



TOWN HALL | 3 EAST MAIN ROAD | PERU, MA 01235

SELECT BOARD MINUTES | September 24, 2018 at 6:00 P.M.
COMMUNITY CENTER

Present:

OFFICIAL

Ed Munch, Chairman/Historical Commission
Bruce Cullett, Selectman/Police Sergeant
Verne Leach, Selectman/ACO/Transfer Attendant
Caleb Mitchell, Town Administrator/Con Com
Justin Russell, Highway Superintendent
Brian Dewkett, Fire Chief
Evelyn Torrey, Accountant
Kim Leach, Town Clerk
Irene Morrison, Administrative Assistant

Residents: Colleen LaRochelle

Item 1: **Call to order:** 6:00 p.m.

Item 2: **Roll Call:** Chairman Munch present, Selectman Leach present, Selectman Cullett present

Item 3: **State recording status:** Adm. Asst. Morrison recording

Item 4: **Review and Approve Meeting Minutes for 9/10/18**

No Meeting Minutes available

Item 5: **Report from Departments**

Town Administrator – Caleb Mitchell Reporting

TA Mitchell indicated that a letter has been received from William Hewigg of KP Law, saying that he has completed the Cable License and is forwarding it to Charter. Once Charter receives it, they will sign it and forward one back to us. Also, one will go to the Massachusetts Department of Telecommunications and Cable. Mr. Leach wants to know what the percentage that Charter will be covering in the town. TA Mitchell said he is waiting to hear back from Anna Lucey regarding that.

TA Mitchell said that Palmer Paving has completed the job on South Rd.

Mr. Cullett has asked TA Mitchell to contact the Town Administrator of Williamstown regarding Anna Osborne training our Accountant, Evelyn Torrey, and how they may want to handle it.

TA Mitchell informed the BOS that there will be a “Small Town Summit” which will be hosted here at the Community Center at 6:00 P.M. this Thursday, September 27, 2018.

Fire Chief – Brian Dewkett Reporting

Chief Dewkett said last October he did all the inspection stickers on the vehicles. He will be doing that again soon. The new phone from Crocker is working, but it's not the same number. Mr. Cullett said that Crocker needs to add the extension to the phone, and that the Verizon number needs to be switched over to Crocker.

Chief Dewkett said he has been searching for a First Responder Class. The previous instructor of the class, has not returned his calls.

Pittsfield Communications has returned Chief Dewkett's phone call about the base radio, however, he still doesn't have it.

Chief Dewkett said that Colleen and Paul LaRochelle have donated a couple cars to the Fire Department to cut up.

Highway Superintendent – Justin Russell Reporting

Supt. Russell said that Palmer Paving is just finishing up. They put chip sealer down today, and the road will be lined tomorrow. Supt. Russell said he will call Jim Toomey of Palmer Paving tomorrow for an official copy of the Agreement.

Northern Berkshire Solid Waste will be completing an inspection on October 25, 2018.

Mr. Munch informed Supt. Russell of some pot holes developing on Raymond Shnopp Rd., and also a tree that's across the telephone wires. Supt. Russell said that tree is on the Hinsdale side, and that he has called the Road Boss of Hinsdale about that.

Mr. Munch told Supt. Russell that four job applications have been received, and asked if there was anyone he would want to recommend. Supt. Russell said that only two are qualified. Next week's agenda will include the those applications, and TA Mitchell will arrange for the two qualified applicants to come in for interviews at the BOS Meeting of 10/1/18.

Supt. Russell indicates that the same gentleman on Marlow Dr. who he had issues with last year has been piling rocks on the edge of the blacktop. He said if everything is frozen when they plow, and they hit one of those rocks, it will cause damage to the trucks. He asked the BOS if he should move them, or if they want to send a letter. Mr. Cullett said that the BOS needs to send a letter to the property owner to remove those objects from the Town's Right-Away. Mr. Leach would like to have a description from the Assessors showing how far the town does own, and why he can't have the rocks there. Mr. Munch asked Supt. Russell to meet with TA Mitchell to get the information needed to compose a letter to give to the BOS to sign.

Supt. Russell said that a few people called about the letter that went out to the private roads. He thought they would be at tonight's meeting, but they are not.

Transfer Attendant – Verne Leach Reporting

Speaking as Transfer Attendant, Mr. Leach reports that the bulbs and batteries are being picked up tomorrow. October 25, 2018 there will be an inspection by a NBSW hired Inspector.

Town Clerk – Kim Leach Reporting

Town Clerk Leach informed the BOS that on 10/22/18, the Board of Health Alliance will be having a Flu Clinic in the Community Center. She said that she would be here to get them set up.

Town Accountant – Evelyn Torrey Reporting

Town Accountant Torrey said she needs clarification on paying the Library accounts. “Does the Town pay for the electric, or does the Library pay for the electric?” Mr. Leach said “at this time, the Town pays it until we come up with a decision. It comes out of what was allotted for them.” There was further discussion when Town Accountant Torrey asked which account it came out of. She said that it has been paid out of the Utility Account sometime, but out of the Library Account other times. TA Mitchell said all Library expenses should come out of the Library Account.

BOS – Selectman Verne Leach Reporting

Mr. Leach reports that the Town Website is up and running for the Public, and that everyone in the office has been trained. The only one that hasn’t signed on is the Building Inspector. Mr. Leach said everything that goes on there should be in a PDF Form.

The BOS said there would be no Halloween “Trick or Treat” in town this year.

Item 6: Discussion, Review and possible vote for Renewal of Auto Dealer/Recycling Yard License for Frusciente Auto.

Mr. Cullett motions to renew the Auto Dealer/Recycling Yard License for Frusciente Auto. Mr. Leach seconds. All in agreement. **VOTE 3-0**

Item 7: Discussion and Vote to appoint Richard Burke to the Peru Historical Commission

Mr. Cullett motions to appoint Richard Burke to the Peru Historical Commission for a term of 4 years. Mr. Leach seconds. Mr. Munch recuses. **VOTE 2-0**

Item 8: Discussion of Pest Control

Mr. Cullett said the town is paying \$1,000.00 or more per year for Orkin Pest Control. He said that’s a high cost to pay, when it could easily be done in-house. He also suggested that during the process of cleaning, the Town Hall Cleaner check traps for rodents. Mr. Leach said it wasn’t in her job description.

Mr. Cullett motions to cancel the services of Orkin Pest Control. Mr. Leach seconds. All in agreement. **VOTE 3-0**

Item 9: Discussion and Review of Town Audit

Mr. Leach indicated that the Library gave the BOS paperwork at the last meeting, which contained Kathy Borden, Library Trustees legal opinion regarding the Town Audit. Before going to Town Council with the documentation, Mr. Leach said that it was to be sent to the Auditor first. Mr. Munch asked TA Mitchell if he had sent the information that the Library gave us to the Auditor. TA Mitchell responded that he had not yet sent the information to the Auditor. Mr. Munch asked that he send a copy of the document to the Auditor for review. If the Auditor comes back with conflicting information, then we would at that time, send it to Town Counsel. TA Mitchell said he had contacted the Auditor by e-mail, asking when he could be contacted by phone to discuss it. TA Mitchell said he has not received a response from the Auditor.

Mr. Cullett said, “what it really boils down to is not only where the Library fits in the regulatory system in what type of statutory regulatory authority the Library has or the Town has. Going forward what needs to be corrected or what’s proper for the Town, the person that wrote an opinion, the Massachusetts Board of Library

Commissioners said that there's several libraries in the State like this one. I think it's the minority. Yes, it can be operated that way, but is it the right way for this one to be operated? We've been talking for a couple years about how odd the relationship is between the Library and the Town, and looking for a way to correct it."

Mr. Munch said simultaneously TA Mitchell will contact the Auditor and send a copy of the original paperwork from the Library Trustees to Town Counsel and ask for an opinion.

Item 10: Update/Discussion of Potential list of Projects for Town Hall

Mr. Cullett said he has done a walk through with two out of three General Contractors. He is still trying to coordinate a visit with the third one. TA Mitchell will make the revisions discussed.

Item 11: Discussion, Review and possible Vote to approve Policy & Procedures for Part-time Salaried Employees

TA Mitchell said he has made the updates to the Policy & Procedures that the BOS had made on the previous meeting. Upon review of the changes, the BOS discussed other changes in wording to be made regarding Paid Time Off, Unpaid time off, and Holidays. Mr. Munch said the wording has to be changed completely. TA Mitchell will make these revisions. (*see Policy & Procedures for Part-time Salaried Employees.*)

Item 12: Discussion and Review of Contracts which require Prevailing Wages

Mr. Munch said all contracts with the Town require prevailing wages. Mr. Cullett said for specific/larger projects, we have to specifically request a set of wages for that project. For maintenance projects around town, you can request one set of wages that cover an entire year. TA Mitchell questions whether we should have a contract of some kind when we put something out to bid. He said we may have to through Town Counsel for a contract. Mr. Cullett said to ask if they have a contract available. He said the thing about prevailing wage is owner/operators who are doing the work themselves, don't have to give a certified payroll, but they don't have to pay themselves.

Item 13: Review and approve accounts payable, treasury warrants

Items brought up for discussion to the extent permitted by law that are not listed on the Agenda.

Resident and Business Owner, Colleen LaRochelle said that they have thought about asking for a sign in Peru just before their shop that says "Dangerous Intersection." She said sometimes they have tractor trailers backing into the shop. Supt. Russell said that's something he would have to go through with the State Traffic Commission on.

Item 14: Adjourn

Mr. Munch motions to adjourn the BOS Meeting. Mr. Leach seconds. All in agreement. VOTE 3-0

The BOS Meeting adjourned at 8:20 P.M.

Articles used:

Agenda for 9/24/18 BOS Meeting
Sign-in Sheet
E-mail from Anna Osborne regarding training of Accountant
Appointment of Richard Burke for Historical Commission
Contract for Palmer Paving
Warrant for Election
Policy & Procedure for Part-time Salaried Employees
Vendor Warrants
Payroll Warrants
Auto Dealer/Recycling Yard License for Frusciente Auto

Respectfully submitted,

Irene J. Morrison

Administrative Assistant

Ed Munch, Chairman

Ed Munch

Verne Leach, Selectman

Verne Leach

Bruce Cullett, Selectman

Bruce Cullett

Approved: 10/1/18