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
October 27, 2026

MINUTES

Select Board Members Present: Justin Kaczowski, Marie Saucier, Brenda Smith
Others Present: Jon Choquette, Kathy Luczynski, Cassandra Williams

The meeting was called to order at 5:00pm by Justin Kaczowski

Marie Saucier moved to accept the October 13, 2026, Select Board minutes; seconded by Brenda Smith; Unanimous. Vote: 3-0-0.

PUBLIC COMMENT:

- Resident Cassandra Williams raised concerns regarding the condition of Center Road and the decision to repave Loop Road vs Center Road. She asked for transparency on the usage of the Chapter 90 funds. She inquired if the Town should have more of a Police presence given the services rendered compared to the Police Chief salary amount.
  - Highway Superintendent, Jon Choquette, acknowledged the concerns regarding the condition of Center Road and stated that the majority of roads in town are in need of repaving. He and the Select Board made the decision to concentrate on repairing one travel corridor in Town at a time. The consensus was that with the Chapel Road culvert replacement due to start last spring and the condition of Loop Road it would make sense to prioritize that corridor first given the amount of residents living on that side of town and the elementary school is located over there. The cost to repave Loop Road was approximately $220,000; the remaining Chapter 90 funds will be available for needs that arise over the remainder of the Fiscal Year. In the interim, Center Road was patched and paving it will be addressed next year.
  - Kathy Luczynski, Finance Committee Chair, stated the increase to the Police Chief salary was voted on at the annual Town meeting; the Select Board noted that to have added hours for police patrol would cost the Town a lot of money. It was also noted that the mannequin in the Police Cruiser was donated and not funded by the Town.

- Kathy Luczynski appreciated the center line that was painted in the middle of Old Main Road #2 going around the corner, stating that it helps drivers stay on their respective side of the road. Jon Choquette noted that this was done by a Town resident, not the Highway Department.

COMMITTEE REPORTS:

Finance Committee: Kathy Luczynski, Chair

- The next Finance Committee meeting will be held on November 2nd, one topic for discussion will be funding the $17,000 VADAR invoice for data extraction services for the Tax Collector and Board of Assessors software changeover to QDS. She expressed concerns over the struggles the Tax Collector and Board of Assessors had with the VADAR program and that a resolution couldn't be made with VADAR prior to terminating services. Brenda Smith stated that the VADAR invoice does not need to be addressed at the Finance Committee meeting as the VADAR extraction service was no longer needed. QDS was able to successfully retrieve the data.
- The Select Board advised Kathy that two AED machines will need to be purchased; one for the Highway Department and one for the Town Hall. The search for grant funds to cover the cost was unsuccessful; the cost for two is approximately $5,000. Jon Choquette said there may be training funds remaining in the Highway Department budget at year end that could be utilized to help with the purchase.

Ad Hoc Committee: Kathy Luczynski: Best Practice Grant: Operations Assessment Grant & Technology Plan Grant

- The final compliance letter along with final expenditures for the Operations Assessment Grant has been submitted to the state to close out the grant. Kathy noted that it is now up to the Town to follow through with the items:
  - New Bylaws need to be posted on the Town website; the Select Board requested Kathy follow up with the Town Clerk to verify the new Bylaws have been submitted to the state for approval; the state has 90 days to approve once submitted.
  - All policies for the Employee Handbook and job descriptions should be reviewed annually.
- A compliance report is needed from MSP Revolution that will demonstrate recovery testing is being performed on the Town server. Once the report is obtained, the Technology Plan Grant can be closed out.

DEPARTMENT REPORTS:

Highway Department: Jon Choquette

- Estimates are being obtained for the cost to transfer the dump body from the Chevy to one of the blue freightliners possibly next spring once snow season is over.
- A town resident has agreed to assist the Highway Department tow the excavator to location(s) as the only Town truck with a tow hitch is non-operational with repairs over what the cost of the vehicle is worth.
- Jon is waiting on MassDOT paperwork to submit to MiltonKat for purchase of the new grader.

- MassDOT has requested updated cost projections for the Old Main Road #4 culvert replacement project; the grant application is under consideration for full funding. Berkshire Regional Planning Commission has oversight.
- Verizon has moved the communication lines to the new utility poles at the Chapel Road culvert site; the old wires and poles will need to be removed by Verizon.
- Installation of utility poles has been completed on Center Road, New State Road, and Adams Road by NSTAR. The Center Road street sign is now missing at the intersection of Center and Adams Road and will have to be replaced.
- Paving on Loop Road is complete. A full expenditure will be submitted to the state for reimbursement.
- Jon requested permission from the Select Board to store the Police Car and lawn mowers in the vacant Town Park building. The cruiser needs to be accessible for use and should be kept out of the winter weather. The Select Board advised Jon to check with the Parks & Rec Commission.
- Highway was advised of report findings from the third-party capped landfill inspection. The report stated the need for removal of a few fallen trees and limbs that are down along the perimeter and if land disturbance has occurred, the area should be brought back to grade, with seed and mulch applied. Jon stated he is aware of the downed trees and limbs, and they will be taken care of.

BUSINESS TOPICS:

Berkshire Engineering Landfill Inspection Report: Review & Sign

- The Select Board reviewed the capped landfill DEP inspection report provided by third-party inspector firm, Berkshire Engineering.
  - Marie Saucier motioned to have Justin Kaczowski sign the DEP inspection report; seconded by Brenda Smith; unanimous. Vote: 3-0-0
- The signed inspection report will be sent to Berkshire Engineering who will submit it to the state.

Shredding Company

- Now that the Town Audit has been completed, Brenda Smith requested a shredding company be contacted to dispose of the sensitive documents that no longer need to be retained.
- Quotes for shredding company services will be obtained along with pricing for a commercial grade shredder. Results will be available for review at the next Select Board meeting.

Transfer Station: SMRP Award & RDP Contract

- MassDEP has awarded the Town of Savoy Recycling Dividends Program (RDP) funds under the Sustainable Materials Recovery Program (SMRP). The Transfer Station will receive $3,780 in grant funds that can be used on approved spending categories.
- The spring RDP contract was reviewed by the Select Board.
  - Marie Saucier motioned to authorize Justin Kaczowski sign the Spring RDP contract; seconded by Brenda Smith; unanimous. Vote: 3-0-0.

Hilltown Community Development: Historic Review/Clearance

- The Select Board, acting as Local Historical Commission, reviewed a historical clearance request from Hilltown Community Development for 503 Center Road and deemed there to be no historical significance to the property.
    - ➢ Marie Saucier motioned to complete and sign the Hilltown Community Development historic review/clearance form; seconded by Brenda Smith; unanimous. Vote: 3-0-0

Select Board Items:

- Brenda Smith reported back to the Select Board that it is a state requirement that appointed positions be sworn in by the Town Clerk. She stated it is also a requirement that appointees read and complete the Massachusetts Open Meeting Law and Conflict of Interest Law material.

Correspondence:

- All of the abutters have returned the signed Temporary Right of Entry Agreement for the extension of the Chapel Road Culvert Replacement Project.
- An email was received from Superintendent John Franzoni requesting the Select Board and Finance Committee attend the December 7th Savoy School Committee meeting to discuss planning for the 2027-2028 school year and FY28 budget. The Select Board agreed to attend.

Adjourn Meeting: Marie Saucier motioned to adjourn the meeting; seconded by Brenda Smith; unanimous. The meeting was adjourned at 6:04 pm.

APPROVAL DATE: 11/10/26

Justin Kaczowski, Chair

Marie Saucier

Brenda Smith

Submitted by: Colleen Gibeau, Select Board Administrative Assistant