



**Town of Savoy
Massachusetts 01256**

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

MINUTES

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

The minutes of the November 26, 2024 meeting were approved by Marie Saucier; second by Brenda Smith.

PUBLIC COMMENT:

DEPARTMENT CHECK IN:

Transfer Station-Barb Belisle

- The transfer station needs a snowblower to clear snow around the containers
- The purchase would be covered within the transfer station FY25 budget due to money that had been allocated for purchasing a lawn mower that wasn't used because a mower was donated free to the transfer station.
- The select board approved the purchase of a snowblower; Barb will inquire with South Side Sales & Service.
- Barb will be picking up the 2025 Transfer Station stickers by the end of the week. They will be for sale starting January 1st, residents have until March 31st to purchase one. The cost is \$30/primary household; \$5/seniors (70 and older).
- Brenda Smith, assessor, will provide Barb with an updated residential listing.

COMMITTEE REPORTS:

Kathy Luczynski-Community Compact Best Practice Grant for Operations Assessment-\$30,000

- A draft proposal from the Collins Center for Public Management was received regarding the support for the towns efforts to review and improve operational effectiveness.
- The draft outlines what the Collins Center has determined the priority needs of the town are for operational effectiveness. The draft gives a breakdown of each category which includes a work plan and time frame for each identified area along with a fee schedule.
- The priority areas are as follows:

- HR policy review; estimated 2-3 months; \$8,500
- Job Description Review/Classification Plan; estimated 5 months; \$7,500
- By-Law Organization/Maintenance Plan; estimated 2-3 months; \$4,750
- Internal & External Communications Projects; TBD; \$9,250 (reserved)
- Given the time frame estimates of each area, the select board would like to start with the By-Law Organization/Maintenance first; followed by Job description review/classification; followed by HR policy review.
- Marie Saucier made a motion to approve the draft proposal; Justin Kaczowski and Brenda Smith seconded.

GENERAL BUSINESS:

Open Sealed Bids for Highway Generator

- Three bids were presented to the select board for consideration:
 1. JMC Electrical Solutions Inc \$100,628
 2. Polson Electric Inc \$125,000
 3. Comalli Group Inc \$71,300
- All three bids were over the allotted amount of the grant money secured for the project.
- The closest bid was by Comalli Group; however, the town would need to secure an additional \$4,800.
- The highway department has four vehicles that will be going up for sale in the spring as a possible source of the extra needed funds. Brenda Smith suggested asking the finance committee to move \$3,000 from the assessor's annual salary account that remains unused as she does not collect both the assessor's salary and the selectboard salary. This option would leave only a deficit of \$1,800.
- The select board will continue to look for ways to offset the difference.

Hilltown Community Development Corporation-Community Development Block Grant

- A proposal was brought before the selectboard for Savoy to join eight other Hilltown communities in joining the Hilltown Community Development Corporation. Hilltown CDC is a private, non-profit organization dedicated to improving the quality of life for Hilltown residents in western Massachusetts¹.
- The Hilltown CDC main funding source is the Community Development Block Grant. The grant supports three main programs:
 - **Housing rehabilitation**-single family occupancy must meet eligibility requirements; Hilltown CDC manages the entire process.
 - **Social services**-Hilltown Elder Network (HEN); Health Opportunities for Elders Program (HOPE); Hilltown Pantry (Northampton Survival Center)
 - **Local economic development**-municipal building renovations; development of vital community services.
- There is no cost for the town to belong to Hilltown CDC. The town will need to provide a listing of all properties and a signed authorization form to allow Hilltown CDC to represent the town.
- Marie Saucier made a motion to join the Hilltown Community Development Corporation, which passed with unanimous approval.

- The selectboard would like to establish an outreach to the Savoy residents to make all aware of this opportunity. Brochures will be made available at the town hall and on the town website.

Review Proposal: Old Main Rd #4 Culvert over Phelps Brook

- A proposal from Foresight Land Services was put before the selectboard outlining the scope of work to be done to replace the culvert on Old Main Road #4; the initial proposal came in \$6,300 over the grant amount due additional permitting fees and technical services for field data collection.
- Marie Saucier spoke with Foresight and asked them to adjust the proposal to be inline with the grant amount and will seek the \$6,300 additional funds from alternate sources.
- A letter has been drafted and sent to Westfield Wild and Scenic asking for the additional funding needed for the project.
- Marie Saucier made a motion to sign the proposal from Foresight Land Services; Justin Kaczowski seconded.

Review and Sign: IMA-North County Opioid Abatement Collaborative

- A proposal was brought before the Selectboard to join the North Berkshire Inter-Municipal Agreement regarding the Use and Expenditure of Opioid Abatement Funds.
- The IMA is a collaboration of other Berkshire County municipalities and the Berkshire Regional Planning Commission who will oversee the use and expenditure of the collectively pooled Opioid settlement funds.
- Marie Saucier made a motion to sign the contract; approval to sign was unanimous.

Review: Savoy Municipal Aggregation Indicative Pricing

- An indicative pricing sheet was prepared and submitted by Colonial Power Group for the towns municipal aggregate power supply.
- After reviewing, the selectboard determined it would be in the best interest of the town to approve pricing for the lowest cost with the shortest time span; this will give the town an opportunity to possibly join a larger aggregate in the future.
- Marie Saucier made a motion to approve pricing for the lowest cost price with the shortest time span; seconded by Brenda Smith.

State Bond Requirements for Town Positions

- Bonding is insurance for people in town positions that handle money for the town.
- Savoy's current bond agent is CNA Surety
- The select board discussed the town positions that require bonding; will inquire with agent to see the current listing of those insured.

CORRESPONDENCE:

SELECTBOARD ITEMS:

- ARPA funds will expire on December 31st, 2024
- Marie Saucier will bring before the finance committee at the next meeting on January 8th the possibility of moving line items between accounts to afford the overage of the

highway department generator bid. Marie will discuss with Comalli Group adjusting the bid invoice to be in line with the available ARPA grant funds.

- A unanimous decision was put forth by the selectboard to cancel the 12/24/2024 selectboard meeting and to close the town office on December 24th and December 31st.
- Committed to be part of a regional grant application for federal funding for culvert projects ready to go in 2025-2026 fiscal year through Berkshire Regional Planning Commission for Old Main Road #4.
- Justin Kaczowski made inquiries regarding switching the Town Offices over to a VOIP telephone system; it would cost an estimated \$2,500 for equipment and set up along with a monthly subscription cost. Current grants don't cover equipment cost. He will bring before the finance committee to include in next year's Town Office budget and request a roll over of any remaining 2025 Town Office budget funds for VOIP equipment. Justin will get a quote for change over.

WARRANT SIGNING:

ADJOURN MEETING: Justin Kaczowski made a motion to adjourn at 6:28pm; seconded by Brenda Smith and Marie Saucier.

APPROVAL DATE: 11/14/25



Justin Kaczowski, Chair



Marie Saucier



Brenda Smith