



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

SELECT BOARD MINUTES | OCTOBER 15, 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
Irene Morrison, Administrative Assistant
Evelyn Torrey, Town Accountant
Gary Sturgis, Transfer Attendant/NBSWMD Representative for the Town of Peru

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:** Adm. Asst. Morrison recording

Item 4: **Review and Approve Meeting Minutes for**

Mr. Munch motions to approve the 10/1/18 BOS Meeting Minutes pending changes. Mr. Cullett seconds. All in agreement. **VOTE 3-0**

Mr. Munch motions to approve the 10/9/18 BOS Meeting Minutes pending changes. Mr. Leach seconds. All in agreement. **VOTE 3-0**

Item 5: **Report from Departments**

Transfer Station – Gary Stergis, Transfer Attendant/Rep. of NBSW for the Town of Peru reporting

Mr. Sturgis indicates that what the NBSWMD wants to do is have a Hazardous Waste day once a year. He said they'd like to have a Hazardous Waste day in Peru for the whole District. Peru has an enclosed area, and is very close to the Fire Dept. It would be central for us and other towns to get to us. Peru would do it every other year, alternating with the Town of Adams. Speaking as Transfer Attendant, Mr. Leach asked if they would be covering the full cost. Mr. Sturgis said NBSWMD would cover the cost. He said there would be a fee for TV's. That money would go to NBSWMD. Mr. Cullett said NBSWMD has the staff who come in with their clip boards to keep everything organized. They have a contractor that they employ to pull stuff out of people's trunks, then they deal with it. He said the only problem he can foresee, which could be totally manageable, is the traffic we'd have that day, and to still have our Transfer Station open for people who aren't involved in the Hazardous Waste collection. Mr. Sturgis said there may be people wanting to get rid of metal, so we may be able to leave the back

of the metal dumpster open. Mr. Sturgis distributed a flyer from the NBSWMD for “Dual Stream Recycling”, which has a listing of Acceptable Bottle & Cans, Paper, and unacceptable items. (*see attached*) He also said that NBSWMD complimented our fluorescent check. Composters, called “Earth Machine Compost Containers” will be sold by NBSWMD in the Spring.

Town Administrator – Caleb Mitchell reporting

TA Mitchell discussed the inspection report with the BOS that was done in 2017 by Mass DEP for the Small Town Environmental Partnership initiative, which summarizes the results of the voluntary compliance audit. He said there are numerous action items listed in the report. All the buildings of the Town were included in the inspection report. (*see Mass DEP Small Town Environmental Partnership*)

TA Mitchell gave the BOS a copy of the Dept. of Labor Standards report when they did the inspection of the Highway Garage on August 30, 2018. As a result of that inspection, the town was issued a written warning and an order to correct. TA Mitchell said he has discussed this with Highway Superintendent Russell, who doesn’t see any difficulty at all in complying with all the items that are listed in the report. TA Mitchell said the reason for the inspection was the eye injury that took place with a Highway employee. (*see Commonwealth of Mass Department of Labor Standards*)

TA Mitchell said there was a discussion in the Monthly Management Meeting about the Steele Property, and Pierce Rd. Property, in which we have been waiting for a long time to resolve. It was recommended that we proceed with the Petition to Foreclose the Steele Property.

TA Mitchell said that the Part-time Salaried Worker Policy was discussed at the Monthly Management Meeting. He said both he and Assessor Tonelli signed the Policy, but Accountant Torrey would like more time to review it. Mr. Cullett said Accountant Torrey has pointed out some portions of the Policy that go against what the BOS had discussed with her when she was hired. He said she will be joining the meeting tonight to discuss this.

TA Mitchell indicated that he submitted additional reimbursement requests for the MBI Grant, which almost totaled \$2,000.00.

TA Mitchell informed the BOS that there will be a Transfer Station inspection on 10/23/18 by NBSWMD Director, Linda Cernik and Mass DEP.

Accountant – Evelyn Torrey reporting

Accountant Torrey said she, TA Mitchell, Treasurer/Tax Collector Wendling and Assessor Tonelli met for the Management Meeting on Friday. She said TA Mitchell handed out the Policy for Part-time Salaried Workers. They talked about their pay dates as to whether they want to get paid monthly or bi-weekly. They discussed the working hours and days of the week that are important to be present at work. In the Policy, it says “Mondays and Fridays are important days to be part of your weekly work schedule.” Accountant Torrey said she comes in on Mondays. Fridays she comes in if there is a staff meeting. She said she tries to judge her time on her work load, and who’s using the offices in order to coordinate some quiet time to process different things that need to be done. She said she has no problem coming in on Mondays, but Fridays are up in the air. Mr. Munch said the Policy reads that Mondays and Fridays are important days to be here, but it doesn’t mean “you” have to be here. He said, “yours is not a public job where you have to deal with the public. You don’t have to be here on Fridays.”

Another thing Accountant Torrey brought up that’s in the Policy, is the time off that’s allowed. She said when she was hired, she and the BOS talked about flexible schedules. What she has a concern with is time off so that she and her husband can go see their son in Florida, and time off to take their granddaughters with them camping. “If

I'm only going to receive 2 weeks that I'm going to be paid for, what happens to the weeks I work over 10-12 hours?" Mr. Munch asked what she thinks she'd be taking off in a year. She said 4-5 weeks. Mr. Leach said, "your personal schedule set aside, we have to have some form of policy to stop the abuse that was going on." Both Mr. Cullett and Mr. Munch told Accountant Torrey that her points have been taken, but the BOS need to have some control over the position. Mr. Munch said, "I see no resolution for this time off thing, short of putting her in a different category completely by herself." This conversation will continue at a future meeting.

BOS – Mr. Leach Reporting

Mr. Leach said he has received a letter from Massachusetts Office on Disability saying we do not have a Commission on Disability. TA Mitchell said they've already been informed that he is the Disability Coordinator.

Mr. Munch said the BOS has to start planning for a Special Town Meeting to get money for the new Highway Truck.

Item 6: Discussion and possible vote to approve purchase of a cell phone for the Council on Aging Director

Mr. Cullett said there are a couple different options. One is Walmart's cell phone version, with a set fee every month. The cheapest one he saw is a flip phone for \$29.00. It works like a TracFone, where you load it every so often. They also have an option where there are unlimited calls and data for another set amount of money. He said it's comparable to adding another line through AT&T through our existing account.

Mr. Munch has a cell phone in which he pays \$100.00 per year for service. He said if she's willing to go to the AT&T Store, and ask what the options there are.

Item 7: Discussion and possible vote to approve purchase of new computer for the Highway Superintendent

After weighing whether to buy a computer from a store like Staples, and having Bug Busters install the software needed for the Highway Dept., or to buy the computer from Bug Busters and have them build it with the necessary software, it was decided to get a total price from Bug Busters that would include the computer, the software, and labor. This conversation will continue at the next BOS Meeting, or once the information is obtained from Bug Busters.

Item 8: Update/Discussion Charter/Spectrum

Mr. Munch said that Charter is complete with their design. He wants a copy of the engineering design, so that we can start calculating the 4% that aren't being covered. He wants to make it clear to Charter that the BOS wants a copy of the design. Mr. Leach said he's curious about what the other 4% would cost, and if it would be feasible for the Town to pick it up. Mr. Cullett indicated that what Charter said was 4% to be determined based on density and make ready cost, which will come back after the pole owners send us the licenses. Currently, there are only 6 pole licenses out of 16 that have come back. The only pole owners that Peru has is Verizon and Eversource.

Item 9: Update/Discussion and review of Town Audit

TA Mitchell said the group agreed that the private credit card that's being used by the Library Director should be ceased immediately, because it's been pointed out in the Auditors Report. Mr. Leach said that the town is reimbursing the Librarian out of the Library Account for what she has spent. Mr. Leach said to talk with Treasurer Wendling, find out if the town is liable, and if so, put a hold on it.

TA Mitchell said he has not gotten any responses from Joel Bard regarding the Library. Mr. Munch said we need verification by next Monday or in 2 weeks, and has requested that TA Mitchell contact someone at KP Law for the answers to our questions.

Item 10: **Discussion, review, and possible vote to award Bid Contracts for Projects for Town Hall**

Mr. Cullett said he would like to carry this conversation to the next meeting.

Item 11: **Discussion, review, and possible vote for services and additional training from Anna Osbourn for Town Accountant**

TA Mitchell said during the Management Meeting last Friday, the discussion came up about additional training for the Town Accountant. She was asked exactly what she needs within this training with Anna Osbourn. Mr. Leach said he asked Anna how many hours she thought it would take for the training. Anna said she wasn't sure, because that all depends on the Accountant. He mentioned 40 hours to her, and she said she certainly hopes not. That seems very excessive. She was thinking a lot less than that. She indicated that former Town Accountant, Kathy Borden left a lot of good notes step by step, and that there's a lot of help out there if she gets stuck.

Mr. Cullett motions to cap the training to 50 hours for right now. Then it can be re-visited if needed. Mr. Leach said he sees no need for a cap at this time. Mr. Munch agrees. Mr. Cullett asked TA Mitchell to have Anna get in touch with him every 2 weeks for an update. The essential training should be everything that's listed in the Audit that hasn't been completed. TA Mitchell said the re-cap hasn't yet been done. That will need to be done, then the most important part of her training should be to set up the FY19 Account. The next item of importance is to complete Schedule A.

Mr. Leach presented a letter to the BOS from DOR dated 10/3/18 re: tax classification, setting of the tax rate, and submitting the tax rate for approval.

Item 12: **Review and approve accounts payable, treasury warrants**

Item 13: **Adjourn**

Mr. Munch motions to adjourn the 10/15/18 BOS Meeting. Mr. Leach seconds. All in agreement. **VOTE 3-0**

The BOS Meeting adjourned at 8:25 P.M.

Articles used:

10/15/18 Agenda
Transfer Station Flyer from NBSWMD
Part-time Salaried Employee Policy & Procedure
Letter from Police Dept. re: Security
Letter from DOR re: Tax Rate
Inspection Report from Dept. of Labor
Inspection Report by Mass DEP
TA Report
Staples computer estimate
Massachusetts Office on Disability – Local Officials Guide
Vendor Warrants

Respectfully submitted,

Irene J. Morrison

Administrative Assistant

Ed Munch, Chairman



Verne Leach, Selectman



Bruce Cullett, Selectman

Approved:

10/22/18