



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

**SELECT BOARD MINUTES | OCTOBER 1, 2018 at 6:00 P.M.**  
COMMUNITY CENTER

**Present:**

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  
Caryn Wendling, Treasurer/Tax Collector  
Kim Leach, Town Clerk  
Irene Morrison, Administrative Assistant

**Residents:**

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:** Selectman Leach & Adm. Asst. Morrison recording

Item 4: **Review and Approve Meeting Minutes for 9/10/18 & 9/24/18**

Mr. Cullett motions to approve the 9/10/18 BOS Meeting Minutes w/no changes. Mr. Leach seconds. All in agreement.  
**VOTE 3-0**

Mr. Munch motions to approve the 9/24/18 BOS Meeting Minutes pending changes. Mr. Leach seconds. All in agreement. **VOTE 3-0**

Item 5: **Report from Departments**

**Highway – Superintendent Russell Reporting**

Supt. Russell reports that they're almost done with South Rd., and will be moving on to other projects. He said that he wants to talk to the State about coming to look at Skyline Trail. "There are areas of that road in which the surface is coming apart, with potholes forming that you would think at 7 years we really shouldn't have some of the holes that we've got already. It could be a failure of some of the blacktop they put on it."

Speaking as a Representative of the Police Dept., Sgt. Cullett said "Palmer has misunderstood about the details. Windsor also let us know they sent back their invoice for their road details. They were told to bill the Peru DPW directly. The contract will have to be re-visited." Supt. Russell thinks it will be able to be paid out of Chapter 90. He will double check the contract to make sure it came through Palmer. He said they laid ¾ dense grade on August Smith Rd. today with the excess material they had left.

### **Town Administrator – Caleb Mitchell Reporting**

TA Mitchell said Treasurer Wendling put a bid out for a Chapter 90 Loan. She did get the loan, and will bring the paperwork down for the BOS to sign so that we can pay Palmer Paving.

TA Mitchell said the COA Director is requesting a computer, and another phone line with an extension. He said she doesn't have internet or a computer at home. Mr. Cullett suggested a town cell phone for her. He said he would check on the cost of adding her onto the Towns AT&T Plan. Mr. Leach suggested buying a flip phone, and putting the AT&T Sim Card in it. He said it was \$15.00 for the phone. Mr. Munch said to get some prices.

Supt. Russell said he just plugged in his new phone the other day. Extensions need to be set up for the new phones through Crocker, then have the automated attendant message re-recorded with the added extensions through Treasurer Wendling. TA Mitchell will contact Crocker to have the extensions set-up.

Mr. Leach requested that TA Mitchell go back to providing the BOS with a paper report.

Mr. Munch asked TA Mitchell if Anna Lucey has gotten back to us on the Engineering Drawings which we were supposed to have months ago. TA Mitchell said he has not heard back. Mr. Cullett suggested contacting someone else, as she was more of a liaison. We could go to the technical people, or we could go to Peter Larkin, and ask about the status. Mr. Leach requests that TA Mitchell e-mail Peter Larkin, asking him to give us a contact name or that he contact at Charter/Spectrum to find out where the Engineering Drawings are so that we know who the 4% are who are not going to be covered, and so we can start making a contingency plan.

TA Mitchell said that Treasurer Wendling sent an e-mail regarding selling punch cards. After talking with Town Clerk Leach, he said that she already has the list of permits of everybody. You can't get a punch card unless you have a Transfer Station Permit.

Mr. Cullett explained the current tracking system used for Transfer Station Permits. As Police Sargent, when he was doing an investigation of illegal dumping, the only way he could look to see if someone had a Transfer Station Permit, was to go through a 3 ring binder containing 400 sheets of paper with each page having a name and address. He mentioned to the Town Clerk that it was a cumbersome way of keeping track. He thinks the best way to keep track is a spread sheet that can be used from year to year. Speaking as Transfer Attendant, Mr. Leach said this is the first year he has not done a spread sheet because he's done it for 8 years, and it's never been used. He said that at the Transfer Station, all permits are in alphabetical order by address. He has them listed by address, because there may be people with different names living in the same household. Mr. Cullett said he would like to see it with the principal member of the household listed in alphabetical order.

### **BOS – Mr. Cullett Reporting**

Mr. Cullett said that TA Mitchell spoke with Williamstown Town Manager, Jason Hoch about Anna Osborne doing additional training with the Peru Town Accountant. He said the Town Manager has no problem with that, and if she had to use some of her Williamstown time to do that, he's ok with that. The Town Manager has recommended we deal directly with Anna Osborne to work something out. Mr. Cullett sent an e-mail to Anna thanking her for what she has done, and expressed the BOS interest in having her do additional training. He has yet to receive a reply from her. He has asked TA Mitchell to reach out to her.

On behalf of Peru Fire Chief Dewkett, Mr. Cullett said he has reached out to Victoria Sorrentino, Officer at the Tyringham Police Dept. who did the First Responder Training last time for the Peru Fire Dept. He said that she still does the training, and is willing to do the training again. Mr. Cullett indicates that she did not get paid the last time for doing the training. Mr. Cullett gave her Chief Dewkett's contact information, and asked her to contact him to work something out as far as a schedule for training, and also for getting paid for the last round of training.

### **Treasurer/Tax Collector – Caryn Wendling Reporting**

Treasurer/Tax Collector Wendling said she needed to borrow for the Chapter 90 work. She is borrowing the full amount that the State approved, which is \$372,341.41. She went out to bid last Monday. The bids were due to her on Friday. She requested bids from Greenfield Cooperative Bank, Berkshire Bank, Easthampton Savings Bank, Adams Community Bank, Uni Bank & People. She heard back from 4 of the 6. Greenfield bid 2.5%, Berkshire bid 2.49, Easthampton bid 2.55, Adams bid 2.7. The bid was awarded to Berkshire Bank. She said she has the paperwork that needs to be signed, the note and the Town Clerk certificate. She is doing a 5 month note. It will be issued on October 12, 2018, and will be payable by March 12, 2019. After everything is signed tonight, she has to overnight it to the Division of Local Services (DLS). Once DLS has signed, it will be forwarded to Berkshire Bank.

Treasurer/Tax Collector Wendling said we only funded \$1000.00 for interest on loans. She said that we may come up short about \$2,900.00 in that account that we'll have to deal with at the end of the year if we have a Special Town Meeting. She said the interest on this loan is \$3,800.00.

Treasurer/Tax Collector Wendling said she doesn't have an issue with selling the punch cards if when people come in the Town Clerk Leach is not here. However, the e-mail from Town Clerk Leach, said it's a function of the Town Clerk. Town Clerk Leach said she appreciates that, but she prefers not to. She said it will be difficult to keep a balance and check on inventory. Everything is in sequence. Mr. Cullett said that earlier he expressed his frustration when as Police Sargent he did an investigation for illegal dumping down at the Transfer Station. To his knowledge, there is no central spreadsheet of the people in town and their permit number, address, etc. Speaking as Police Dept. Representative, Sargent Cullett requests that a spreadsheet be done with a permit number associated with a homeowners name. He said that it existed up until this year. As Transfer Attendant, Mr. Leach said he stopped doing it. Town Clerk Leach said, "that is what he was doing. I can give you all the papers and you can have your Secretary or Town Administrator do it and put it in Excel. I have no use for it." Mr. Cullett said if she could do it from a spreadsheet that's already done. She said it's off the CVR. It can't be imported into Excel. After further discussion, Mr. Munch said "this is becoming a major point, and it's not on the Agenda. If we want to discuss this further, we need to put it on the Agenda as a separate item."

Treasurer/Tax Collector Wendling said several weeks ago, she had told the BOS the response that was e-mailed back from Attorney McCarthy of KP Law regarding foreclosure on the Steele property (barn) and whether or not the Land Court is even going to be able to get a final judgement with how it is, or whether we want to spend money on a Tax Title Examiner. She has talked to Assessor Tonelli, who then sent an e-mail to Atty. McCarthy. We haven't yet heard anything back. Both she and Assessor Tonelli feel we shouldn't spend the money on the Tax Title Attorney, because that could be thousands of dollars if it goes to Land Court. If at the end of it, they say we can't do it, then we're out the \$575.00.

Treasurer/Tax Collector Wendling said she got an e-mail from Attorney McCarthy last week on another one that she gave her, which is Chism on 4 Hilltop. There is a discrepancy on the taking of the acreage. She said that she had taken the acreage off of what the Assessors have in our system, and that's how we've been billing it. It disagrees with the deed.

Treasurer/Tax Collector Wendling said if people need to purchase stuff, she'd rather have them get the card from her.

Treasurer/Tax Collector Wendling said she needs to order new time cards.

### **Small Town Summit Meeting – Mr. Munch Reporting**

Mr. Munch reports a Small Town Summit & Rural Commonwealth meeting was held here at the Community Center in Peru on Thursday 9/27/18. The topic was about State owned land taxes, and payment in lieu of taxes.

Please see Attachments: *(Editorial from Hampshire Daily Gazette re: Small Town Summits aid rural areas, page on Small Town Summit organization and major areas of concern, letter to Secretary Matthew Beaton regarding notification to towns of potential land acquisitions, and recommendations.*

**Item 6: Interview John Murray for Highway Driver/Laborer Position 7:00 P.M.**

When asked by Mr. Munch how interested he was in getting this job, Mr. Murray responded that he was pretty much interested, and that he had a couple applications in other places, but he is interested. Mr. Munch asked what he was looking for as far as a number he could accept. Mr. Murray replied that he is looking for something close to \$23.00 per hour. Mr. Cullett asked if he has a Class 2A. Mr. Murray he has Class 2A Hydraulic License. He said he has owned his own business since 2004. He has done excavating, landscaping, house sites, wells, driveways, drainage. He worked for Chester for 3 ½ years. He is looking for a retirement plan. Mr. Munch asked if he did get this job, and decided to accept it, what would be his time factor for staying. Mr. Murray said that if her were to take the job, he'd stay with us for at least 10 years, unless something like a Superintendents job came up where he could get more money. Supt. Russell asked if he'd be willing to get his 4G. He said that he would. All benefits were discussed with Mr. Murray. Mr. Murray asked what the chances were in getting 2 weeks vacation out of us. Supt. Russell said the way the policy is written, you would get 1 week after 6 months, 2 weeks after 2 years. When asked if he would be willing to get his Class A, he responded that he would. Mr. Munch said that there would be no decision until next Tuesday.

**Item 7: Interview William Zimbouski for Highway Driver/Laborer Position 7:30 P.M.**

Mr. Zimbouski has worked with local contractors in Pittsfield. Supt. Russell asked how much snow plowing experience he has had. Mr. Zimbouski said it's been awhile. He said in the late 1980's he was working for Donovan Construction where he did quite a bit of plowing. He was driving a 1 ton truck. Supt. Russell explained that this job is mostly a driver/laborer position. He asked Mr. Zimbouski if he had a hydraulic license. He does not, but is willing to get one. Supt. Russell said he would need a 2A hydraulic & 4G which is for the boom mower. He said that he could take the tests both at the same time if her were comfortable with that. Supt. Russell told him that there would be a lot of weed-whacking in the summer for 2-3 weeks of guard rail weed-whacking.

Mr. Zimbouski said he has a current DOT card. Mr. Cullett asked if he had experience in dump trailering and also tri-axle. Mr. Zimbouski said he has experience with lo-boys moving equipment, a lot of blacktop work. Mr. Munch asked how long he would stay with us if both sides could come to an agreement. Mr. Zimbouski said the next 10-15 years. Supt. Russell and Treasurer/Tax Collector explained the benefits. Mr. Munch explained the potential for overtime in the winter is good. Mr. Cullett asked if he were mechanically inclined. He said he has done mechanical work. Mr. Zimbouski said he could start anytime after next week.

**Item 8: Update/Discussion and Review of Town Audit**

TA Mitchell said he has sent material from the Library to the Auditor. He sent the Auditor an e-mail, and is hoping they can connect this Friday to discuss those materials submitted by the Library Board of Trustees. Hopefully, they'll finalize the Audit Report, so that we can pay them. Mr. Leach asked if he had sent the materials to Town Counsel. TA Mitchell indicated that he will send the materials to Town Counsel.

**Item 9: Update/Discussion of potential list of projects for Town Hall**

Mr. Cullett said that he brought another Contractor, Dale Hoag through. He said he should have a proposal from him this week. Mr. Cullett said he spoke with Jay Jewell earlier today, and reminded him that he still owes us a proposal, which is not in hand yet. He said he still needs to get one more electrician in here. Mr. Cullett said his goal is by the next meeting to have numbers in front of us, so that a decision can be made on who we want to go with.

Mr. Cullett asked Supt. Russell what his schedule looked like to be able to fit in the tank pull this fall. Supt. Russell said he plans on trying to see what can be done to get that out.

Item 10: Discussion, Review and Possible vote to approve Policy & Procedures for Part-Time Salaried Employees

TA Mitchell changed Paid Leave to Time Off Allowed. Mr. Leach said: "Time off more than 2 weeks will be unpaid leave." Mr. Cullett said for further clarification, "If employee requires more than 2 work weeks off per fiscal year, it will be unpaid leave." It was decided that it would say "If employee requires more than 2 work weeks off per fiscal year, it will be unpaid leave"

Mr. Munch motions pending changes that were just agreed to, that this Policy & Procedures for Salaried Part-time workers be accepted effective October 1, 2018. Mr. Leach seconds. All in agreement. **VOTE 3-0**

Item 11: Review and approve accounts payable, treasury warrants

Item 12: **Adjourn**

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

**The BOS Meeting adjourned at 8:36 P.M.**

**Articles used:**

- Meeting Minutes of 9/10/18 and 9/24/18
- Meeting Agenda of 10/1/18
- Applications for Employment from William Zimbouski and John Murray
- Policy & Procedures for Part-time Salaried Employees
- Editorial from Hampshire Daily Gazette re: Small Town Summits aid rural areas
- Page on Small Town Summit organization and major areas of concern
- Letter to Secretary Matthew Beaton re: notification to towns of potential land acquisitions and recommendations
- List of Projects for Town Hall
- Vendor Warrants

Respectfully submitted,  
*Irene J. Morrison*  
Administrative Assistant

Ed Munch, Chairman	
Verne Leach, Selectman	
Bruce Cullett, Selectman	

Approved: 10/15/18