



**Town of Savoy  
Massachusetts 01256**

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**SAVOY SELECT BOARD MEETING  
SAVOY TOWN HALL  
Tuesday, March 11, 2025 5:00pm**

**MINUTES**

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

The minutes of the February 25, 2025 meeting were unanimously approved.

**PUBLIC COMMENT:** none

**DEPARTMENT CHECK IN:**

**Highway Department...Jon Choquette**

- The highway department reported a recent issue with the furnace at the town garage. It was determined to be an electrical issue; an electrician was called, and the furnace was repaired. Jon will make inquiries about having the furnace serviced, it may require an upgrade and setting up a maintenance schedule.
- The toilet is not working properly at the town garage; it is unknown if it involves the septic tank. They will try over the counter measures to help resolve the issue.
- The recent rainstorm resulted in one town's dirt road being washed out; the road is accessible with AWD/4WD until it can be repaired; the residents living on the road were made aware.

**Assessors...Julie Pavia**

- An update on the progress of VADAR software training is they will require about two more training sessions.
- The Assessors are working to upload the excise commitments to VADAR, and the tax collector will assist with inputting abatements.

**COMMITTEE REPORTS:**

**Parks & Recreation Committee...Stephanie Harris**

- The Parks & Recreation Committee has selected the next recipient of the Golden Cane Award.
- The Committee would like a few minutes before the scheduled annual town meeting in May to acknowledge and present the cane to the recipient. If the recipient is unable to attend the annual town meeting, the committee will seek an alternative method of acknowledgement.

### **Conservation Commission...Dan Harris**

- The Conservation Commission has been in contact with the design engineers from Weston & Sampson for the culvert replacement on Chapel Road; issues have been resolved.
- Weston & Sampson would like to proceed with the next phase of the project quickly, however, the Conservation Commission is awaiting contact with DEP and the Army Corp of engineers with the decision to proceed to the next phase.

### **Highway Hiring Committee**

- The hiring committee recommended Jon Choquette for the highway superintendent position.
- Jon accepted the position with the caveat that he is not to be held responsible for decisions for ongoing projects that were made prior to his acceptance. He was not present at previous meetings with DOT representatives to know the full history of what has transpired to this point and has gotten conflicting answers from different agency contacts when he's asked questions and made inquiries. He requested that a selectboard member assist with any future decisions on the ongoing bridge and culvert projects.
- Marie Saucier made a motion to approve Jon Choquette as highway superintendent; it passed unanimously.

### **GENERAL BUSINESS:**

#### **Building Inspector-Fee Schedule & Online permitting**

- Brian Duval presented information on a new online platform for permitting. The platform is a database not only for building inspections, but also for electrical inspections and Assessor data. He advocated that having all information, including historical, for a property stored electronically that can be accessed by building inspector, electrical inspector, Assessors, and Tax Collector would be a great asset and time saver. The platform has the ability to alert town departments regarding a property (for instance if property taxes are delinquent) and record all necessary permit signatures.
- There is a one-time set up cost of \$5,400 with an annual support cost of \$2,650.
- The Treasurer stated that the town will incur merchant processing fees for credit card payments for online permitting; if no permits are issued there are still administrative fees accrued to have the account active. He questioned if there will be enough use to offset the fees.
- The selectboard asked if there was a cost analysis available to support the annual cost. The treasurer will look at last year and do a cost analysis and report back to the finance committee on the viability of implementing the online platform.
- The building inspector stated that perhaps the Board of Health (BRPC) can join on the same platform to reduce the cost.
- The selectboard stated there is no money in the current budget; however, if it's deemed cost effective it can be put on the annual town warrant for the FY26 budget.
- The building inspector presented an updated permit fee schedule for FY26. There were two omissions, the inspector will edit the draft and resubmit it to the selectboard.
- Accepting the permit fee schedule for FY26 was tabled until the edits are made.

### **Review Collins Center Contract-HR Assessment**

- The selectboard reviewed the Collins Center HR assessment contract; Marie Saucier moved to sign the contract, passed unanimously.

### **Review Safety Committee Proposed Policies**

- Safety Committee chair, Jordan Koch, presented to the selectboard four draft policies and one event agenda for feedback on the proposals. If the selectboard approves he will then present to all town departments for feedback and input.
- The four draft policies and one event agenda are as follows:
  - Crisis Communication Plan
  - Storm Preparedness & Response Protocol
  - Cyber Incident Response Plan
  - Cyber Incident Response Exercise Agenda
  - First Amendment Auditor Interaction Policy
- By implementing these policies, the town will save 8% on the town insurance policy.
- The selectboard gave their approval for Jordan to proceed to the next phase with the policies and one event agenda.
- The next items to be addressed by the safety committee:
  - Policy for HVAC & Boiler inspections
  - Town buildings Maintenance Facilities Manager

### **Hilltown CDC-Review & Sign ADA letter**

- The selectboard reviewed the letter drafted by Hilltown Community Development that needs to be filed with the Department of Housing and Community Development regarding American Disabilities Act (ADA) self-evaluation and transition plan.
- After reviewing the letter, the selectboard unanimously approved to accept the letter as written; the letter was signed.

### **FY 23-24 Annual Town Reports**

- The town is behind in publishing annual town reports for fiscal year 2023 and 2024.
- Selectboard member, Brenda Smith, will coordinate with the selectboard administrative assistant to compile the necessary department reports that are outstanding.

### **FY26 Annual Town Meeting Warrant**

- Selectboard chair, Justin Kaczowski, will write up the articles for the annual town meeting warrant.

### **CORRESPONDENCE:**

- The selectboard read a letter that was emailed by a concerned town resident regarding legislation that requires the town to pay tuition fees for school choice students.
- The selectboard reviewed the appointment letter for the town's Animal Control Officer; the letter was unsigned as it needs to be notarized at the time of signing. A member of the selectboard will have the letter notarized.

**SELECTBOARD ITEMS:**

- A contract for implementing the second phase of the Transfer Station "Swap Shop" was reviewed and unanimously approved; the contract was signed.
- Senator Markeys' office would like to hold a press conference at a location in Savoy to introduce the new PILOT program legislation. The selectboard will inquire with his office what the anticipated attendance will be to determine if the town has a suitable location.

**ADJOURN MEETING:** Brenda Smith made a motion to adjourn the meeting at 6:39pm; seconded by Marie Saucier. Unanimous.

**APPROVAL DATE:** 3/25/25

  
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Justin Kaczowski, Chair

  
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Marie Saucier

  
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Brenda Smith