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SAVOY SELECT BOARD MEETING
SAVOY TOWN HALL
August 11, 2026

MINUTES

Select Board Members Present: Justin Kaczowski, Marie Saucier
Absent: Brenda Smith

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

Marie Saucier moved to accept the July 28, 2026, Select Board minutes; seconded by Justin Kaczowski. Vote: 2-0-0.

PUBLIC COMMENT:

COMMITTEE REPORTS:

DEPARTMENT REPORTS:

Accountant: Approval for outstanding FY25 FICA

- The Town Accountant, Kelli Pontbriand, requested approval from the Select Board to pay an outstanding FY25 FICA bill due to the Town of Clarksburg.
  - Justin Kaczowski made a motion to approve the Town Accountant to pay the outstanding FY25 FICA bill; seconded by Marie Saucier. Vote: 2-0-0.

Highway Department: Jon Choquette

- The Highway Department would like approval to donate the broken, unused roadside mower to the Town of Adams for parts. The mower has not been operational or used in several years.
  - Marie Saucier made a motion to donate the broken roadside mower to the Town of Adams for parts; seconded by Justin Kaczowski. Vote: 2-0-0.
- The new Highway Department employee is working out greatly.
- Highway met with the Chapel Road Culvert contractor and Eversource at the project worksite to discuss tree trimming in order to move utility wires to make way for 60' crane. Necessary work was done; Eversource installed new poles and moved electric wires; waiting on Charter Communications and Verizon to move communication lines. Jon expressed concerns on the

late start date to the project contractor, noting that leaving the site unfinished over the winter months is not optimal for plowing.

- Jon Choquette and Marie Saucier will attend an onsite meeting on Thursday for the Tilton Brook Culvert.
- The quote for the new grader has come in at $417,000. The $250,000 grant Highway received will be used for the purchase; the Town Accountant was consulted to see if Winter Recovery Assistance Program (WRAP) funds the Town received can be used to purchase the wing attachments that are used for winter plowing. Discussion ensued whether the remaining funds will come from Chapter 90 or possibly take a loan. Jon will contact the vendor and ask to revise the quote to separate the attachments cost and grader cost; once the revised quote(s) are received funding option discussions will resume.
- Marie Saucier has submitted the grant application for the Bog Pond Road Bridge.

Transfer Station: Barb Belisle

- The Transfer Station would like to get a 30-yard bin for bulky waste.
- The Transfer Station Manager requested the Select Board approve purchasing a camera system for the Transfer Station. Barb contends the cameras are necessary to help monitor illegal dumping and help identify residents that are not following recycling rules. The camera system purchase would be funded with the annual recycling grant money received from Northern Berkshire Solid Waste Management and would garner points towards the next FY grant funds.
    - The Select Board questioned if installing cameras would alleviate the situation and had reservations on how, and if, collecting a $25 violation fine would be enforceable.
    - The Select Board advised Barb that the camera system would need to be NDAA compliant and would have to work off-line as there is no internet at the Transfer Station. A site design layout would be needed for optimal camera placement to determine how many units would be needed.
    - The Select Board advised Barb to obtain three quotes for an NDAA compliant camera system.

Town Clerk: Valerie Reiner

- Warrants for State Primary Election were presented to the Select Board for signature.
    - Justin Kaczowski motioned to sign the warrants for the State Primary Elections; seconded by Marie Saucier. Vote: 2-0-0.

BUSINESS TOPICS:

Fire House Lease Agreement & MIIA Insurance Response to Events

- The 2012 lease agreement between Massachusetts Broadband Institute (MBI)/Massachusetts Technology Collaborative and the Town was located and reviewed by the Select Board. The Point of Interconnection (POI) location for state used broadband technology (meter and equipment) is located inside the locked room at the Fire House. MBI reimburses the Town for a portion of the electricity the POI uses. MBI was contacted to see if the POI agreement is still active as reimbursement payments hadn't been made in several years. MBI responded that the

lease is active for 25 years; MBI has fallen behind in remitting utility reimbursement payments and requested copies of Eversource statements for 2025 and 2026. The Select Board Administrative Assistant will provide the requested documents to MBI.

- The Select Board requests the Town Accountant and Treasurer investigate to see when the last payment from MBI was received.

- MIIA Insurance was contacted to see if events held by Hilltown Hose Company at the Fire House were covered under the Town's insurance policy. MIIA responded they are considered volunteers and each participant should sign a waiver form for each event. Waiver forms will be sent to the Fire Chief to have on hand.
- The Select Board reviewed the Town of Savoy Fire Department/Hilltown Hose Company Governance, Fundraising, and Asset Management Policy.
  - Justin Kaczowski motioned to adopt the Town of Savoy Fire Department/Hilltown Hose Company Governance, Fundraising, and Asset Management Policy; seconded by Marie Saucier. Vote: 2-0-0.
  - The policy will be sent to the Fire Department and Hilltown Hose Company for adoption.

Short Term Rentals: Attorney Response

- Marie Saucier motioned to table STR attorney response discussion until in-depth review of the attorney's response is done; seconded by Justin Kaczowski. Vote: 2-0-0.
- The Attorney response will be emailed to Planning Board Chair, Zoning Board Chair, and Building Commissioner for review and comment.

USPS Letter: PO Box Relocation for Town Office Parking Lot Expansion

- Prior to approval of relocation USPS will need:
  - Confirmation the new location will be ABA accessible with sloped curbs; if there will be a sidewalk this may satisfy the requirement
  - A drawing of the layout of the parking lot and PO Box and drop box location is needed.
  - If the Town will require the new structure to have a similar design and materials as the current one or would the Town be open to a prefabricated or metal canopy?
- The Foresight Engineering will be notified and asked to update the design plans to the new location; the revised design will be sent to USPS once completed.

Cordless Phone Request: Highway Department

- Justin Kaczowski recused himself from discussions; the Select Board Administrative Assistant was given authority to vote in the absence of Select Board member Brenda Smith.
- Marie Saucier motioned to order a VOIP cordless telephone for the Highway Department; seconded by Colleen Gibeau. Vote: 2-0-0.
  - The Select Board Administrative Assistant will contact vendor to order and schedule installation.

Veterans Hometown Heros Banner Program

- Kurtis Durocher, Veterans Agent, requested the Select Boards approval to move forward with the Hometown Heros Banner Program on behalf of Savoy.
  - ➢ Marie Saucier motioned to authorize Kurtis Durocher to move forward with the Hometown Heros Banner Program on behalf of Savoy; seconded by Justin Kaczowski. Vote: 2-0-0.

Reschedule Date for Next Select Board Meeting

- Marie Saucier motioned to reschedule the next Select Board meeting to Wednesday, August 26, 2026 to include opening bids for the Town Office Roof Replacement Project; seconded by Justin Kaczowski. Vote: 2-0-0.

Select Board Items:

Correspondence:

- The Select Board Administrative Assistant contacted Jamie Caplan Consulting to proceed with updating the Savoy Hazard Mitigation Plan. The first zoom meeting will be on September 15, 2026, at 9 am.
- A phone message was relayed to the Select Board from BRTA chairman requesting Savoy representation at the BRTA meetings.
- Hilltown Community Development requested historical clearance from the Town for property located at 10 Windsor Road; Select Board Chair, Justin Kaczowski signed the historic review clearance form. The Select Board Administrative Assistant will email the form to Hilltown Community Development.

Adjourn Meeting: Marie Saucier motioned to adjourn the meeting; seconded by Justin Kaczowski. The meeting was adjourned at 6:06pm.

APPROVAL DATE: 8/26/26

Justin Kaczowski, Chair

Marie E Saucier

Marie Saucier

Brenda Smith

Submitted by: Colleen Gibeau, Select Board Administrative Assistant