



**Town of Savoy
Massachusetts 01256**

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Select Board Meeting Minutes

Tuesday, June 6th, 2023

Select Board Attendees: Gerry Bergeron, Justin Kaczowski

Recorder: Jennifer Downs

Attendees: Brenda Smith, Julie Pavia

Meeting called to order at 5:09 PM by G. Bergeron, J. Kaczowski second the meeting.

Minutes:

- Local Business License – One license was review and approved by board.
- Meeting Minutes - Select Board (SB) Meeting Minutes for May 30th, 2023 were reviewed and signed by board.
- Special Town Meeting Warrant – The board discuss the following over charges for FY22 and the Free Cash Account balance. Board agreed to hold a Special Town Meeting at the Fire House on June 29th to resolve the overcharges. Select Board meeting was scheduled for June 9th, 2023 to sign the Special Town Meeting Warrant.
 - Overcharges:
 - Freight Liner final payment
 - Black Brook Road Repairs
 - Highway Supplies and Repairs
 - Highway Expense
- Wi-Valley Documents – The following documents were lost and required re-signature. The board resigned the Beneficial Interest Statement and MEPA Agreement. The board could not sign the Grant of Easement due to invalid dates listed in the document.
 - Action: J. Downs to contact Brian Foucher to make document updates.
Response: Email was sent to Brian Foucher on June 6th, 2023 to make updates and provide for next SB Meeting on June 9th, 2023. Email also requested Meliane Glynn to arrange a Notary for the SB Meeting.
- Energy Savings Program. The town received the Savoy Aggregation Plan and a public meeting notice from the Colonial Power Group. G. Bergeron has reviewed the documents and passed it along to J. Kacsowski to review. Board agreed it would need to be reviewed by the town's lawyer. Once the plan review is complete and approved, the document will be posted for public review for comment on June 12th, 2023.

- Action: J. Downs was requested to send the document and public meeting notice to the Town's Lawyer (Donna MacNicols) for review. Response: Documents were submitted to lawyer for review on June 6th 2023. CLOSED
- IT Network Status:
 - J. Downs announced that she had called the Chapter 30B Help Line to ask if the town would be split bidding if additional equipment and labor was added to the contract.
 - J. Downs announced that the discuss started with the representative on how the bids were solicited. She stated that the 4 contractors were send RFPs to solicit bids. The help line representative stated this was the wrong processes and that RFPs had to be posted on COMMBUY if over \$50K. She informed him the grant was for \$50K, that they sent the requirements to solicit bids to contractors not an actual RFP. The represented stated that was okay. J. Downs then stated she looked at the email submissions from M. Glynn to the vendor and found that although the acronym RFP was used in the solicitation email and filename of the document, the document did not indicate it was an RFP and only described the requirements needed. She also stated that during the last IT Network meeting with J. Pavia and M. Glynn, she asked M. Glynn if the document was an RFP, M. Glynn stated "no it is called something else".
 - With respect to the bid splitting, she explained to the representative that bids were solicited from 4 vendors and only 2 replied. Of the 2 bids, one bid did not address all the requirements and required equipment. The representative informed her that the bid that was missing information would be considered invalid, therefore there was no worry for split bidding. J. Downs also ask if she need to do a price comparison for the equipment being purchased by the contractor. The representative that it was not necessary but if need time allotted, she could contact the COMMBUY.com help line to find the COMMBUY's vendors that would provide government priced equipment. He also indicated that vendors are backorder so we would need time to procure. He then asks how much time our grant allowed and he was informed the end of June. J. Downs also informed that the vendor's equipment prices were in line with online pricing. Board made the decision to purchase equipment through the vendor and signed the invoice (acting as contracts).
 - J. Downs announced that the discuss started with the representative on how the bids were solicited. She stated that 4 contractors were send RFPs to solicit bids. The help line representative stated this was the wrong processes and that RFPs had to be posed on COMMBUY if over \$50K. She informed him the grant was for \$50K, that they sent the requirements to the contractors not an actual RFP. The represented stated that was okay. J. Downs stated she looked at the email submissions from M. Glynn to the vendor and found that although the acronym RFP was used in the solicitation email and filename of the document describing the requirements, but the document itself was not an RFP nor did it state that it was.

Meeting adjourned at 6:20 PM by G. Bergeron, Second by J. Kaczowski

Handwritten signature and initials in blue ink, appearing to be 'G. Bergeron' and 'J. Kaczowski'.