board Items:

- The Select Board reviewed and edited an Invitation for Bids for the roof replacement at the Town Office. The posting date will be determined once a prevailing wage schedule is obtained. The Invitation for Bids will be posted in Central Register, Town Website, CommBuys, and the bulletin board at the Town Office for a minimum of at least two weeks.
    - Marie Saucier motioned to allow the Select Board Administrative Assistant to obtain a prevailing wage schedule through Department of Labor Standards; schedule bid opening date; and post the Invitation for Bids; seconded by Brenda Smith; unanimous. Vote: 3-0-0.
- The Select Board received and reviewed the updated FY27 MIIA insurance auto fleet schedule, special property coverage, and schedule of locations for accuracy and signature. Several discrepancies were found; the Select Board denied signing the new MIIA insurance schedules and would like a meeting with the MIIA account manager to discuss the discrepancies.
    - Justin Kaczowski made a motion to authorize Marie Saucier to meet with MIIA account manager to discuss the Town insurance policy; seconded by Brenda Smith. Vote: 2-0-1
- The Select Board received a final FY26 transfer report from the Town Accountant.
    - Brenda Smith made a motion to require the Finance Committee complete the appropriate transfer request form to reclass the final FY26 expenses, which will then go before the Select Board for approval; seconded by Justin Kaczowski; unanimous. vote: 3-0-0.

Correspondence:

- The Select Board was alerted to a resident having an issue with feral cats at her house. The Select Board Administrative Assistant contacted the Animal Control Officer who stated she is unable to trap cats and advised her to contact Berkshire Humane Society. The resident stated she will contact Berkshire Humane Society; there is an established history with them dealing with this issue.
- The Select Board reviewed a quote for valve replacement for heating system at the Town Offices; it will be a FY27 expenditure as it wasn't obtained in time for FY26 end.
- Berkshire Engineering was emailed contact information for the Transfer Attendant and Highway Superintendent to gain access for the upcoming surprise inspection of the capped landfill.
- Brenda Smith motioned to sign and mail the revised USPS ground lease letter; seconded by Marie Saucier; unanimous. Vote: 3-0-0.
- The Select Board opted not to renew the STAM membership.
- The Select Board reviewed a letter from Eversource Customer Service alerting them that there are several addresses in Town that will be receiving notices to complete the required smart meter upgrade. If the residents don't comply by granting access, Eversource may pursue legal action along with assessing fines and fees to the offender.

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

APPROVAL DATE: 7/28/26

Justin Kaczowski, Chair

Marie Saucier

Brenda Smith

Submitted by: Colleen Gibeau, Select Board Administrative Assistant