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SAVOY SELECT BOARD MEETING
SAVOY TOWN HALL
October 13, 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.

Marie Saucier moved to accept the September 22, 2026, Select Board minutes; seconded by Brenda Smith; Unanimous. Vote: 3-0-0.

PUBLIC COMMENT:

COMMITTEE REPORTS:

Finance Committee: Kathy Luczynski, Chair

- The next Finance Committee meeting will be in early November.

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

- The final invoice will be obtained from Revolution MSP and submitted to the Town Accountant and Treasurer for payment. Once proof of payment is obtained, it will be added to the final reporting documents for submission to the state to close out the grant.
  - Brenda Smith made a motion to allow Marie Saucier sign the final expense report for the Community Compact Best Practice Operations Assessment Grant once available; seconded by Marie Saucier; Justin Kaczowski recused himself for conflict of interest. Vote: 2-0-1.

DEPARTMENT REPORTS:

Treasurer: Tax Title Taking

- Two tax delinquent properties were presented to the Select Board for review to inquire if it would be in the Towns best interest to procure through the courts. The Select Board reviewed each of the properties on the Savoy GIS site. One property was deemed unbuildable as it has no road frontage or right of way; the second parcel was deemed to have some monetary value.
- The Select Board advised the Treasurer to first reach out to the abutters of each of the properties to gauge if there is any interest in purchasing the property for back taxes.

- The abutter names where provided to the Treasurer who will send a letter to assess if they have any interest in purchasing the land prior to the Town pursuing the matter in court.

Town Clerk: Midterm Election Warrant Signing

- Marie Saucier made a motion to sign the Midterm Election Warrants; seconded by Brenda Smith; unanimous. Vote: 3-0-0
  - Marie Saucier motioned to close all Town Offices for business on November 3rd for the Midterm Elections to accommodate parking for voters; seconded by Justin Kaczowski; unanimous. Vote: 3-0-0

BUSINESS TOPICS:

Town Hall Roof Replacement: Specifications Approval

- The Select Board reviewed specification sheets for the Town Hall Roof Replacement Project; the specs were previously reviewed by Facilities Manager, Mark Cyrulik, who did not recommend any changes.
  - Marie Saucier moved to approve all sections of the specification sheets with no amendments; seconded by Brenda Smith; unanimous. Vote: 3-0-0

Hazard Mitigation Plan: Progress Update

- A list was provided to the Select Board of people who accepted the invitation to serve on the Hazard Mitigation Plan Committee.
- The Select Board reviewed the critical facilities list which was updated to include street addresses and/or GPS coordinates.
- The Select Board reviewed and updated the 2021 Mitigation Actions list and previewed the 2027 recommendations provided for the updated HMP.
- The HMP meeting agendas will be posted on the website and bulletin board to comply with open meeting laws; all meetings will be held virtually.

Review & Discuss Updated Town Hall Parking Lot Design

- The revised plans for the Town Hall Parking Lot were reviewed by the Select Board. The plans will be emailed to USPS to approve or disapprove the relocation position of the Post Office boxes and outgoing mail drop box. Per the existing contract; USPS will be responsible for the concrete pad and overstructure.
- The Building Commissioner recently inquired about the status of the project as the over structure he noted is in need of repair for public safety. The Select Board would like USPS alerted to the Building Commissioners' concerns.

Review & Update: Crisis Communication Plan; First Amendment Auditor Interaction Policy; HVAC Preventative Maintenance Policy

- The Select Board reviewed the three policies. The Select Board Administrative Assistant telephone number was updated to include the phone extension; the cover sheet was updated on each policy with a review date of 10/13/2027.

- Marie Saucier moved to approve the updates to the Crisis Communication Plan, First Amendment Auditor Interaction Policy, and HVAC Preventative Maintenance Policy; seconded by Brenda Smith; unanimous. Vote: 3-0-0

Verizon Letter regarding Discontinuation of Copper-based Phone Service: Review & Sign

- The Select Board reviewed the draft letter to Verizon regarding the impact that discontinuation of copper-based phone service will have on the residents of Savoy; a spelling error was noted and edited.
  - Marie Saucier made a motion to sign the letter to Verizon; seconded by Brenda Smith; unanimous. Vote: 3-0-0.

PTG Events

- The Savoy PTG inquired about hosting various events in Town and if there is a protocol that needs to be followed. Depending on what the event entails would dictate which department or Committee should be contacted, PTG should reach out to the Select Board to coordinate.

Select Board Items:

- An Appointment was approved by the Select Board for the following position:
  - Bill Saucier Parks Commission
- Marie Saucier inquired if the swear in process for appointed positions can be eliminated; Brenda Smith will research the issue.

Correspondence:

- The Conservation Commission has invited the Conservation Commission Agent from Ashfield to attend their next meeting to discuss options for serving as Savoy's Agent.
- A certified letter was sent to the four abutters of the Chapel Road Culvert Replacement Project notifying them of the delayed start date along with a request to sign a temporary right of entry agreement with an updated timeframe.
- An email was received inquiring if Savoy allows temporary retail sales for frozen food truck; the Select Board has no issues with allowing this providing the company attain the necessary permit(s) through the BRPC-Board of Health for Food Establishments.
- An email was received by Tracey Tierney, Principal of Emma L. Miller Elementary School, informing the Select Board of her resignation at the end of the school year.
- An email was received regarding the inquiry on DEP requirements for expanding the Ingraham Cemetery. The email stated MassDEP permitting would be needed if drinking water was located nearby; they also advised that Local Boards of Health and Conservation Commission should be consulted and included in the planning process. An advertisement for a Sexton for the Ingraham Cemetery will be put on the Savoy website.

Adjourn Meeting: Brenda Smith motioned to adjourn the meeting; seconded by Marie Saucier; unanimous. The meeting was adjourned at 6:30 pm.

APPROVAL DATE: 10/27/26

Justin Kaczowski, Chair

Marie Saucier

Brenda Smith

Submitted by: Colleen Gibeau, Select Board Administrative Assistant