



**Town of Savoy  
Massachusetts 01256**

720 Main Road  
Telephone: 413-743-4290  
Fax: 413-743-4292

Email: [SBAdmin@TownofSavoy.com](mailto:SBAdmin@TownofSavoy.com)  
Website: [TownofSavoy.com](http://TownofSavoy.com)

## **SAVOY SELECT BOARD MEETING**

**Savoy Town Hall**

**Tuesday July 23, 2024**

### **MINUTES**

Meeting was called to order at 5:00pm by Justin Kaczowski, second by Brenda Smith

The minutes of July 9, 2024 meeting were accepted and second by Brenda Smith

#### **PUBLIC COMMENT:**

- Resident inquiry of the start time of select board meetings at 5:00pm being inconvenient for residents.
- Select board members indicated the start time had been discussed at a previous select board meeting and was determined that 5pm was the agreed upon time.

#### **DEPARTMENT CHECK IN:**

##### **Highway... Todd Krutiak**

- Confirmed three pieces of equipment have been sold for a total of \$11,650
- Continued work on securing a paving contract for Old Main Road to ready for rerouting traffic from Rte 116 bridge closure; currently \$270,000; Marie stated they are still waiting on reclamation.
- The select board was informed of the resignation of Keith Kupiak from the highway department.
- Todd stated the need for a replacement ASAP; the Select board approved the need for one full time highway position and one part time highway position. The ad will be posted on iBerkshire jobs and on town website for 30 days.
- Todd inquired as to the difference between part time vs. seasonal help for the future needs of the department as a possible cost savings to the town.
- Justin explained part time is a guaranteed amount of hours per week vs. seasonal is a block of time with a specific start and end date. Marie said the town would have to check with the attorney on labor laws for seasonal workers.

## **Parks & Recreation... John Glynn**

- It was brought to the select board's attention that the July 13 use of the town park building for a birthday party resulted in the building being left in a disastrous condition. Multiple attempts to contact the event host had not been successful.
- The Park & Recreation committee requests that no more private events be allowed until further notice. Town-held functions will still be allowed.
- Discussions were held on the feasibility of charging a security deposit and fee for use of the building and grounds to cover incidental damage and cleaning. A determination was made that cleaning of the building would not be within the scope of the Parks & Recreation committee duties. If needed it would be hired out to a janitorial service with funds coming from the imposed fee charge.
- Corgi Electric is expected to start wiring the building next week.

## **General Business:**

### **Short Term Rentals & Air BnB**

- The select board indicated there is not a town by-law regarding the running of short-term rental or Air BnB properties.
- Planning Board chair, Casey Pease, said the planning and zoning boards are currently working on a new bylaw and hope to have a draft to the town attorney by August 5. Casey indicated that it would likely be next year before anything was ready to present.
- Discussions ensued on special permitting and inspection requirements on proposed sites and if preexisting short term rental/Air BnB would be grandfathered.
- Justin said currently a standard business license is necessary to be obtained by anyone with a short-term rental property or Air BnB; it is considered a business.
- The building inspector will be asked to attend a planning board meeting to collaborate on short-term rentals and Air BnB discussions.

### **DEPARTMENT OF PUBLIC UTILITIES 24-81**

- Justin reported the DPU 24-81 notice had been posted in the Berkshire Eagle

### **BERKSHIRE REGIONAL TRANSIT AUTHORITY**

- Select board chairman, Justin Kaczowski, was nominated by Marie Saucier to be the representative for the Town of Savoy on the Berkshire Regional Transit Authority; Justin accepted.
- Justin filled out form and it was mailed

**ENERGY EFFICIENCY COMMUNITY BLOCK GRANT Funding Opportunity**

- Short discussion on joining the Mass Energize team, non-pursuit

**Select Board Administrative Assistant Hours**

- The job was posted as 20 hour/week position 9am-1pm
- It was discussed that keeping the current hours as Monday-Friday, 9am-1pm would be a consistent schedule that is also available to other town departments.
- Exceptions will be made to the administrative assistant hours on the Wednesdays following a Tuesday night select board meeting to offset the hours worked and maintain the 20-hour work week.
- The public hours of the Savoy town office will remain unchanged: Monday, Tuesday, Thursday, Friday 9am – 1 pm. closed to the public on Wednesday

**Select Board Items... Brenda Smith**

- Brenda stated that she had been questioned by several town residents regarding the continued presence of Melanie Glynn at the town hall; she responded that Melanie had been integral to the advertising and hiring of the select board administrative assistant and was now helping to train the new assistant.
- Brenda inquired about the set up and implementation of using Microsoft Teams as the new format for communication between town officials and boards, if there would be training. Justin said there are several online tutorials for training. No official start date for Microsoft Teams; continued use of email communication for now.


**Warrant Signing**

**Meeting adjourned 6:02pm by Justin Kaczowski, second by Marie Saucier**

Approved Date: 8/13/24

  
\_\_\_\_\_

Justin Kaczowski, chair  
  
\_\_\_\_\_

Marie Saucier  
  
\_\_\_\_\_

Brenda Smith