

**Savoy Select Board
Meeting Minutes
July 27, 2021**

Members Present: Keith Kupiec, Russ Clarke and Melanie Glynn

Also Present: Sarah Satterthwaite (Planning Board and FHMS Alternate), Royce Buehler (Zoning Board), Ross Kunsman (Planning Board – departed after planning board topic) and briefly Beverly Cooper (Accountant to address specific items), Donna MacNicol on the phone at 6:30.

Meeting was called to order by Keith at 5:30pm.

REVIEW/ACCEPTANCE OF PRIOR MEETING MINUTES: 7/18/21 minutes reviewed and approved unanimously.

NEW BUSINESS:

- Complete reimbursement paperwork due 7/30 for payment of Hazard Mitigation Plan Grant Funding from MEMA.
 - The town was unable to account for staff time from September 2020 to May 2021 to account for the town's 15% (\$5000) local share. \$1,120.62 was the documented town share. The town will need to utilize free cash that was available during FY21 to pay match. The Town of Savoy is requesting 75% (\$15,000) reimbursement from the Federal Share. This is the final request for funds. A Special Town Meeting will need to take place if account is not funded elsewhere.
 - A copy of cancelled checks paid to Weston & Sampson, invoices, letter of request explaining lack of local share, and request for funds spreadsheet were signed as needed and sent to MEMA.
- FHMS - signing of Phase 4 completion document.
 - Phase 4 has been completed. For Savoy that included the 2 poles at the west end of 116. This allows grant funds of \$374K to be paid to WiValley as part of the contract.
 - Phase 4 required at least 25 new customers and will be paid in 2 separate installments. The second after 50 new customers.
- FY21 MVP Grant signoff with Beverly notarizing. Discussion around who signs the contract. Additional guidance regarding the grant will be coming in the following weeks.
- Clarification of Planning Board positions and openings – Brenda Smith
 - Discussion regarding Planning Board openings and Select Board Members.
 - Referred to [MGL Chapter 41 Section 81A](#) for appointments of vacant positions.
 - Appointed members serve until the next election. Brenda Smith submitted letter of interest in filling vacancy of John Tynan on the Planning Board. Select Board unanimously approved this appointment. Planning Board now has a quorum! If others are interested, they too can submit a letter to the town.

OLD BUSINESS:

- Quotes from audit firms for the town finances – No update
Action: Melanie to request for quotes from 3 provided for planning purposes.
- Review and consider Adams COA Intermunicipal Agreement, outline of services, and invoice if available.
 - Have not received agreement. Erica states it's still with Adam's Counsel.

- Erica stated the Savoy Open House at the Adam's COA was well attended and seniors in Savoy are utilizing resources.
- Update on Federal American Rescue Plan Act Funds (ARPF) for continued COVID relief funding.
 - Submitted application online. Need to learn about opportunities available.
- Berkshire Regional Planning Commission (BRPC) delegate and alternate identified.
 - Bill, Keith, and the Planning Board (to be named)
- Disconnecting 743-1039 from DSL and phone (Val confirmed not needed for election), 743-0661, and 743-2671 from service for a \$300/mo. savings to the town.
 - Select Board approved to disconnect these lines.
 Action: Jennifer to implement.
- Park Building update - No update from A1
 - Concern around porta-potty that was not cancelled by previous park commission exceeding budget for the park overall. We are paying \$190/mo. Transfer Station pays \$120/mo. Can we afford to keep it there in the winter? It was brought up that the Canary Kats had expressed interest in supplying one there in the winter.
 Action: Jennifer to negotiate price with A1.
- Shared Streets Grant funding update.
 - Thanks Bill, Grant was approved, and work has begun at the school.
- Exterminator update for payment options.
 - Select Board agreed to move forward with Meerkat. Contract to be signed when available and payment can be made by check.
 Action: Jennifer to implement as she has access to all Town Hall areas.
- Update on West Oil lock in for Town Hall and Highway Department
 - Request lock in at current rate.
 Action: Jennifer to request from Mary at West Oil.
- Land fill cap completion update.
 - Provided Registry of Deeds survey and plan information that was requested. Two items are still needed. Last documentation in folder shows a request for extension.
 1. The plan needs to be referenced onto the deed to the landfill property via a Record Notice which references the recorded plan.
 2. The Town needs to file a Closure Certification Report (form BWP-SW-25) with MassDEP. This needs to be certified by a registered Professional Engineer. MassDEP is unaware of the involvement of an engineering in the closure design. The engineer would want to inspect the site and perhaps dig some test pits to be confident the cap was constructed as planned.
- Town Credit card status – no update
- Counsel search - Introductory call from prospective Town Counsel @ 6:30
 - Donna MacNicol called in for an introductory call. She has been a municipal attorney for 40 years. Her practice is in Greenfield, MA. She represents approximately 12 towns, 15 districts (FRCOG; FC Solid Waste District; Virtual School; Charter School; South Deerfield Fire District to name a few). Rate is \$150.00 an hour and bill in increments of 15 minutes.
 - Lengthy discussion around an areas of concern in town. Discussed multiple options such as create a timeline for rehab, receiverships (the AG pays for it), BOH enforcement order, or condemnation and demolition order. Donna can make recommendations once she reviews cases and documentation. Title 5? potable water? and is there structural integrity? Strategies can be discussed in Executive session in the future.

- The Select Board unanimously appointed Donna as new Town Counsel.

CORRESPONDENCE:

- o Dog complaints – 515 Center Road and 201 Loop Road
Action: Russ and Tom to follow up on potential dog officer interest.
- o Interest in Librarian position – Unanimously appointed Susan O’Grady, former Trustee.
Hopefully some order will be brought to the library area.
- o 911 Services require Town Counsel signature
Action: Town Counsel to sign
- o Berkshire County Select Board Association – no thank you.
- o Jennifer requested time off the week of August 17th. – Approved
- o Request for Public Records from Irene Young on 523 Center Road.
Action: Viewing time will be offered Thursday or Friday with Melanie.
- o DEP request for 523 Center Road Title V documents from past 5 years.
Action: Melanie to follow-up.
- o Approved business license for lavender farm on Scott Road for Sabrina Woodgett.

PUBLIC COMMENT:

- o How are residents finding out about open positions? Looking for position descriptions to share.

FUTURE AGENDA TOPICS/REPORTS:

Savoy’s by-laws require a capital expenditure plan.
Sean Sheridan – Interest in growing cannabis
Cannabis policy/by-law
Painting the Town Hall
Laptop for Town Hall
Town Fees and Fines
Barrett Ford Grant
New bulletin boards for Town Hall and Transfer Station

EXECUTIVE SESSION: Not needed

- Financial Warrants were signed in agreement.

Meeting was adjourned at 7:10pm.

Approved Date: _____

Keith Kupiec (chair) _____

Russell Clarke _____

Melanie Glynn _____