

Town of
Peru, Massachusetts



March 26, 2018

Community Center, 3 East Main Rd.

Minutes to Board of Selectmen's Meeting

Present:

Bruce Cullett, Chairman BOS/ Police Sergeant
Ed Munch, Selectman / Historical Commission.
Verne Leach/Selectman/ACO/Transfer Attendant
Caleb Mitchell, Town Administrator
Brian Dewkett, Fire Chief
Justin Russell, Highway Superintendent
Irene Morrison, Selectmen's Secretary

Residents: Gary Campbell, School Building Committee Member

Guest(s):

Item 1: **Call to Order**

Meeting called to order at 6:00 P.M.

Item 2: **Roll Call**

Chairman Cullett present; Selectman Munch present, Selectman Leach present

Item 3: **State Recording Status**

Recording: Selectman Leach, Secretary Morrison

Item 4: **Review and approve Meeting Minutes of 3/12/18**

Cullett made a motion to approve the Meeting Minutes of 3/12/18 pending changes. Leach seconds the motion. All in agreement. **VOTE 3-0**

Item 5: **Report from Departments**

School Building Committee – Gary Campbell, Member of School Building Committee Reporting - Existing Conditions Report

Mr. Campbell said that he was here to keep us up to date on everything going on with the School Building Committee. He gave the BOS and TA a draft copy of the Preliminary Existing Conditions Report for the Wahconah Regional High School, compiled by Drummey Rosane Anderson, Inc., Architects. He reminded the BOS that this Thursday, March 29, 2018 at 7:00 P.M., there will be an informational meeting presented by the School Building Committee and Skanska at Kittredge School. He said that if anyone has questions about the School Building Project, it would be a great time to go to this to have your questions/concerns answered. (see Attachment – Draft of Preliminary Existing Conditions.)

Highway Dept. – Highway Superintendent Justin Russell Reporting

Superintendent Russell said he's having the same issues with the new rear end in the Mack Truck. It has been at Camerato's since last Wednesday. They tried to charge him for the parts again to rebuild it at \$1900.00. The truck has a year warranty on it. Superintendent Russell is working with a Service Manager to try to take the \$1900.00 off. Superintendent Russell said he will be getting quotes for the heating system in the Town Garage from Pioneer, St. Pierre and Four Seasons. He hasn't yet heard back from Arrowhead. They will be coming up tomorrow to look at it.

The exhaust fan has been installed at the Town Garage, and will be wired up tomorrow.

Betnr will be removing and acquiring all equipment from the Town Garage in Sandisfield that burned, and has offered Superintendent Russell to go look at the plow that will come off one of the burned trucks. It was a new plow, that if it didn't get burned up too bad, might be something that could be cleaned up.

Superintendent Russell has received a quote from ZWACK to replace the body on the 08 International. The cost is approximately \$6,000.00 cheaper than the body on the Mack Truck. He has also received a quote from Patriot Freightliner for Freightliner 108SD Chassis, Equipment and Warranty. He is waiting for a quote from ZWACK.

Superintendent Russell reports that the girths on the Town Garage Building are full of water. Betnr said the walls are double insulated on the inside and the outside with a vapor barrier, and that's why the water is sitting there. They recommended going around on the inside and pulling out all the foam so it can breathe.

Superintendent Russell talked to Miller Petroleum about a fuel tank. They want to get a quote together. Our current fuel provider, Mirabito has not been dependable with their deliveries, and have neglected to do an emergency service. Superintendent Russell said he thinks he'll be switching over to Roberts Energy. Their price is

20¢ cheaper per gallon than Mirabito.

Fire Dept. – Fire Chief Brian Dewkett Reporting

Fire Chief Dewkett said that he has another new member. He would like to have an Open House in April or May on a Saturday. He said that there seems to be a misconception about the training requirements. People think you must be previously trained. All training is done in-house.

Fire Chief Dewkett said that the septic is still frozen.

Fire Chief reports that earlier this year, he had approximately \$6000.00 worth of work done on the rescue truck and is still having problems with it not running right.

Town Administrator – Caleb Mitchell Reporting

TA Mitchell reports that Schedule A and Balance Sheets have been submitted to DOR by the accountant.

TA Mitchell called and left a message with Crocker about the phones at the Fire Station, but has not heard anything back from them. Fire Chief Dewkett said he e-mailed Crocker with what his needs were. Crocker e-mailed him back, but he hasn't heard anything since. Cullett said as far as the fax, they must keep Verizon.

TA Mitchell ordered flags.

He has an article for the stretch code from Hinsdale. He has to get a copy of the actual stretch code.

Item 6: **Review Determination by Office of The Attorney General of Open Meeting Law Complaint by Kimberly Wetherell**

Cullett reports that we have received a response from the Attorney General regarding the complaint they had received on December 29, 2017 from Kimberly Wetherell. The response received from the Attorney General states that the Board did not violate the Open Meeting Law during the October 23, 2017 BOS Meeting. (See attached – Attorney General)

Item 7: **Discuss, Review and possible vote on Candidates for Police Officer; Kyle Nutting and Kenneth Pettibone**

Leach reported that Kenneth Pettibone has rescinded his application for Police Officer.

Leach made a motion to hire Kyle Nutting as a Police Officer. Munch seconded the motion. Cullett recused himself. **VOTE 2-0**

Leach made a motion to appoint Kyle Nutting as a Police Officer as soon as the appointment papers are ready. Munch seconded the motion. Cullett recused himself. **VOTE 2-0**

Item 8: Update on Cable Television License by Charter Communications

A reply has been received from Anna Lucey of Charter Communications based on the amended Agreement that we sent back to her. The BOS reviewed the feedback on the modifications and the recommendations of Legal Counsel. The Town Counsel said that the section 2.6h should be stricken in its entirety, as they have always agreed to this in the past. Cullett said he agrees with Town Counsel and that we should send this feedback to them. TA Mitchell said that any legal bills associated with this should be reimbursed through the grant. Munch suggests that Peter Larkin be contacted. (see attached – Charter)

Item 9: Update on Green Community Designation

TA Mitchell said he has the Stretch Code Article that Hinsdale approved as part of their Green Community designation. He feels that it's applicable and we could use it. The only thing he needs to get is a copy of the actual Stretch Code. Cullett said we should have an information meeting before the Town Meeting. We could have the Building Inspector come to answer any questions. Cullett said we could reach out to CET to ask if they are still going to information meetings to answer question. Munch asked TA Mitchell to contact Jim Barry. Cullett said if we have an informational meeting on April 30, 2018, that would allow a little less than two weeks prior to the Town Meeting to answer questions.

Item 10: Review and Discussion of Budget line items for Fiscal Year 2019 Budget

In preparation for the next Finance/Selectmen meeting, the BOS reviewed and discussed at length the Budget line items for Fiscal Year 2019. Cullett said bids need to be solicited for mowing and vocational transportation. We still need bids from Crocker and any additional costs associated with the Internet.

As far as mowing bids, Cullett has asked Mr. Russell to obtain sealed bids prior to April 9, 2018. The bids are to be opened at 7:00 P.M. on April 9, 2018. The bids should be for 10 mowing's during the fiscal year July 1, 2018-June 30, 2019. Names suggested for those bids were Gary Daniels, Quail and Prew Landscaping. Cullett said that they must have a minimum of \$300,000.00 Liability Insurance.

Cullett said the Transfer Station operates 9 hrs. a wk. x 52 wks., equaling 468 hrs. yearly. He indicated that we still pay our help at the Transfer Station \$10.00 hr., which is less than minimum wage. Leach recused himself from the conversation. Cullett suggested to Munch an increase to \$12.00 per hr., which totals \$5,616.00 yearly. Another thing Cullett said to think about is that we have Transfer Attendant, Verne Leach who is the main Transfer Attendant that does the scheduling, gets someone to fill in when necessary, does the bookkeeping etc. We then have a couple per-diems, as needed to fill in. We may have to set 2 rates. An hourly rate for our main Attendant, with a lower hourly rate for per-diem help. Munch said that if we were going to do it that way, the part time help should get \$11.00 per hour, and the main person should get \$12.00. He said, "I don't think the main person should get more than \$12.00. From \$10.00 to \$12.00 is a 20% increase."

Cullett said that he had discussed with Town Treasurer, Wendling separating out trash disposal from the hauling for recyclables etc. The problem is, that a lot of these things come in on the same invoice through the same hauler. He said we have spent 79.67 % as of March 12. Last year we went over by \$5,261.00. The Finance Committee can make transfers from other accounts that have additional revenues unspent in them to balance that out. Munch asked what the compactor number would be, subtracting the \$5,616.00 of wages. TA Mitchell said you'd

have to level fund that to \$24,384.00. Cullett said we need to consider that we were over last year. TA Mitchell said, "you're almost over that on wages." Munch said, you'd have to fund the compactor at the \$30,000.00, then raise and appropriate the \$5,616.00 separately.

After last year's budget, there should be \$90,000.00 in the new equipment account. Cullett would like to take a considerable amount, if we have it after funding other things, and adding to that account. He said that our former Accountant, Kathy Borden, mentioned that DOR wanted the future equipment account to be structured differently, so that it would be an untouchable account. To use that money, you'd have to have a Special Town Meeting. You could also bring it up at an Annual Town Meeting.

Leach said there is only one salary that hasn't been increased, and that is the Administrator. Cullett said that he and TA Mitchell discussed it, and Mitchell was against discussing it for this year's budget. Cullett said that we should have a review when we get in the next fiscal year, and then when the time comes, it can be on our next budget.

A number that we need to get from Jim Clark is the Veteran Agents salary. Cullett said that should stay the same. It went from \$17,000.00 to \$10,000.00. We only have one person who receives it right now. We're at 43% as of March 12, 2018.

In the Town Building Maintenance budget from last year, we've expended 32% as of March 12, 2018. Not quite \$11,000.00 is our unencumbered balance. Cullett is in hopes that will cover the work that needs to be done on the wall in the Community Center. Leach suggested that we may be able to do that in 2 stages; 1 out of each fiscal year. Cullett said that we have one Contractor that was semi-responsive. They came up with \$6,500.00. That needs to be re-visited. Leach said he'd like to leave at \$16,900.00. There are a lot of projects that the Town Buildings need. It's for any of the Town Buildings, but mainly for the Town Hall Building. It can't be used for the Library because that's not a Town Building. Cullett said that the Fire Station has its own Maintenance Budget.

Electric Budget is 69% expended as of March 12, 2018. Cullett said that with the electric rates just going up, we should go up to \$11,000.00.

Utilities/Heating is 65% expended as of March 12, 2018. Cullett said we're good to level fund it if we make a separate account for maintenance of the generators. We'll have to get updated numbers for Generator Maintenance for the next fiscal year. TA Mitchell said we've been taking that money out of utilities. Cullett said he'd like to make that a separate account. TA Mitchell agrees, however, he said the problem is if there's a problem with a generator, and they have to come up to do a service call, we're charged for that, and we haven't budgeted for that. Cullett said that would have to come out of Building Maintenance. Cullett said we also need a separate account for whatever we have for a maintenance contract on our heating system/furnaces.

If the Fire Chief Dewkett can do away with the fax at the Fire Station, then that leaves 2 fax lines at Town Hall. Cullett said if everyone is clear that our Internet Service includes our telephone service. As of March 12, 2018, 37% has been expended. Cullett said we should shift it to Internet. Leach said wait to see if the Fire Dept. finds out if they can get rid of their fax line, then we can figure out what the 3 lines would be or the 2 lines. Cullett thinks that if we carry 2 fax lines, \$1,200.00 in that account is more than enough. Munch said for tonight to make it \$2,000.00. Then we're covered in case there are 3 fax lines.

The MIIA quotes still need to be obtained. TA Mitchell said with 3 additional insurance coverages for 3 different vehicles, is a result of the update of the vehicle inventory list. He said that we're paying Liability Insurance for Fire and Police out of that account. The amount budgeted last year was about \$40,000.00. The most recent bill that we got for vehicle insurance, we're going to have to find additional funds from other accounts to cover that. Cullett said that as of March 12, 2018, we're at 102%, so we're over \$1,000.00. TA Mitchell said now we've got a bill for over \$2,000.00 on top of that. It was decided to bring it up to \$41,000.00.

Leach said the only other thing we have is the website. He said he is not happy with the website, and that nobody is.

Cullett said that Treasurer Wendling expects the Health Insurance to hold or go down slightly. Currently we are at 45% as of March 12, 2018.

The mortgage payment for the Fire Station was briefly discussed.

Computer Supplies/Computer Maintenance – Cullett wanted to rename the account from Computer Maintenance to Off-site storage/anti-virus. The estimated IT budget from Bug Buster's is \$375.00 per month or \$4,500.00 per year for monitoring remote app off-site back up with local vault. For the anti-virus package that we have for the server and 9 computers \$925.00 annually, and \$475.00 for an annual sonic wall license. For the fixed cost, totaling \$5,900.00. Then, he recommended \$1,000.00 for each computer that needs to be updated or replaced in the next year, which he included 2. Labor at 20 hours per year @\$75.00 per hour. It was decided to level fund at \$9,900.00, that would cover his estimated budget.

Item 11: **Review and approve accounts payable, treasury warrants, payroll warrant**

Item 12: **Adjourn**

Cullett made a motion to adjourn the meeting. Leach seconded the motion. All in agreement **VOTE 3-0**

Meeting adjourned at: 9:19 P.M.

Articles used in meeting

Meeting Minutes of 3/12/18

Agenda 3/26/18

Sign in sheet for 3/26/18

Draft of Preliminary Existing Conditions Report for Wahconah High School Building Project

Quote for 2018 International from ZWACK

Quote for 2019 Freightliner 108SD from Patriot Freightliner- Western Star

“Berkshires Region 100% Renewable Energy Summit.”

Attorney General Office response to: Open Meeting Law complaint from Kimberly Wetherell

Charter Agreement

E-mail Correspondence from Charter

Vendor Warrants 19V2018

Payroll Warrants 39P2018

Financial Report

Respectfully submitted,

Irene J. Morrison

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Selectmen Secretary

Chairman, Bruce Cullett

Selectman Verne Leach

Selectman Ed Munch

Approved: ____4/17/18_____