



**Town of Savoy
Massachusetts 01256**

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**SAVOY SELECT BOARD MEETING
SAVOY TOWN HALL
Tuesday, February 25, 2025 5:00pm**

MINUTES

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

The minutes of the February 10, 2025 meeting were unanimously approved.

PUBLIC COMMENT: none

DEPARTMENT CHECK IN:

Highway Department...Jon Choquette

- Mass. DOT is requesting a bridge inspection in late March of the Rte 116 bridge that is currently closed.
- Mass. DOT stated if Rte 116 remains closed they cannot inspect the bridge therefore the town will lose priority for repair if the bridge remains uninspected. They suggested reopening Rte 116 seasonally.
- Marie Saucier made a motion to let Mass. DOT inspect the Rte 116 bridge in March the motion was unanimously approved.
- It was brought to the selectboards attention that Black Brook Road Bridge will most likely need to be closed next winter. The repairs are currently scheduled for 2028; however, the deterioration of the bridge will not allow for the weight limit of the town plow trucks to be able to maintain it during the winter.
- A highway vehicle is back in use after a transmission repair, waiting on invoice for repair.
- The department staff is maintaining efficiency with a limited crew; the two full-time job openings remain unfilled.
- The department is rationing the remaining road salt supply as there is a demand shortage with the recent storms.
- The FRCOG paperwork has been completed and will be submitted.

Assessors...Brenda Smith

- The assessors have received one bid for a five-year cyclical audit. The cost for the audit would be \$12,000 + \$5,000/per utility for a total of \$32,000 and would be completed by July 15, 2025.
- The audit was awarded to Patriot Properties.
- The assessors need to have a software upgrade; however, it will need to wait until after the audit is complete.
- The assessors will ask the finance committee to allow the FY25 money that was initially earmarked for the software upgrade to be used for the audit.
- The assessors received a detailed account expenditure listing from the accountant and found four discrepancies. They will ask the accountant to make the necessary adjustments to the account.
- The assessors are experiencing issues using the VADAR software. The program is not user friendly, and they reported not receiving adequate guidance when calling the help line.

Tax Collector...Sheryl Guettler

- Reported to the selectboard that she is experiencing multiple issues with the new VADAR software system. It does not interface well with her needs and there are no reference manuals to consult. The system is not user friendly, the reports she needs are not compiled well, and the printed tax statements are very hard to understand not only by herself, but by residents.
- The VADAR system has only the past three years tax record information installed, which is a problem when receiving payments for years prior to 2022. This is creating extra work for the tax collector.
- The current deputy collector, Point Software, has been in contact with the Tax Collector and will remain as the town's deputy collector for the remainder of the calendar year. They will work with the Tax Collector with inputting records into the VADAR system as needed.

COMMITTEE REPORTS:

Parks & Recreation Committee...Stephanie Harris

- It was brought to the selectboards' attention that snowmobilers are using the Parks & Recreation parking lot for trailer parking during their snowmobile rides.
- Parks & Recreation called for a meeting with the Canary Kats President, Savoy Fire Department Chief, Savoy Highway Department, and the Savoy Conservation Commission. This meeting will establish the expected parameters for maintaining the grounds during the winter and spring thaw and to establish who is responsible for plowing the driveway. This collaboration with the relevant parties will eliminate any misunderstandings and/or miscommunications regarding use of the parking lot and grounds during the winter.
- At the annual town meeting in May the committee will announce four planned town events, specific dates to be determined later. The four events are:
 - ❖ Town roads-litter clean-up day
 - ❖ Plant & seed swap
 - ❖ Town wide tag sale
 - ❖ Harvest picnic

Conservation Commission...Dan Harris

- Updates were given on the culvert replacement projects for Old Main Road #4 and Chapel Road.
- The Army Corp of Engineers, EPA, and DEP have design concerns regarding the under sizing of the replacement culverts for both. They are in communication with Weston & Sampson Architects for redesign.
- This will delay the timeline for construction bidding that was scheduled to start in March.

Ad Hoc Committee...Kathy Luczynski

- A scope of service agreement contract was presented to the selectboard from The Collins Center regarding the Operational Efficiency work on the Town By-laws.
- For the by-laws:
 - ❖ They will reorganize the by-laws
 - ❖ make recommendations if anything is missing
 - ❖ They will present a draft for selectboard approval upon completion
 - ❖ This by-law component will cost \$5,000 of the \$30,000 awarded grant funding
- A motion was made to sign the Collins Center service agreement and was passed unanimously.
- The Collins Center will be sending another service agreement contract to begin work on the HR review. They intend to review the current HR policies and job descriptions and will send out an employee questionnaire to town employees. Once the data has been collected, they will make recommendations.

GENERAL BUSINESS:

Board of Health

- BRPC representatives for the Savoy board of health were present to present the selectboard with findings of recent inspections.
- Emma L. Miller Elementary School is in BOH compliance and submitted appropriate paperwork.
- A permitting question was put before the selectboard regarding Mountain Top Country Meats, this business does private meat processing. The question was if the current business license covers the food license needed for the refrigerators that are used for retail sales of products at the business.
- The selectboard determined that the four-year business license is different from a one-year food license; the BOH will alert the business owner that a food license must be obtained. The BOH advised the selectboard that the business Serv-safe certification is due to expire and should be renewed per state law. The selectboard agreed that the certification should be renewed according to state law. The BOH will alert the business owner to renew the Serv-safe certification.
- The BOH will contact Janice Veronesi, President of Hilltown Hose Company, to schedule an inspection of the Fire Department Kitchen.

BRPC-Unpaved Roads Project

- Allison Dixon from Berkshire Regional Planning Commission presented to the selectboard information on the BRPC Unpaved Roads Project. They have a "tool kit" available to municipalities to identify best practices on prioritizing road repair projects.

- There is no cost for the tool kit or training on how to utilize the tool kit.
- A flyer was distributed that asks for input and reporting of any unpaved roads in need of attention. The flyer will be put on the town website and made available at the town office; this will allow BRPC to collect data for assessment.

Savoy Municipal Power Aggregation Update

- The 30 day opt out window has expired, however residents can still opt out of the program if they choose to.
- The March statement will state the supplier change over and the April statement will reflect the new aggregate information and rate.

CORRESPONDENCE:

SELECTBOARD ITEMS:

- A four-year business license was signed and granted to Ann Marie Sadlowski for Farm-Live Internet Sales
- BRPC inquired with the selectboard if they would like BRPC to write the proposal for a CRMA grant for the next phase of the culvert replacement project on Old Main Road #4, which is the build phase. There is no charge to the town for BRPC writing the proposal. The selectboard gave permission for BRPC to write the grant proposal.
- The selectboard members collaborated on answering questions on the town insurance policy that is up for annual renewal.

WARRANT SIGNING:

ADJOURN MEETING: Marie Saucier made a motion to adjourn the meeting at 6:27pm; seconded by Brenda Smith.

APPROVAL DATE: 3/11/25



Justin Kaczowski, Chair



Marie Saucier



Brenda Smith