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SAVOY SELECT BOARD MEETING
SAVOY TOWN HALL
September 8, 2026

MINUTES

Select Board Members Present: Justin Kaczowski, Marie Saucier, Brenda Smith
Others Present: Kelli Pontbriand, Ben Gelb, Sheryl Guettler

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

Marie Saucier moved to accept the August 26, 2026, Select Board minutes; seconded by Brenda Smith. Vote: 3-0-0.

PUBLIC COMMENT:

COMMITTEE REPORTS:

DEPARTMENT REPORTS:

Board of Health: Jazu Stein, BRPC, Fee Schedule Food Establishments

- A revised fee schedule was presented to the Select Board which would implement a four-tier rating system based on the FDA risk-based food establishment categories as a guide. The current fee schedule has an arbitrary price structure.
- The new schedule categorizes food establishments based on risk assessment and determines the frequency of inspections that are required. The proposed fee would correlate to cover the cost of the inspection(s) deemed by which tier the food establishment falls within.
- The proposed four-tier fee schedule would streamline inspection efforts and eliminate confusion for food establishment owners on which category they are in.
- The same schedule is being proposed in the other towns BRPC provides food establishment inspections, thus making it a fair across the board.
    - Marie Saucier moved to adopt the four-tier system / fee schedule with initial pricing as listed; seconded by Brenda Smith; unanimous. Vote: 3-0-0.
- Marie Saucier stated it should be a priority to recruit a Savoy Board of Health Agent that can act on behalf of the Select Board when needed; ultimately there should be a three-member board reestablished.

Highway Department: Jon Choquette

- A contract with MiltonCAT for the purchase of a new grader was received; Dave Stokes was contacted for consultation. The Select Board Chair will sign signature authorization paperwork for the Highway Superintendent.
- Preparations are underway for paving the lower half of Loop Road.
- Highway is finishing maintenance work on the trucks readying them for the winter season.
- Verizon has moved communication lines on Chapel Road for the culvert replacement; still waiting on Spectrum to move their lines.

BUSINESS TOPICS:

Review & Discuss Audit Management Letter with Accountant, Treasurer, and Tax Collector

- A 2025 audit has been completed by Roselli, Clark & Associates. A letter to the Select Board with audit findings was sent, several points were highlighted for discussion.
- The Accountant, Treasurer, and Tax Collector were present to discuss each of the line items with the Select Board and reported each of the issues has been addressed and resolved.
- The Accountant stated the audit went well; there are now procedures in place that have streamlined processes which has made for better communication and efficiency.
- The Select Board thanked the Accountant, Treasurer, and Tax Collector for the hard work and hours they put into the reconciliation and making the audit a success.
- Future audits will be budgeted for $9,000/annually and conducted every three years.

Select Board Items:

- An appointment was approved by the Select Board for the following position:
  - Tony Fachetti Zoning Board-Alternate
- Justin Kaczowski has not been able to contact the individual to see if they are interested in the Conservation Commission Agent for the Town as of yet but will continue trying.
- Town Counsel has not finished drafting the Town Hall roof replacement contract for signature but anticipates having it available by the end of the week.
  - Marie Saucier motioned to have Justin Kaczowski sign the Town Hall roof replacement contract once available; seconded by Brenda Smith.

Correspondence:

- The Select Board granted permission to the Administrative Assistant to attend an ADA webinar after hours; comp time was granted.
- A letter from MIIA insurance regarding student insurance will be forwarded to Tracey Tierney, Principal of Emma L. Miller Elementary School.
- Town Counsel sent a letter stating she will be filing a motion on behalf of Savoy to dismiss litigation initiated by the Town in the Massachusetts Housing Court that had been filed prior to 2021. The issue had been resolved but the filing was never closed. The open filing was brought to light with the recent 2025 audit.

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

Adjourn Meeting: Brenda Smith motioned to adjourn the meeting; seconded by Marie Saucier; unanimous. The meeting was adjourned at 5:43 pm.

APPROVAL DATE: 3/22/26

Justin Kaczowski, Chair

Marie Saucier

Brenda Smith

Submitted by: Colleen Gibeau, Select Board Administrative Assistant