



**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**

**AUGUST 27, 2024**

**MINUTES**

Meeting was called to order at 5:00pm by Justin Kaczowski, second by Marie Saucier.

The minutes from the August 13, 2024 meeting were not approved. Edits are needed to wording on the Weston & Sampson portion of the minutes. Revisions will be made and minutes will be resubmitted for approval at the September 10 meeting

**PUBLIC COMMENT:**

- Dan LaBonte, former highway superintendent, asked if the highway department answering machine message could be updated to remove his contact information as he is no longer works for the town highway department.

**DEPARTMENT CHECK IN:**

**Tax Collector....Sheryl Guettler**

- Update on the Vadar software conversion is that the data sample extract hasn't happened yet; waiting for QDS, former software company, to send formatted data for Vadar to be able to extract.
- QDS is charging over \$5,000 for the data extract conversion to Vadar; this fee is in addition to their annual fee. Sheryl asked if the additional fee was legitimate and it was confirmed by a member of the finance committee that companies do charge additional fees for a data extract conversion.
- Selectboard will decide if a special town meeting is necessary to approve the additional funds.
- QDS requires someone be present to allow them access to the tax collectors desktop computer. Selectboard member, Brenda Smith, to schedule a day and time with QDS to allow access to the tax collector's computer.

### **Board of Health... Ed Fahey**

- Status update on the Board of Health website is that online permitting is not yet available via the website; permitting is being done manually.
- Board of Health asked if the selectboard would be in accordance with giving them the authority to approve septic plans that don't require a variance. The selectboard was in unanimous agreement that the Board of Health can approve septic plans with no variance without the selectboard needing to be apprised first.
- Board of Health wanted to bring to attention the Tiny House Project under way at the former Shady Pines Campground on Loop Road. Board of Health is questioning:
  - Septic system-if an engineer is involved; what the status is
  - If the building inspector is aware of the project; if permitting is needed for building of tiny houses; Assessors that were present said at the time the owner of the property got a special permit to build the tiny houses on site, however questioned if the finished product still needs to be inspected because they are being "stick" built vs a premanufactured unit and what codes would apply to the buildings.
  - If the property has the proper zoning to operate; property owner states he has been cleared by zoning and is allowed to operate.
  - Follow up with Building Inspector and Zoning Committee is needed

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

- Peckham Paving is scheduled to begin paving Old Main Road the week of September 16<sup>th</sup>. Old Main Road will be closed to through traffic during paving; open to residents only.
- Allstate Asphalt is scheduled to begin reclamation of Giffin Hill and River Road on September 12<sup>th</sup> and 13<sup>th</sup> paving to follow immediately afterwards. Griffin Hill and River Road will be closed to through traffic during paving; open to residents only.
- Seabrook Waste Management will be removing two 55-gallon drums of contaminated waste oil from the highway department at an estimated cost of \$1,000. A representative from the company is in need of the EPA number for the town, if needed he will assist in setting one for the town.
- Selectboard member, Marie Saucier, moved to approve changing the highway department internet from WiValley to Spectrum internet. Selectboard member Brenda Smith second the motion. Spectrum will be notified.

- Status of new hire applicants for one full time and one part time position at the highway department
  - A full-time employee has been hired and is working out very well
  - There are currently no qualified part-time candidates for the part-time position
- Select board asked if the police cruiser could be of use to the highway department; it was brought to attention by the police chief that he does not use the cruiser and it is sitting idle in the town hall parking lot.
- After reviewing the specifications and towing capacity of the vehicle, Todd was in agreement that the highway department could use the SUV for towing lawnmowing equipment and for various department related travel necessities. Currently Todd is using his personal vehicle to transport necessary equipment to the various work sites and also for department travel needs.
  - The cruiser will be decommissioned and decals removed

### **GENERAL BUSINESS:**

#### **Audit Bid Opening....**

- There have been no responses from the Audit firms that letters were sent to in February
- Selectboard member, Marie Saucier, moved to hold over the funds allocated for the audit for two years; the motion was second by Justin Kaczowski and Brenda Smith.

#### **Beverly Cooper- Treasurer Update... (not present)**

- Beverly Cooper related that she has not been able to access the town computer that holds all of the treasury data for many weeks. She has been in contact with Springbrook, the software company, to try to resolve the issue without any success.
- Mad Macs, Inc. is working with Springbrook to try to recover any data that may be on the computer hard drive. According to Beverly, she made regular backups of the data to thumb drives. Once the thumb drives are in possession they will be handed over to Mad Macs, Inc. for data recovery.
- It is unknown what caused the computer to crash; possible lightning strike or outdated. If it was indeed a lightning strike, it was determined that an insurance claim can only be made if an incident was reported at the time of the occurrence which it was not.
- In the interim Beverly is manually writing checks and making EFT payments were acceptable. There are multiple delinquent notices for highway and town accounts payable.
- Discussion ensued about how to avoid this from happening in the future.

- Outside IT company should maintain backups of every town department in the cloud.
- Have remote access capability for “viewing only” purposes.

### **Website Posting...**

- Town Clerk, Valerie Reiner, questioned if town officials need permission to post on the town website?
- Selectboard noted that the website is not an official town website and should be used for informational purposes only.
- The website cannot be used as a platform for official postings; official postings need to be posted to the bulletin board outside the town office in accordance with the rules and regulations governing town postings.
- Selectboard chair, Justin Kaczowski, will contact Mad Macs, Inc to migrate the town website domain from current webhost company, Bluehost to GoDaddy, as it is more user friendly.
- For the website to become an official town website the town must first vote on it.

### **EMS Regionalization...**

- A sample letter was submitted to the selectboard for approval/editing regarding the towns need for EMS regionalization. Edits were made.
- The letter will be printed on Savoy town letterhead and returned to Tom Irwin, head of EMS regionalization, to submit to Governor Healey.

### **Woodlands Partnership of Northwest Massachusetts...**

- No discussion on joining the Woodlands Partnership-a no vote was taken at a previous selectboard meeting and the position is maintained.

### **Anne Gobi-Director of Rural Affairs...**

- A meeting will be scheduled on October 3, 2024 with selectboard members Brenda Smith, Marie Saucier, and Anne Gobi to discuss town matters.

### **523 Center Road Follow Up...**

- Confirmation was obtained from Phil Delorey, previous building inspector, that he did issue a Certificate of Occupancy on 12/14/2023 to 523 Center Road.
- The Board of Health received a current passing Title V septic inspection for 523 Center Road....

### **SELECTBOARD ITEMS:**

- The culvert replacement on Old Main Road #4 over Phelps Brook was awarded to the town. The road construction report will need to be redone to include the culvert assessment.

**Warrant Signing: 4:55pm**

**Meeting Adjourned: 6:30pm**



Justin Kaczowski, chair



Marie Saucier



Brenda Smith