

## Savoy Finance Committee

April 2, 2025

Members Present: Brenda Smith, Justin Kaczowski, Alan Haskins, Ross Kunzmann, Kathy Luczynski

Public: Melanie Glenn

Meeting was called to order at 5:04. Vote to approve minutes of March 19<sup>th</sup> meeting.

Brenda reported a petition was submitted by the town clerk for an official town website but was not officially certified. The committee discussed the petition noting the cost to develop an official site will be roughly \$15,000 to \$20,000 in addition to time needed to assist the developer to create it. An official site will obligate the town to follow all Open Meeting Laws for timelines to publish agendas and minutes that carry penalties for non-compliance. This will require staff or individuals dedicated (consistently) to this task. Kathy noted two separate discussions she had with consultants from the Collins Center (who provide services to municipalities) warned against an official website due to our size and limited resources. Although the committee agreed meeting minutes should be posted for general transparency, the added cost is not something the Town can afford at this time.

VoIP – Kathy reported the cost for equipment to migrate to VoIP would be \$1000 (8 phones), monthly charges \$300 / per month, and project costs \$1200. Justin stated Spectrum business would be \$80 per month. Kathy was unable to determine the breakdown of current internet costs due to how the expenses have been posted. This will require more analysis and research. It was suggested we also consider Comcast.

MadMax provided quotes for two laptop options, roughly \$1100 each. One to replace the Selectboard laptop and the second for the treasurer.

Brenda reported the Catalis software upgrade will not occur in FY 25 and cost will need to shift to FY26.

Kathy reviewed with Sheryl Tax Collector expenses submitted and determined the bar coding and envelope processing was not instituted due to the migration to Vadar. She also clarified that she uses Point Software (QDS) for collection of excise payments after initial demands are sent out by the Tax Collector. She also has never been trained for tax taking function. The new Treasurer may be able to provide her with guidance.

Fire Department Roof repairs are not included in the budget submitted by the fire chief.

Town Hall foundation minor repair quote is \$600.

Melanie informed the committee that when the landfill was closed, it was recommended ground water monitoring be considered. She stated the rough estimate at the time was to establish a reserve of \$10,000. The committee will invite the Highway Department superintendent to attend the next meeting to discuss budget requests.

A meeting is scheduled for Monday April 7<sup>th</sup> with the school superintended and school committee to discuss details of the budget submitted.

The committee reviewed the FY25 *budget to actual* noting various overages and questions needing clarification. Kathy will follow up with Kellie. The committee discussed various Unclassified Expenditures. Kathy shared a breakdown of electric, phone expenditures by buildings questioning a \$90 monthly “loan charge” no one was clear what it represented. Quotes are not yet available for various insurance costs for the town and may require an estimate.

Capital Improvement Program – Kathy reported she and Marie attended a Finance Committee Association meeting regarding Capital Improvement Programs. The committee discussed the need to develop a strategy to fund various overdue capital expenditures (costs exceeding \$10,000 for assets with a useful life greater than 5 years) to more prudently address deterioration of buildings and equipment. The committee noted due to the tax increase in FY25 and increase in FY26 budget forecast, allocating 5% of budget does not appear feasible at this time. It was agreed a reserve should, however, be established and funded annually. It will be addressed once the budget is finalized.

Kathy submitted a hi-level list of items for informational presentation prior to the Annual Town Meeting. (Transparency, Challenges / Obstacles, Strategy).

Kathy noted the possibility of increased funding for Chapter 90 and PILOT. It also appears Massachusetts could lose \$106 million in federal education funding.

Next Meeting Discussions:

Financial Resources / Revenue Updates  
Revenue Budget Worksheet / Tax Rate Recapitulation  
Financial Policies (future)

Meeting was adjourned at 7:10.

*Minutes approved at April 16, 2025 meeting.*