



**Town of Savoy  
Massachusetts 01256**

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**SAVOY SELECT BOARD MEETING  
SAVOY TOWN HALL  
SEPTEMBER 10, 2024, 5:00pm**

**MINUTES**

The meeting was called to order at 5pm by Justin Kaczowski, seconded by Brenda Smith.

The minutes from the August 13, 2024 meeting were approved by Marie Saucier, seconded by Brenda Smith.

The minutes from the August 27, 2024 meeting were approved by Justin Kaczowski and seconded by Brenda Smith and Marie Saucier.

**PUBLIC COMMENT:** Melanie Glynn-GoNetspeed is no longer the town internet provider; it is now Mass. Broadband

**DEPARTMENT CHECK IN:**

**Highway Department...Todd Krutiak**

- Reclamation work on Old Main Rd #2 and River Road to start on September 11, 2024; paving to start the following week.
- Town residents questioned the weight limit for bridge on Old Main Rd #2 and if they would be allowed to travel it with their large trucks to/from their homes.
- Todd said the town can't stop residents from taking the most direct route to their homes. They are considered residential traffic not through traffic.
- Todd asked if the old 110 Truck at the Highway Department can be sold outright or if it needs to go out to bid. The truck has a blown motor, no front end, and all usable parts have been taken from it. The select board determined that selling the truck for scrap value would not be in violation of town policy. Select Board member Marie Saucier moved to authorize the sale of the truck, Justin Kaczowski and Brenda Smith seconded the motion.
- Todd would like to expedite the timeliness of the highway department bills getting paid; He needs all the highway department suppliers and utilities brought back up to date as soon as possible to ensure uninterrupted running of the highway department.

### **Police Department...Jordan Koch**

- Chief Koch questioned the select board on what the town's long-term plans for the police department were. He was concerned that the proposed decommissioning of the police cruiser meant the disbanding of the police department. If that were the case perhaps Savoy could possibly go to a shared part-time police service with Windsor. The answer was no, they don't have plans to disband the police department.
- Chief Koch said that after making inquiries on the matter it would not be in the town's best interest to decommission the police cruiser due to the exponential cost of a replacement vehicle should the need arise for one in the future. Although the current police vehicle is not used very much it is in very good condition and should continue to be maintained by the town.
- Chief Koch proposed a possible shared use of the vehicle with the highway department by using coverup magnets over the police lettering when in use by the highway department. He will look more into the matter and speak to Todd Krutiak, highway superintendent regarding how to coordinate use.

### **Transfer Station....Melanie Glynn, Grant Manager Landfill Closure**

- The Savoy Town Landfill is officially closed per MassDEP
- The Transfer Station now has an official permit to operate per MassDEP
- Ongoing requirements will be needed to maintain compliance.
  - By 12/31/2024 the town is required to have a third-party inspection of the Transfer Station and once every year afterwards.
  - The landfill is required to have a third-party inspection every two years.
  - Any changes or modifications to the facility waste ban compliance plan must have prior written approval from Mass DEP.
  - An annual summation of compliance for the Transfer Station must be submitted to MassDEP by February 15<sup>th</sup> each year.
  - The ATO (Authorization to Operate) is valid for 10 years
  - The town needs to institute a plan that will address monitoring dust suppression and ground water monitoring.

### **Board of Assessors.....Brenda Smith**

- The Board of Assessors are ready to submit LA forms to the Department of Revenue to move forward with setting the tax rate for FY25; this will enable the real estate bills to be mailed on time in November.
- The Board of Assessors don't have the necessary financial information from the Town Treasurer yet, so they are unable to proceed with setting the tax rate.

### **COMMITTEE REPORTS:**

#### **Parks & Recreation....Stephanie Harris**

- Electrical work is completed at the Town Park building.
- Next item to address at the Town Park is toileting for the site. Options are:
  - Continuing with use of a Porta-potty at the site which has a monthly fee to maintain it
  - Constructing a legal outhouse

- The select board advised Stephanie if they wanted to pursue the outhouse the committee would need to contact Ed Fahey, Board of Health, for further information and guidance.
- The Parks & Recreation committee would like to set rules in place if the site is going to be available for private use to avoid damage/destruction to the property. The rules would outline liability if any damage were to occur during a private event.
- The Parks & Recreation department have requested an account balance from the town treasurer; they have had several bills come through and that payment has been declined for NSF (Non-Sufficient Funds). The committee had requested on June 30<sup>th</sup>, 2024 that \$1,033.35 from FY24 budget be rolled over to FY25 budget. They have put a hold on all committee matters until the current Parks & Recreation budget is known.

#### **Ad Hoc....Kathy Luczynski (addendum 1)**

- Kathy Luczynski has established an Ad Hoc committee to:
  1. Write and/or revise job descriptions for town employees, elected town officials, and appointed town officials. To review and update the town employee handbook.
  2. To research the existence of Savoy town charter bylaws. It is currently unknown if Savoy has existing charter bylaws as to the need for creation and/or revision.
- Kathy would like permission from the select board to apply for available grants for these endeavors.
- Select board member Marie Saucier motioned to approve, seconded by Brenda Smith and Justin Kaczowski.
- Suggestion was given to Kathy to use Berkshire Regional Planning Commission as a resource; they may be able to help secure and execute the grants.

#### **GENERAL BUSINESS:**

##### **Updating Town Employee Handbook**

- Town employee handbook needs to be updated. This update will coincide with the Ad Hoc committee.

##### **Update/Review Tiny House Project**

- A follow-up with the property owner, Ross Kunzmann, who attended the meeting is that he will need to obtain another building permit, the existing one has expired. He stated that he would do so.
- Substantial building and electrical work have been ongoing for the past two years.
- The property owner has contacted the building inspector asking if the units need to be inspected by the building inspector. The building inspector does not have to inspect the units as they are registered as RV's since they are built on a trailer frame and therefore not under his jurisdiction.
- The property owner has contacted the Board of Health and answered all questions to the BOH satisfaction.
- Property owner addressed several key items that were brought into question:
  - Each tiny house is taxed via excise tax not property tax
  - The site is taxed through the town via real estate property tax

- The property owner will attend the next zoning and planning committee meeting to address any questions they may have regarding the site.
- Select board brought to the property owners' attention that he should verify that the special permit and application documents were filed by the Town Clerk at the Registry of Deeds as it wasn't specified as such on the Zoning Board of Appeals case document # (1-2021) dated 06/01/2021. The property owner said he will check his paperwork.

#### **Northern Berkshire School Union...**

- The Northern Berkshire School Union needs additional funding for electrical work done at Emma Miller Elementary School that was outside the scope of the original funds allocated for the project. The underground cabling network needed to be lowered during the new generator installation.
- The Select board will call for a special town meeting to vote on the additional funding.

#### **Vadar Software Update...Sheryl Guettler, Tax Collector**

- Sheryl does not have administrative access to be able to install the Citrix Workspace Application on the town computer that is needed for the tax collector to work within.
- She will schedule and coordinate with MadMacs for them to grant access for the installation.
- The complete changeover for the Tax Collector and Assessors to Vadar is at the end of September.
- The changeover to Vadar for the Accountant is scheduled for January 1, 2025.

#### **DER Grant...**

- A grant for replacement of the culvert on Old Main Rd #4 over Phelp's Brook was awarded to the town in the amount of \$62,000, with a time frame for expenditure by 06/30/2025.
- It was proposed that Berkshire Regional Planning Commission can oversee the grant at a cost of \$7,500 and if the cost should come out of the allocated grant money or if the town should allocate the money.
- The select board will bring it to a special town meeting for a vote.
- The select board acknowledged that they can't call a special town meeting regarding funding without a full account status update from the Town Accountant.

#### **Treasurer Update...Beverly Cooper (via phone)**

- Town accounting data that is stored on the computer that the treasurer uses has been restored
- FY23/24 treasurer reports are to be brought to the select board by September 30. Beverly has recruited help to meet this timeline due to FY23 not being in balance.
- Several urgent items brought to Beverly that need immediate attention:
  - QDS will not release the converted test data needed by VADAR until they receive payment of \$5,800; an expedited payment should be in the form of an EFT payment so as not to slow the time frame of the VADAR changeover for the Tax Collector and Assessors. Sheryl Guettler will provide information to Beverly to allow for an EFT payment to QDS.
  - The select board is requesting YTD (year to date) expenditure of accounts so they can be appraised of the town's financial situation before calling a special town meeting.
  - The select board would like to see balance sheets for all the active town grants.

- The select board is requesting Beverly send a current chart of accounts to VADAR so they can start inputting information for the eventual changeover in January. There is a VADAR questionnaire that Beverly will need to complete and submit.
- The select board asked Beverly to please sign necessary documents from the bank to allow them to have remote viewing access. She said she would contact the bank.
- Beverly addressed the issue that several vendor's payments had not cleared the bank due to NSF (Non-Sufficient Funds). She made an error when keying in account numbers resulting in bounced checks; she has since fixed the error and reissued the payments.
- Beverly will send Stephanie Harris a balance sheet for the Parks & Recreation department.

**CORRESPONDENCE:**


**SELECTBOARD ITEMS:**

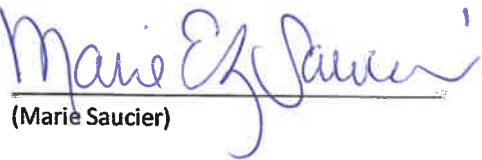
- Savoy town Resident(s) called the Town of Windsor Town Clerk asking the process on how to replace the existing Savoy Town Clerk. The town of Windsor alerted the selectboard of Savoy who responded that the Town Clerk is an elected official and the only way to replace an elected official is via a town election.
- The salary for upcoming election workers in the November election is \$15/hour; if the salary is increased it needs to go before the select board for prior approval.
- The select board will need a list of election committee names no later than the October 8<sup>th</sup> select board meeting for approval by the selectboard.

**WARRANT SIGNING:**

**ADJOURN MEETING:** by Marie Saucier @ 6:50pm; Seconded by Justin Kaczowski and Brenda Smith

**APPROVAL DATE:** 9/24/24

  
\_\_\_\_\_  
Justin Kaczowski, Chair

  
\_\_\_\_\_  
(Marie Saucier)

  
\_\_\_\_\_  
(Brenda Smith)

## **AD HOC COMMITTEE REPORT – September 2024**

### **Elected officials**

**Responsibilities / Duties defined by MGL / State / Division of Local Services (DLS)**

**Maximum term (appointment) may be defined by MGL**

**Candidates are pulled from Savoy's pool of registered voters**

**Paid annual stipend / salary set by Town meeting**

**Hours set by elected official (unless a by-law to the contrary)**

**"Report" to the voters**

**Potential popularity contest (vs. necessary knowledge and skills)**

**Due to the community affiliation, *may* make different / better decisions since they live in Town**

**Depending upon the person, *may operate as if they are completely independent.***

**If an issue with the performance, must go through a recall in order to remove them from office**

**One opinion: Better for policy makers that don't require a lot of prior experience**

**One opinion: Inability to shut things off for the official ... calls from neighbors, etc.**

### **Appointed officials**

**Responsibilities / duties defined by MGL**

**Appointed for a term; reappointed at the end of the term**

**Not required to live in Town – larger talent pool**

**Report to their *appointing* authority**

**Thought to be more neutral with decisions / politics**

**Hours / Days worked etc. assigned by appointing authority**

**Can be "let go" at any point for poor performance**

**Job Descriptions: Accountant, Treasurer, Collector, Admin Assistant, Highway Superintendent, Transfer Station Manager**

**Charter and By-Laws typically define requirements / rules of operation for the Town (structure, elections, appointments, etc.)**

- **Revise existing By-Laws to be reader-friendly (Best Practice program grant)**
- **Research whether Charter exists**
- **Assess best solution for all positions**

**Review / revise / clean-up Town of Savoy Personnel Policy Handbook (Best Practice program grant)**

**Develop a Savoy Code of Conduct to be distributed to all workers (Hired, Elected, Appointed) (Best Practice program grant)**

**Distribute Job Descriptions / Defined Elected Official Responsibilities to all workers. Annual review and sign-off for personnel files.**

**Conduct an all employee / all workers / all committees meeting(s) to distribute Code of Conduct for discussion and signatures.**

**Establish a permanent electronic records location for job descriptions and related personnel files controlled by Admin Assistant with access by Select Board.**

**All new hires sign job description and Code of Conduct**

**Establish an annual / performance review for all hired and appointed employees (Completed by March each year for salary / stipend adjustment for following fiscal year).**

**Consider using college interns for various clean-up, etc. tasks**