720 Main Road
Telephone: 413-743-4290
Fax: 413-743-4292
Email: sbadmin@townofsavoy.com
Website: TownofSavoy.com

SAVOY SELECT BOARD MEETING
SAVOY TOWN HALL
September 22, 2026

MINUTES

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

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

Brenda Smith moved to accept the September 8, 2026, Select Board minutes; seconded by Marie Saucier; Unanimous. Vote: 3-0-0.

PUBLIC COMMENT:

COMMITTEE REPORTS:

Finance Committee: Kathy Luczynski, Chair

- Brenda Smith made a motion to remove the sixth position on the Finance Committee and return to a five-member committee; seconded by Marie Saucier; unanimous. Vote: 3-0-0.

Ad Hoc Committee: Kathy Luczynski: Best Practice Grant Operations Assessment

- The Collins Center has finalized the last component of the Operations Assessment for a SharePoint centralized filing system.
  - Kathy will confer with Revolution MSP to obtain a quote for the necessary licenses to be obtained and the associated annual cost thereafter.
- Kathy suggested designating October as the review month for annually updating the Business Continuity and Disaster Recovery Plan.
- MIIA insurance offers free cyber training to Town employees that is trackable.
  - Marie Saucier moved to approve Town employees attend a required cyber phishing training through MIIA; seconded by Brenda Smith; Justin Kaczowski recused. Vote: 2-0-1

Cemetery Commission: Joan Ziter

- A map of the Ingraham Cemetery shows an area to the right of the existing stone wall that can be utilized for burials. The Select Board and Highway Department Superintendent were consulted to see if this would be feasible.

- The Select Board advised Joan to contact the Registry of Deeds to see if there are any easements or right of ways for the property; and if there are any restrictions on land use.
- MassDEP will be contacted to see if there are any existing restrictions on the property and what process the Town is required to follow to extend the cemetery.

- Once the necessary information is gathered a public hearing will be scheduled.

DEPARTMENT REPORTS:

Highway Department: Jon Choquette

- Quote for paving half of Hawley Road and Lower Loop is $220,000. Lower Loop has been patched and is ready for paving. Center Road has been patched.
- The week of October 19th-31st the Rte 116 bridge will be closed for MassDOT to obtain core samples. The detour will be in place on Old Main Road #2. A notice will be put on the Town website.
- MassDOT has confirmed the FY26 Winter Recovery Assistance Program (WRAP) funds can be utilized for equipment purchases; the funds can be used to help fund the new grader purchase; Marie Saucier requested to get it in writing to give the Town Accountant. It is anticipated to take six-eight months for the grader to be built; with a spring delivery.
- The 2012 dump truck has broken down; Highway is unable to tow the excavator to site on Horton Road that needs a drainage pipe installed until the truck is fixed as none of the other trucks are rated for that towing capacity.
- Not all the communication lines have been moved for the Chapel Road Culvert replacement. Marie Saucier stated it is too late in the year to safely start the project and will work with the contractor to extend the contract.
- A former town resident, Scott Grant, donated 300 gallons of heating oil to the Highway Department.
- Jon has a meeting with FRCOG this week regarding proposed projects for FY27. He was advised to submit bids only for project(s) that are intended to be completed. A request was made to the Town Accountant for Chapter 90 account balance.

Tax Collector: Sheryl Guettler

- Representatives from VADAR contacted the Tax Collector to set up a meeting to discuss the reasons necessitating the Assessors and Tax Collector discontinuing VADAR services. The Tax Collector was advised to set up the meeting and Brenda Smith will attend the meeting with her.

BUSINESS TOPICS:

BRPC: Alison Dixon: Final Report on Culvert Projects

- A flash drive containing the CRMA grant documents for the Old Main Road #4 Culvert project was provided to the Select Board.
- The final permitting for the Army Corp of Engineers will continue under The Nature Conservancy grant.

- The Select Board was presented with a proposal from Foresight Engineering for additional services for the completion of the Army Corp of Engineer (ACOE) permitting process for the Old Main Road #4 culvert replacement.
    - Justin Kaczowski made a motion to authorize Marie Saucier to sign the proposal from Foresight Engineering and to continue working with BRPC on the Old Main #4 culvert project; seconded by Brenda Smith; unanimous. Vote: 3-0-0
- The Final Report on Culvert Projects was not ready by meeting time to present to the Select Board; Alison will provide it in early December when she comes back to present the next round of MaDOT grants available.

Town Hall Roof Replacement

- The Town Hall Roof Replacement contract was completed by Town Counsel and signed by Justin Kaczowski, Town Counsel, and Town Accountant. The signed contract was sent to the contractor. The start date has not been confirmed yet by the contractor.

Historical Section 106 Review: Black Brook Road Bridge Project

- Comprehensive Environmental Inc., an engineering firm aiding MassDOT in the permitting process for the Black Brook Road Bridge project, requested a letter from the Savoy Historical Commission verifying any historical significance at the proposed project site.
- The Select Board, acting as the Savoy Local Historical Commission, reviewed the provided site documents and deemed there to be no historical significance to the proposed site.
    - Marie Saucier moved to sign the letter to Comprehensive Environmental; seconded by Brenda Smith; unanimous. Vote: 3-0-0.

Savoy Conservation Commission Agent: Update

- Justin Kaczowski made inquiries with several individuals to ascertain if there was any interest in serving as the Savoy Conservation Commission Agent without success . He suggested contacting BRPC and FRCOG to inquire if they provide this type of service on a per diem basis.

Hazard Mitigation Plan: Progress Update

- Marie Saucier and the Select Board Administrative Assistant attended the first meeting with Jamie Caplan and the consulting team to update the Hazard Mitigation Plan.
- It was suggested to invite members from selected Town committees and boards to form a Hazard Mitigation Plan Update Committee; an invitation will be sent to selected individuals to participate.
- Marie Saucier noted that Verizon has sent a notice to customers that they are discontinuing copper-based home phone service and transitioning to service delivery using fiber, cable, or modern wireless technology as of November 30, 2026. There is a concern that the types of service they are updating to may not be available in all areas of town and may leave some with no service at all and could result in a health and safety issue for elderly residents. A notice of the change will be placed on the website and at the Transfer Station to get an understanding of how many residents this transition will affect. A letter to Verizon will be drafted regarding these concerns and will be reviewed at the next Select Board meeting. Effected customers are encouraged to call Verizon to explore options ahead of November 30th.

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

- The policy was received back from the Fire Department and Hilltown Hose Company who each reviewed and adopted the policy on September 1, 2026. The policy will be kept on file at the Town Office.

Select Board Items:

- An Appointment was approved by the Select Board for the following position:
  - David Rhinemiller Electrical Inspector-Alternate
- A business permit was approved by the Select Board for Michael Maloney for Maloney's Flooring.
- An FY26 expenditure report sent by the Adams Council on Aging needs to be completed and signed off on; the Select Board would like the report filled out by the Town Accountant. It will be sent to her for completion.
- The Veterans' Services Intermunicipal Agreement for FY27 was reviewed by the Select Board
  - Justin Kaczowski moved to sign the Veterans Services Intermunicipal Agreement; seconded by Marie Saucier; Unanimous. Vote: 3-0-0

Correspondence:

- A letter from MIIA Insurance was received regarding supplemental group benefit offerings to employees. The benefits include voluntary life insurance, long term disability insurance, and voluntary supplemental health benefits. These supplemental benefits are voluntary employee contributions only. MIIA will be sending more information.
- An email was received inquiring if Town residency is required to serve on a Town board or committee; the Select Board stated it is a requirement to be a Town resident in order to serve on a board or committee. The SB Administrative Assistant will respond to the email.

Adjourn Meeting: Marie Saucier motioned to adjourn the meeting; seconded by Brenda Smith; unanimous. The meeting was adjourned at 6:31 pm.

APPROVAL DATE: 10/13/26

Justin Kaczowski, Chair

Marie Saucier

Brenda Smith

Submitted by: Colleen Gibeau, Select Board Administrative Assistant