



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

SELECT BOARD MINUTES | NOVEMBER 5, 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
Brian Dewkett, Fire Chief
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 10/22/18**

Mr. Munch motions to approve the 10/22/18 BOS Meeting Minutes pending changes. Mr. Leach seconds. Both Mr. Munch and Mr. Leach in agreement. Mr. Cullett recused, as he was not at the 10/22/18 meeting. **VOTE 2-0**

Item 5: **Report from Departments**

Fire – Chief Dewkett reporting

Chief Dewkett said that he has secured the dates for the First Responder Training. He reports that it will be the next 2 Tuesdays, starting at 6:30 p.m. with Vicki from Otis.

Chief Dewkett reports that he and Sam Haupt put together an AFG Grant Application to replace Engine 1 with a new engine. The total on the grant is \$550,000.00. The new engine would have an enclosed cab, contain foam, a 1500 gallon per minute pump, and a 750 – 1,000 gallon tank. Mr. Cullett asked if he had filled out the MIIA Grant Application. Chief Dewkett said “no”. Mr. Cullett indicated that the BOS would send it in. TA Mitchell said the total is for \$7,900.00.

Chief Dewkett said, “we shall see whether the styrofoam insulation will work or not for the septic tanks.” His brother spent a few hours on it, making insulation plugs for the top of the lids. He discussed that the lids on the septic tank don’t make a water tight seal. An idea that he shared with the BOS, is to put road fabric over the lids, then coating a dense grade over it. He said it would be worth a shot just to try to keep ground water out of there.

Highway – Supt. Russell reporting

Hwy. Supt. Russell said his most pressing issue is that our new Highway Truck is in the shop being built. TA Mitchell said that he talked to George Gruele, Chairman of the Finance Committee. They still haven't decided how we're going to pay for the remaining balance on the truck. He spoke with Treasurer/Tax Collector Wendling regarding payment for the truck. She thinks that she's authorized under State Law to borrow up to \$100,000.00 out of the stabilization fund without having a Special Town Meeting. If that is so, TA Mitchell recommends that. Mr. Cullett said that temporarily we could borrow from the stabilization fund. He indicates that if she's already authorized under State Law to do that, we would certify free cash at the next Town Meeting.

Hwy. Supt. Russell reports that he sent his Hwy. workers to a Snow and Ice Roads class today. He also informed the BOS that he is attending an Asphalt Estimating Class this Thursday. On the 20th there is a Municipal Culvert Assessment Class that he and his highway workers will be attending.

Hwy. Supt. Russell reports that weather depending, they are trying to get potholes fixed. So far, they've gotten all the bad ones fixed on E. Windsor Rd. He said that the lines will be painted on the roads this Sunday.

Hwy. Supt. Russell reports that he has Gene Darby trapping beavers in 2 separate locations. Baumann Rd. has had a major issue. The issue on Baumann Rd. is that there was a screen in front of the culvert with grade stakes holding it in place. Someone maliciously pulled the grade stakes out that were holding the screen, and the screen is completely gone. He said now the culvert is completely plugged because the beavers got inside of it. He's going to see if he can get Jeff Bolduc to come out and stuff a log through it from the lower end. "That's a tough culvert to replace." He also reports another developing beaver area is in the corner of W. Haskell & South Rd.

Hwy. Supt. Russell said that out on 230 E. Windsor Rd., before you get to Pierce Rd., there's a jeep parked on the side of the road that has been there for approximately 1 ½ years. He said he almost took the top of it off with the wing on the grader last year. There's a sign on it that says, "make me an offer". Hwy. Supt. would like for the town to send a letter to say it needs to be moved right away. It's parked on the town right-away. Mr. Cullett said Chief Henault can stop there.

Caleb Mitchell Reporting

TA Mitchell said he has sent a "Certified Letter" with return receipt to the resident at 2 Marlow Dr. requesting to remove the rocks along the edge of the road. He said he gave a deadline date of this coming Friday to remove the rocks. He said he has not received a return receipt. TA Mitchell recommended that if he hasn't removed them by this Friday, we authorize Hwy. Supt. Russell to go there and remove them. The rocks are in the town right-away. The BOS authorizes the Highway Dept. to remove the rocks.

TA Mitchell indicates that he received e-mail correspondence from Treasurer/Tax Collector Wendling saying that she thought the COA Director already had a computer. TA Mitchell said that it was returned from the former COA Director tonight, so there is no need to purchase a new computer for the COA Director.

TA Mitchell said Town Clerk Leach requested he bring up at the BOS Meeting, that there is a State Law in which it typically says the Town Clerk retains a fee for each dog license issued. Under the statute, she could take \$.75 for each license issued. He said he would recommend that \$1.00 be retained by the Town Clerk out of the licensing fee.

TA Mitchell said that he and Assistant Assessor Tonelli spoke to the Representative of the Solar Array project at 43 W. Main Rd. regarding Pilot payments over a 20 year period. He said that we have from the Developer, figures on project costs and will be developing a Proposal/Agreement for payments. Mr. Cullett said at the Town Meeting, they authorized the Assessors to negotiate a Pilot Agreement. He wants to know how they have decided to do the negotiation. He asked if all the Assessors are going to be part of the negotiations. TA Mitchell said that Assistant Assessor Tonelli will update the Board of Assessors, and bring it forth to the BOS for approval. He also said they weren't going to enter in to any agreement without the BOS authorization.

TA Mitchell said that we received a letter from MASSDOT informing us that the town has been approved for an additional \$28,917.00 for a total amount for FY19 of \$173,503.00 through Chapter 90.

TA Mitchell informed the BOS that he contacted a couple of agencies to solicit proposals for the Self-Evaluation & Planning Grant. He left a message with the Institute for Human Centered Design Director, but has not received any response thus far. He also contacted BRPC, in which he received a response back. He is forwarding them a copy of the Grant Proposal for review to make a bid proposal. He spoke with Thomas Matuszko, who expressed an interest in a proposal, and informed TA Mitchell that Procurement Law & Regulations allows the town to award the bid to BRPC without seeking other bids.

TA Mitchell said the recap has been completed and submitted. Currently, DOR is reviewing it, and we're waiting for their approval. He said he sent an e-mail communication to Anna Osborne stating that he thought the FY19 budget should be set up as the next step with the Accountant.

TA Mitchell indicates that he spoke with the Auditor, who said he did a rewrite on the Library portion of the Audit. There is all different information and comments from the Treasurer on another part of the report. TA Mitchell spoke with Joel Bard who indicates it's not that unusual to have a private library with a Board of Directors. He said there are several other towns that have similar circumstances.

Town Clerk – Kim Leach reporting

Town Clerk Leach informed the BOS that she bought a new microwave for use in the office, and that she would like to be reimbursed. She said it was \$85.00, and she bought it for \$55.00. Mr. Cullett said it should come out of the Office Supplies Account.

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

Regarding the phone for COA Director Chieffo, Mr. Munch said the route we were going to take, may be a problem per the e-mail correspondence received from Treasurer/Tax Collector Wendling. If she got it through AARP as a member, it wouldn't be proper. He said we would have to get a phone separately just as we would get a computer, and where the town would own the cell phone. Mr. Munch said he would call the COA Director, and tell her about the e-mail and what we discussed tonight. Mr. Cullett said there is the option of purchasing a phone at Walmart. When Mr. Munch does contact the COA Director, he will tell her what the options are, and ask if she minds going down to Walmart to see what's available.

Item 7: Discussion, Review and Possible vote on updated Police Department detail rates and calculation of administrative fee.

Mr. Cullett recuses himself from this item, but will present it as Police Sergeant. He presented to the BOS a letter from Police Chief Henault, who is looking to keep our own Town Rates of contracted Police Services competitive with surrounding communities. He states that Hinsdale, Windsor, and Cummington have detail rates of \$45.00 per hour. The current rate in Peru is \$43.00 per hour. Chief Henault is looking to move to \$45.00 per hour. The reasoning is that the Police Dept. asks other towns to come in and cover their details, and it's easier if the Peru Police Dept. has the same detail rate as their town. Also, currently an administrative fee of 3% is subtracted from the officers wages. He is looking for the 3% fee to be tacked on to the total bill for the detail. Another thing is to increase the hourly rate on the cruiser from \$12.00 per hour to \$12.50 per hour.

Mr. Munch motions that the BOS agree to the updated detail rates and calculations of the administrative fee as per report by Chief Henault dated 11/5/2018. Mr. Leach seconds. Mr. Cullett recused. Both Mr. Munch and Mr. Leach are in agreement. **VOTE 2-0**

Item 8: Discussion and Possible vote to approve purchase of new computer for the Highway Superintendent.

Mr. Leach spoke last week about getting TA Mitchell a new desktop computer, because his laptop is not that old, and Hwy. Supt. Russell can have that one. TA Mitchell said that he talked to Howard Siegel from Bug Busters, who said it would end up being more expensive with the labor involved in transfer of the files from one computer to the other. Irene Morrison, Adm. Asst. said she didn't mind using her own personal laptop to do the minutes, putting all work related files onto a flash drive, so that Hwy. Supt. Russell could take her present laptop which is a year old or less.

Mr. Leach motions to turn Irene Morrisons computer over to the Highway Dept. Mr. Cullett seconds. All in agreement. **VOTE 3-0**

Item 9: Update/Discussion Charter/Spectrum

TA Mitchell said Charter has given us a map to show the areas being covered. Mr. Leach asked if we were to pay extra, would they be willing to cover the remainder 4%. Mr. Cullett said the way it was left was MBI's deal with Charter said they only had to do 96%. He said that what they came up with is 17 homes not serviced. He indicated that what we need is a price from Charter of the cost for each individual address or group of addresses instead of a lump sum.

Item 10. Update/Discussion and Review of Town Audit.

The Auditor is issuing a finalized report, hopefully by our next meeting. TA Mitchell said we still need the legal opinion from Joel Bard of KP Law.

Item 11: Discussion, Review, and Possible vote to award Bid Contracts for Projects for Town Hall

Mr. Cullett said we have 2 interested bidders. Dale Hoag is the first bidder for the project that includes repairing the downstairs restroom, patching the wall, patching the floor, fixing the closer on the door, and replacing the exit door in the Community Center with a new door closer, hardware, trim inside & out. Also, adjusting the front entry door and painting the exterior of it. The total was \$3,835.00. Jay Jewell is the second bidder for the same project, with a total of \$3,395.00.

Mr. Cullett said they are both capable of doing this work, and his advise is to move ahead with this project.

Mr. Leach motions to award the bid to Jay Jewell of Garnet Mountain Construction Management for Town Hall repairs. Mr. Munch seconds. All in agreement. **VOTE 3-0**

Item 12: Update on finances/Cash reserves from Treasurer

Treasurer/Tax Collector Wendling said that the Warrant that was done last week, that's all going out. She had to do that last week, because she's only allowed to move so much money with the limits within the banks for her to do transfers. That was a big Warrant. With the Chapter 90 loan, she could only borrow the amount that was on the Chapter 90 paperwork. She said she has about \$240,000.00 left to operate on.

Hwy. Supt. Russell said we still have \$97,000.00 + to pay for the remainder of the truck.

Treasurer/Tax Collector Wendling said the Stabilization Account has \$323,474.00 in it. As said earlier, she can borrow \$100,000.00 out of that for payment on the truck. She said that we have another \$200,000.00 going out 12/15/18 for School payment.

As far as COA, Treasurer/Tax Collector said there should be an inventory of what is owned by the COA.

Hwy. Supt. Russell said that \$256.00 will have to be paid to the Boston Police Council to join for the purchase of the truck, because they have the procurement for it.

Item 13: Review and approve accounts payable, treasury warrants, payroll warrant

Item 14: Adjourn

Mr. Munch motions to adjourn the 11/5/18 BOS Meeting. Mr. Cullett seconds. All in agreement. **VOTE 3-0**

The BOS Meeting adjourned at 8:01 p.m.

Articles used:

Meeting Minutes of 10/22/18

Agenda of 11/5/18

Letter from Chief of Police regarding detail rate.

Title XX, Chapter 140, Section 147 Issuance of licenses, Disposition of fees, action on Official Bond

Letter from Peru Police Dept. re: Detail rates

E-Mail communication from Tax Collector Wendling re: COA computer, COA phone, COA inventory

MBI Map – Last Mile Planning

Letter from Mass DOT re: approval for additional \$28,917.00 in Chapter 90 monies

FY19 MIIA Grant Application

Letter to resident at 2 Marlow Dr.

Vender Warrants

Payroll Warrants

Respectfully submitted,

Irene J. Morrison

Administrative Assistant

Ed Munch, Chairman



Verne Leach, Selectman



Bruce Cullett, Selectman



Approved:

11/19/18