

**Savoy Select Board  
Meeting Minutes  
July 13, 2021**

Members Present: Keith Kupiec, Russ Clarke and Melanie Glynn

Also Present: Sarah Satterthwaite (Planning Board and FHMS Alternate), Irene Young, Daniel Harwig, Sr, Fred Sawyer, Al Mongeon (Park Commission) and briefly Beverly Cooper (Accountant to address specific items).

Meeting was called to order by Keith at 5:00pm.

**REVIEW/ACCEPTANCE OF PRIOR MEETING MINUTES:** 6/22/21 minutes reviewed and approved unanimously.

**NEW BUSINESS:**

- Unanimously adopted and signed off the Hazard Mitigation Plan from MEMA/FEMA.
  - Quarterly report overdue due to MEMA. We need to close out the Grant with additional paperwork by July 30.

Action: Melanie to send to adoption signoff to MEMA, prompt Weston & Sampson for quarterly report and research/gather Grant closeout paperwork.

- Review and consider BRPC BOH hourly inspection services contract.
  - Hourly contract reviewed and approved for BPRC BOH hourly inspections (\$75/hr. with a 3-hour minimum). Russ and Melanie signed; Keith recused himself for COI due to Savoy General Store. Comprehensive services provided by BRPC desired when resources are available. Laura indicated later this summer.

Action: Melanie to send signed contract back to BPRC along with copies of previous inspections.

- Review and consider Letter of Commitment for Shared Services Grant from BPRC.

Action: Keith to review with Bill Droshen for next meeting.

- Berkshire Regional Planning Commission (BRPC) delegate and alternate needed.

Action: Keith to review with Bill Droshen for next meeting.

- Review and consider Adams COA Intermunicipal Agreement, outline of services, and invoice if available.
  - Agreement and outline not available yet. Question on FY21 grant funds going towards this agreement. Agreement should outline details. Town appropriated \$20K for this agreement without an agreement in place. Keith and Russ unfamiliar with details as John was handling this negotiation independently. Communications with Erica indicates a \$35K price tag. Email communication left in folder from John indicates \$35K with \$20K from ATM and \$6K from formula grant. Remainder? Apparently, we have been pursuing this agreement for years, but this is the first time funds were appropriated via ATM.
  - COA General Ledger shows payments of \$600 to two individuals for newsletters produced from 7/20/20 – 1/25/21. No one recalls a newsletter during that time.
  - Grants received this year, 9/2/20 = \$6K and 5/27/21 = \$6K. Total in COA for FY21=\$11,400. Can these be used in FY22?

Action: Melanie to follow up with Erica on status of agreement.

- Review and consider Federal American Rescue Plan Act Funds (ARPF) for continued COVID relief funding.
  - \$35K available. DUNs number is needed. Bev to follow up on completion and contract Keith as needed.

Action: Bev to follow up with completion of form for submission.

- EDA Cares Act delegate and contact information.

Action: Keith to review with Bill Droshen.

- Consider and plan for an audit for the town finances.

Last town audit was 2014. Melanson Heath, Scanlon and Associates and Roselli and Clark are three brought to Melanie's attention from the municipal accounting class. Typically, towns have an audit every 2-3 years and budget for it at each ATM.

Action: Melanie to request for quotes from 3 provided for planning purposes.

- Laptop for Town Clerk for town business.
  - Current computer has state ties. A credit card would be needed to purchase.

Action: Bev still looking into credit card

- Review and compare current town fees and fines.
  - Discussion regarding fees that were last approved in 2015. Questions were raised about inspector fees. No written agreements known. Plumbing (\$40 to the town), electrical (\$10 to the town), Title 5 (\$0 to the town) and Building Inspector (\$10 to the town – is also salaried position).

Action: Melanie to continue to compare fees with other towns and review in the future.

#### **OLD BUSINESS:**

- Phone and DSL service for the town. Investigating after \$2K overage from budgeted.
  - Two unknown numbers in town. 413-743-2671 (\$88/mo., responds as disconnected) and 413-743-0661 (\$50/mo., responds with fast busy/call cannot be completed).
  - 743-1286 shows on two separate bills for similar services to the tune of \$25K over 14 years.
  - 743-0139 is in the COA for \$167/mo. Russ questioned the need during elections.
  - Once understood services will be disconnected.
  - Pete Miner agreed to changing Fire House to WiValley. Will follow up with Bill.

Action: Melanie to contact Bill and Pete re: unknown numbers, Val regarding the need for COA phone during elections and if WiValley can be installed at the town garage.

- Park Building Status update
  - Al Mongeon states Derek, electrician, was instructed to cancel order for electrical box and other materials that were on backorder by the former park commission after the decline of their position. Derek cannot be involved as he would need to hire someone else to inspect.
  - Derek provided list of work to be completed. Al will follow up with Eversource for outside light. Need another electrician to put materials on order. Discussion continued for completion ideas.
  - Discussion around temporary, daytime CO for use. All in favor to provide.
  - Discussion to look to Eversource for lighting discounts.
  - Discussion around Gerry completing truss work and fixing front door hinge, without charging town.

Action: Al to find new electrician with Keith's assistance to order materials and complete work, coordinate truss/door work completion per building inspector.

Action: Melanie to contact building inspector requesting temporary, daytime CO and talk to WiValley about moving modem inside future enclosure, inside building.

- Status of Shared Streets Grant funding
  - No update available
- Exterminator update and options
  - Meerkat came for free inspection. Action Pest did not return two calls and Berkshire Pest Control was out of range. Unable to obtain access to boiler area via Police department.
  - The plan presented was \$325 for initial service and quarterly service a \$185/quarter afterwards. Credit card was needed to book service. Bev can provide check in advance if needed.

Action: Melanie to contact Meerkat for other payment options.

- Painting schedule and materials for Town Hall painting.

Action: Highway department to procure materials from Carr Hardware.

- West Oil lock in for Town Hall and Highway Department
  - 1046 gallons were used last season at the Town Hall.

Action: Bev agreed to call West Oil to set up agreement for price lock.

- Continue with approving nominations.
  - John Tynan appointed to the Zoning Board and Wild and Scenic.
  - Keith appointed to the NBSW for 2 years.
- FHMS, article 57 update, Interest from Windsor resident
  - FHMS Board acknowledged putting residents outside the 4 towns on hold at this time until the system is completed. Interested resident was notified.
  - Waiting on Eversource to hookup SAV-MHD.
  - Borden Mountain has a target to be ready to go by mid-August.
  - Article 97 legislation draft is available for Savoy council review.
- Status and progress of 523 Center Road with records requested from adj. property owner.
  - Defer to Public Comment as resident was present.
- Letter for Hosford Road residents to address safety and road work.
  - Town council advised a letter. Public safety comes first. Reviewed drafted letter for all the residents of Hosford Road, all signed and directed Jennifer to mail.
- Results of MassDEP/UMass PFAS in public drinking water/well meeting held 7/8.
  - The focus is on fire department training areas and dump area. Flyer posted to FB, website, and bulletin board. Residents can sign up online as indicated on flyer. Town does not have a choice to participation. BOH should defer all related questions to UMASS contact.
- Land fill cap completion plan.
  - Linda Cernik resigned from NBSW. MassDEP states the Town needs to file a Closure Certification Report (form BWP-SW-25) with MassDEP and the Town will need to prepare a Record Notice of Landfill Operation and record it at the Registry of Deeds. Keith states John says all the land fill cap paperwork information that was submitted is in the town hall.

Action: Melanie to look for documentation in town hall.

- Council search

- Discussion around 2 options for new council. Donna MacNicol was chosen. She will be invited to a future meeting for introduction, nomination, and transfer of knowledge.

**CORRESPONDENCE:**

- o Approved licenses for Bill Moncecchi, Plumbing, Harold Malloy, wood products.
- o Emergency Communications contact information inquiry, Sheriff’s Department for \$10K. Signed as part of 911 services.
- o Letter from resident with interest in before school childcare at the school. Defer to school committee, principal, and superintendent.

**PUBLIC COMMENT:**

- o Appreciative comments for Select Board Agenda and Meeting minutes being online.
- o Questions on Planning Board distribution lists, meetings and members. Sarah from the Planning Board is interested in moving the town forward with cannabis by-laws but is unsure of its members. Select Board Members filled the open slots as appointed positions.
- o Question regarding PFA testing. They will only be testing for PFAs. Anyone can sign up but not all will be chosen.
- o Fred Sawyer brought up the Barrett Fund Grant is available, and Savoy has never applied.
- o Concern around the 523 Center Road property. It has a 40-year history. Neighbor has never been contacted for abutting concerns. It was explained that the new property owner has been notified that the septic has not been hooked up and Title 5 is to be completed within 6 months of purchase.

Boundary issues between neighbor and current owner are a civil matter. 2019 septic was inspected by Gerry Bergeron, and it failed. Neighbor was provided with a copy of this record. Select board will continue to look for further documents.

**FUTURE AGENDA TOPICS/REPORTS:**

Savoy’s by-laws require a capital expenditure plan.  
Cannabis policy/by-law

**EXECUTIVE SESSION:** Not needed

- Financial Warrants were signed in agreement.

**Meeting was adjourned at 6:39pm.**

**Approved Date:** \_\_\_\_\_

Keith Kupiec (chair) \_\_\_\_\_

Russell Clarke \_\_\_\_\_

Melanie Glynn \_\_\_\_\_