



**Town of Savoy  
Massachusetts 01256**

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**SAVOY SELECT BOARD MEETING  
SAVOY TOWN HALL  
Tuesday, January 14, 2025 5:00pm**

**MINUTES**

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

The minutes of the December 10, 2024 meeting were approved by Justin Kaczowski, seconded by Brenda Smith.

**PUBLIC COMMENT:**

A town resident spoke regarding the increase in real estate taxes and the significant burden it has put on many town residents. The resident believes there are discrepancies in home assessments and valuations; and that the values aren't in comparison with others of equitable value. The resident would like the selectboard to look into the town's property assessment process and values across the board to see if all the town residents are being assessed fairly. Selectboard chair, Justin Kaczowski, stated that he would follow up with the board of assessors chair, Julie Pavia.

A member of the New Ashford selectboard encouraged the Savoy selectboard to reconsider joining the Northwest Woodlands Partnership. He noted that being a member is at no cost to the town and has many benefits. Selectboard chair, Justin Kaczowski, stated that it had gone before the town residents twice before and gotten voted down both times. Discussion ensued that there is a misconception among the town residents that the Woodlands Partnership is a regulatory body for conservation which it is not. It was noted by a town resident, that Savoy leaves a lot of available state money on the table by not taking advantage of belonging to these types of organizations due to misconceptions. An offer was made to have representative(s) of the Woodlands Partnership come to the next annual town meeting to answer any questions the townspeople may have. It was noted in order to be on the agenda for the next annual town meeting, an article would need to be drafted for the town warrant; 10 signatures are needed for it to be proposed on the warrant.

## **DEPARTMENT CHECK IN:**

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

- Town roads are in good shape; highway crew is doing well in keeping up with the snow and ice removal from storms.
- Selectboard member, Marie Saucier, asked if the highway department could do follow up oil checks for the Town Office standby generator that has a small oil leak that was discovered during recent maintenance. Todd stated that it would be better for the town to acquire a service maintenance contract with a qualified provider, than to have the highway department be responsible for it.

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

- The pistol permit processing site went down due to an unreliable connection via the VPN.
- Chief Koch has purchased replacement equipment; however, it will take three weeks to install and fix the issue.
- The issuing of pistol permits are delayed due this issue

## **COMMITTEE REPORTS:**

### **GENERAL BUSINESS:**

#### **Town Clerk-Poll Pad**

- Valerie Reiner presented the selectboard with a presentation given by the Town Clerk of New Ashford showing the benefits of acquiring an election Poll Pad for Savoy.
- A Poll Pad is a paperless voter check-in process that is faster with voter check process and more efficient in election record keeping.
- The cost of one Poll Pad is \$1,825 with an annual software subscription of \$300/year after the first year. Valerie stated there should be money in her FY25 budget to cover the cost of purchase; budget allocations from FY24 should have been rolled over to FY25 that would allow her to cover the cost. However, there is a discrepancy between what the Town Accountant shows in the Town Clerk budget vs. what the Town Clerk believes to be remaining in her account budget.
- The selectboard stated they can't approve the purchase until the Town Treasurer completes the reports for FY23 and FY24 to have an accurate account balance. Selectboard chair, Justin Kaczowski, recommended Valerie figure the expense into her FY26 budget.
- It was brought to attention by the New Ashford Town Clerk that Poll Pads can be rented for elections.

#### **Old Main Road #2 Detour Concerns**

- The selectboard noted several complaints regarding the detour route on Old Main Road #2.
- There is a need for additional signage to include arrows and speed limits along with painting lane lines, which will need to be done once weather permits.

- The selectboard noted that speeding is an issue on Old Main Road #2 and asked Chief Koch if he could establish a police presence along that portion of the detour to deter people from speeding. Chief Koch said he would commit to cruiser presence to help regulate the speed on Old Main Road #2.
- It was noted that 18-wheeler trucks are utilizing the Old Main Road #2 detour, which is not accessible to them. Chief Koch said trucks are banned from the detour on Old Main Road #2; if they are caught, they can be fined.

#### **Savoy Municipal Aggregation Electrical Supply Program Update**

- Representatives from the Colonial Power Group will be giving a full update via zoom at the January 28<sup>th</sup> Selectboard meeting.

#### **Cyber Security/Operational Assessment Grant Update**

- Kathy Luczynski has been collaborating with the Collins Center and has established there are three critical areas that need to be addressed for revision:
  1. Town Bi-laws need to be done first so if there are any changes needed, they can be presented to the townspeople at the annual town meeting.
  2. Town personnel policies
  3. Internal Communications

#### **Board of Health-Online permitting**

- Berkshire Public Health Alliance has established an online permitting platform for the town. At this time the ability to pay online is not active, the payments would need to be mailed to the Town Hall. They have established a link that can be put on the town website.
- The selectboard determined that until the online payment portion is established the link will not be put on the town website.
- The online payment portion will have to be set up in collaboration with the Town Treasurer.

#### **VADAR-Additional User Access**

- An additional user access point in VADAR is needed for the selectboard; the cost will be an added \$735/year to the existing contract.
- Justin Kaczowski made a motion to add an additional user to the current VADAR system; Marie Saucier approved and Brenda Smith seconded the motion.

#### **Town Treasurer**

- The Town Accountant, via zoom, presented to the selectboard an update of her progress since she came onboard and has stated that she is unable to continue her work verifying prior fiscal years without the Town Treasurer completing tasks on her end which include closing FY23 and FY24; she also needs banking information for verification purposes which she hasn't been able to gain access to.
- She is current with entering FY25 warrants and payroll; She has not been able to get turnover information from the Town Treasurer to enter into VADAR.

- She expressed concern about not having adequate communication with the Town Treasurer despite reaching out multiple times through phone and email without success.
- The selectboard has requested numerous times from the Town Treasurer to have viewing access to all bank accounts and a complete update on the status of all the town accounts, which has not happened yet.
- The selectboard has determined that immediate action is needed, a motion was made to send a certified letter will be sent to the Town Treasurer to attend an executive session meeting on January 22 at 5:30pm; the motion was unanimously approved.

**MassDEP Recycle Contract-Review & Sign**

- After reviewing the MassDEP contract put before the selectboard, Marie Saucier made a motion to sign the contract. The motion was approved, and the contract was signed.

**SAM.gov Contract-Review**

- The referenced SAM.gov portal information will be updated by the selectboard administrative assistant and does not require selectboard signature.

**911 Intermunicipal Agreement Contract-Review & Sign**

- The selectboard reviewed and signed the 10-year Intermunicipal Agreement for the joint provision of public safety communications, dispatch and operations services.

**CORRESPONDENCE:**

**SELECTBOARD ITEMS:**

- Selectboard member Marie Saucier has formed a new department wide safety committee for savings on town insurance. She has asked all departments to send a representative to the first meeting to be held on January 21<sup>st</sup> at the Town Hall. A representative from MIIA will make a presentation and be available to answer questions.
- Marie Saucier has completed the required quarterly reporting for the Chapel Road grant. It was noted that for the project to be completed in a timely manner it needs to be put out to bid soon, Marie will contact the Conservation Commission to get a status report on the project.

**WARRANT SIGNING:**

**ADJOURN MEETING:** Motion was made by Brenda Smith at 7:06 pm, seconded by Marie Saucier.

**APPROVAL DATE:** 1/28/25





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Justin Kaczowski, Chair                      Marie Saucier                      Brenda Smith