



**Town of Savoy
Massachusetts 01256**

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**SAVOY SELECT BOARD MEETING
SAVOY TOWN HALL
Tuesday, November 12, 2024 5:00pm**

MINUTES

The meeting was called to order at 5:02pm by Justin Kaczowski, seconded by Brenda Smith.

The minutes of the October 22, 2024 meeting were approved by Justin Kaczowski, seconded by Brenda Smith.

PUBLIC COMMENT:

DEPARTMENT CHECK IN:

Highway Department...Todd Krutiak

- The department is waiting on the remainder of the detour signs to be delivered by the end of the week to detour traffic around the Rte 116 bridge. Anticipating that all the signs arrive the detour will be in place for Monday 11/18. All the necessary permits and notifications are in place.
- Todd inquired if they should search for grant opportunities to secure money for road repairs next year as there is little to none Chapter 90 funds available for road repair next year.

COMMITTEE REPORTS:

Finance Committee...Kathy Luczynski

- Kathy attended the Annual Meeting for Massachusetts Finance Committee Members
Key take aways from the meeting:
 - The finance committee are financial advisors to the select board and residents
 - Good decision making is based on good data
- Kathy is working on an outline for the budgeting process to present to the select board.
- The process begins with outreach to all town departments for input and the Capital Improvement committee will be meeting this week.
- The recent separation of the town accountant and town treasurer will provide critical checks and balances and mandated reports from each is necessary basic information.
- By gathering historical, current, and forecasted financial needs for the Town they will be able to provide an informational session as part of the annual town meeting for town residents to be better educated on the Town's finances prior to the meeting.

GENERAL BUSINESS:

Community Best Practice Grant Update-Kathy Luczynski

- The town was awarded two grants for assessments to develop strategies to prioritize steps to improve both general operations and technologies for the Town.
- Kathy worked with the Berkshire Regional Planning Commission on the grant application and to source reputable vendors.
 - \$20,000 grant to develop IT resilience, disaster recovery and contingency plans that position Savoy to effectively manage unforeseen events. A multi-year plan that prioritizes a schedule of improvements.
 - Kathy spoke with TOSS C3 (Boston Managed IT Services) and provided them with initial infrastructure information. They recommended a free cyber security health check scan available from the state as a baseline to begin an assessment.
 - This requires an authorization form to be filled out by Town officials. Justin Kaczowski, select board chair, recommended sending the cyber security health check to MadMac's the town's contracted IT company for them to fill out. Marie Saucier made a motion to authorize MadMac's to fill out the cyber security health check form on the town's behalf; motion was seconded by Justin Kaczowski.
 - \$30,000 grant to perform a municipality wide assessment of operations to identify foundational barriers to, and potential solutions for long term financial sustainability, staffing stability, and efficient functions and services.
 - Kathy spoke to the Collins Center, a state agency, and outlined the diverse needs of the town. The Collins Center was able to roll several different categories for improvement into one project.
 1. The finance committee budgeting process will improve efficiency
 2. The new town accountant will introduce various templates and processes that will improve general workflow and improve efficiency.
 - Kathy's recommendation is currently as follows:
 1. Improvements to interoffice communications to facilitate operational efficiencies which will in turn improve services for the town residents. This may include:
 - Improved website or other methods for communication
 - Personnel policies including the Code of Conduct and other HR improvements
 - Review of town Bi-laws to make them more user friendly and practical for reference.
 - Select board member, Marie Saucier, validated with Kathy that she will oversee the full extent of both grants which include invoicing and reporting requirements. Kathy agreed to oversee both grants to the full extent.

Update from Town Treasurer

- The hand-off to the new Town Accountant went well, she is actively working with Kelli in all aspects.
- Status update on balancing 2023 accounts: all that is left is to balance Chapter 90 account.

- Status update on 2023 Town Report: Almost ready for printing.
- Status update on Free Cash Certification: Certification will not be necessary due to no free cash availability due to various grants going over budget and free cash being utilized for coverage.
- 2024 report is mostly done
- 2025 data will be ready for Town Accountant to enter into VADAR. The town accountant has been in contact with what her needs are.

Inter City Bus Route

- The Berkshire Regional Transit Authority has proposed an inter-city bus route traveling through Savoy with east and west bound bus stops. Concerns arose regarding the proposed west bound stop being located on private property and the proposed east bound stop at the town office which has limited parking availability.
- Select Board member Marie Saucier proposed looking to see if there was a grant available to provide for the expansion of the town office parking lot, however, would need to consult with the Conservation Commission due to nearby wetlands.
- The issue of phone connectivity was brought up in case of emergencies, people have no cell service if the need arises while waiting for the bus. Several options were discussed as possible solutions, Justin Kaczowski will further investigate the matter.
- Justin Kaczowski will respond to the Berkshire Regional Transport Authority with the bus stop location concerns.

CORRESPONDENCE: Justin Kaczowski signed letters being sent to certain residents of Old Main Rd #4 alerting them to work being done and asking permission to access property if needed.

SELECTBOARD ITEMS: Select Board member, Marie Saucier, attended a meeting for the North County Opioid funding and stated the town made the correct choice to combine Savoy's funds with other area towns. Savoy's Opioid funding contribution is \$9,847.

WARRANT SIGNING:

ADJOURN MEETING: Marie Saucier moved to adjourn the meeting at 6:16pm; Brenda Smith seconded.

APPROVAL DATE: 11.26.2024

Justin Kaczowski, Chair


Marie Saucier


Brenda Smith