

**SELECT BOARD MEETING MINUTES: May 15, 2023 @ 6:00 P.M.**

Peru Town Hall Meeting Room

Bruce Cullett, Selectman/Police Chief  
Doug Haskins, Selectman/Fin Com  
Terry Walker, Town Administrator  
Justin Russell, Highway Superintendent  
Amy Davidson, Assessor-

Public Attendees: Susan Koziara

**Item 1: Call to order:** 6:03 P.M.

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

**Item 3: State Recording status:** N/A

**Item 4: Pledge of Allegiance to the Flag:** Led by Selectman Cullett

**Item 5: Review and Approve BOS Meeting Minutes for 05/08/2023**

Selectman Cullett motion to approve 05/08/2023 minutes pending changes, Selectman Haskins second, 2-0,

**Item 6: Updates of Departments:**

**Highway Superintendent Russell:**

- Line painting was scheduled to happen 7 months ago, but has finally been completed on East Windsor Road.
- The new loader invoice has been submitted and Superintendent Russell will register the loader next week.
- Two lots on Lafayette need driveway permits.
- Clutch repaired on the tractor approximate cost for parts was \$2,200.
- The 08 has a leak but will wait until FY24 to fix it.
- The Mack needs rear springs.
- The Ford 550 check engine light is still on and is not running properly. Superintendent Russell will bring the 550 to Petell's and have the engine scanned once more.
- Patching on Skyline will be completed before crack sealing begins.
- The new loader is working out well.
- The fuel pump on the diesel tank will need to be replaced and will cost around \$1,500.
- The state funds are earmarked for Peru and paving Route 143 will take place after July 1, 2023.
- Superintendent Russell mentioned that Strong Road is seasonally closed, cutting trees and fixing Strong Road will be completed after winter cleanup on other roads in town have been completed. Selectman Haskins mentioned that once a perc test is completed and the owner of 20 Strong Road has a building permit, the town will work on the road.

**Town Administrator Walker:**

- TA Walker mentioned that an invoice for KP law was not paid by the accountant. The Legal Expense account did not have sufficient funds to cover an invoice for \$1,878.10. The Board felt that part of the Legal Expense could be taken from the Tax Taking account. TA Walker will research prior bills and work with the accountant.

- The Utilities (Electricity) account is depleted and 2 Eversource bills were not paid by the accountant. The Board will bring before the Finance Committee and request a Reserve Fund Transfer to pay the Utility (electric) invoices for the remainder of the year.
- TA Walker asked the Board of Selectmen whether they wanted a reimbursement check from MIIA or a credit for the next fiscal year. The board agreed on a credit for FY24.
- TA Walker asked for permission to write a letter of support for the Town of Hinsdale. The letter will be in support of a USDA grant for a new pumper/tanker. The Board agreed that TA Walker should write a letter of support.
- TA Walker has been working with completing an ARPA expenditure form that was due April 30, 2023. Previous TA Welch and Selectman Cullett have been working on the expenditure form without any success. Today TA Walker received an account identifier from ARPA and emailed the Town Accountant the information. TA Walker also emailed the former Town Accountant and accepted her offer to come assist with finding the password which would give TA Walker access to the expenditure form.

**Item 7: Discussion and possible vote on Appointing Susan Koziara as Town Assessor.** Selectman Cullett mentioned that TA Walker relayed a message from Susan Koziara. Ms. Koziara is very interested; she does not want to take on the work of Patriots and she is not interested in taking the job with the annual stipend of \$3,500. Selectman Cullett mentioned a 3-tiered pay scale for the assessors similar to Dalton and Lanesboro. Ms. Koziara is willing to work 12 hours per week at \$30.00 totaling \$18,720. Ms. Koziara mentioned that in 2007 her hourly rate of pay in Dalton was \$25.00 per hour. Ms. Koziara intends to get the office up to speed even though it may take more than 12 hours per week in the beginning. Assessor Davidson has been consulting Ms. Koziara and discussed the backlog of information that must be put on property record cards. When the town converted from CAMA, some info was not updated on the property record cards. Ms. Koziara mentioned the importance of updating and correcting the property record cards. Selectman Cullett asked about the responsibilities of the other two assessors. Ms. Koziara mentioned that they would be required to attend meetings, hold hours on Mondays from 6:00 p.m. to 8:00 p.m., sign abatements and filing paperwork. Ms. Koziara explained that fieldwork inspections for abatements would be completed by all three assessors. Selectman Cullett inquired about ATB cases. Ms. Koziara mentioned that she and Patriots would both attend the ATB cases. Selectman Cullett mentioned that if the Assessors held meetings every Monday night they need to post an agenda 48 hours in advance and keep minutes of the meetings. Ms. Koziara mentioned if she is hired, she needs to give her other job a two-week notice. Selectman Cullett mentioned that the position must be funded if Ms. Koziara is willing and still interested. Appointing Susan Koziara was tabled until next week.

Assessor Amy Davidson mentioned that she worked very hard and wanted to bring to the attention of the Board of Selectmen that she brought in from State Exemption Reimbursements \$10,425 for FY23

FY22 Chris Cozzaglio/RRG did not submit and the town received -0-

FY21 \$3,000.00

FY20 Paperwork was not submitted to the state and the town received -0-

FY19 \$3,225.00

**Item 8: Discussion and possible vote to post Administrative Assistant position:** Tabled.

**Item 9: Discussion of FY24 Budget:** Selectman Haskins felt that Assessor 2 and Assessor 3 should be cut back to a stipend of \$2,500 per year. This would be the same hourly rate as the lead Assessor, which would be \$30.00 per hour. Selectman Haskins would like to direct the Assessors to have office hours on Monday evening and would prefer all the departments to work on Monday evenings. Superintendent Russell requested a transfer from Temporary Summer Help to Highway Employee Wages Account. Superintendent Russell mentioned that there is around \$544,000 in Chapter 90 funds that will be available after July 1, 2023, that will be used on Curtin Road and other various roads to be brought up to par.

**10: Discussion and possible vote on Annual Town Meeting Warrant: Article 35:** Tires for Tanker 1 will be revisited when Free Cash is certified.

**Item 11: Public Input:** none

**Item 12: Review and Approve Accounts Payable, Treasury Warrants and Payroll Warrant:** V24-2023, 23-23P

**Item 13: Adjourn:** Selectman Cullett motion to adjourn the 5/15/2023 BOS Meeting, Selectman Haskins second, Vote 2-0. The 5/15/2023 BOS Meeting adjourned at 8:39 P.M.

**Articles used:**

Minutes- 5/8/2023  
Warrants – V24-2023, 23-23P  
KP Law invoice  
Eversource invoices  
MIIA credit  
Town of Hinsdale request for a letter of support  
DLS state reimbursement for exceptions FY23  
Administrative Assistant job description  
FY24 budget worksheet  
FY24 Annual Town Meeting Warrant

Respectfully Submitted,

*Terry Walker*  
*Administrative Assistant*

Verne Leach, Chairman

Doug Haskins, Selectman

Bruce Cullett, Selectman

Date Approved: 5/22/23

\_\_\_\_\_  
*Doug Haskins*  
\_\_\_\_\_  
*Bruce Cullett*

Received 5/22/2023, Kim Leach, Town Clerk

**KP LAW, P.C.**  
101 ARCH STREET  
FLOOR 12  
BOSTON, MA 02110  
(617) 556-0007  
FEDERAL TAX ID: 04-2746356  
**INVOICE NO: 141914**

VENDOR# 45  
GL ACCOUNTS: 10111.00  
AMOUNT \$ 1,878.41  
APV'D BY: tw

BOARD OF SELECTMEN  
PERU TOWN HALL  
3 EAST MAIN ROAD  
SUITE 107  
PERU, MA 01235

April 27, 2023  
IN REFERENCE TO: PROFESSIONAL SERVICES THROUGH March 31, 2023

**SEXUAL HARRASSMENT INVESTIGATION**

E-MAILS TO WITNESSES TO CONDUCT INTERVIEWS AS PART OF INVESTIGATION.	0.10	22.50
REVIEW E-MAIL FROM COMPLAINANT RE: RECENT INCIDENT.	0.10	22.50
MEET WITH ELECTRICAL INSPECTOR AND BEGIN INVESTIGATION REPORT.	1.70	382.50
PREPARE INVESTIGATION REPORT.	3.20	720.00
TELEPHONE CONFERENCE WITH PLUMBING INSPECTOR RE: ALLEGATIONS; PREPARE INVESTIGATION REPORT.	1.30	292.50
REVIEW AND EDIT INVESTIGATION REPORT PREPARED IN RESPONSE TO EMPLOYEE COMPLAINT.	0.90	202.50
FINALIZE INVESTIGATION REPORT.	1.00	225.00
SUBTOTAL:	8.30	\$1,867.50

TOTAL FEES:	8.30	1,867.50
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03/23/2023	TELECOMMUNICATION CHARGES.	1.00	5.42
03/31/2023	TELECOMMUNICATION CHARGES.	1.00	5.49

TOTAL COSTS:			\$10.91
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TOTAL DUE:			<u>\$1,878.41</u>
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# EVERSOURCE

Account Number: **5412 020 2031**

Statement Date: 05/01/23

Service Provided To:

TOWN OF PERU

Total Amount Due  
by 06/25/23

**\$21.50**

Amount Due On 04/28/23

\$21.50

Last Payment Received On 04/25/23

-\$21.50

Balance Forward

\$0.00

Total Current Charges

\$21.50

VENDOR# 75  
ACCOUNTS: 60002.05  
AMOUNT \$ 21.50  
APVD BY:

## Current Charges for Electricity

### Supply

**\$5.63**

Cost of electricity from  
Eversource

### Delivery

**\$15.87**

Cost to deliver electricity  
from Eversource



### Your electric supplier is

Eversource  
PO Box 270  
Hartford, CT 06141-0270

## News For You

As we near cooling season, you can take steps to reduce your energy use and bill. Take advantage of energy-saving improvements to help you stay comfortable efficiently with a Home Energy Assessment. Our experts will provide you customized recommendations and connect you with rebates for ways to save. For ways to lower your energy use visit [Eversource.com/home-savings](https://www.eversource.com/home-savings).

Remit Payment To: Eversource, PO Box 56005, Boston, MA 02205-6005

WM\_230501PROD.TXT-11003-000000737

# EVERSOURCE

Account Number: **5412 020 2031**

You may be subject to a 1.02% late payment charge if the "Total Amount Due" is not received by 06/25/23

Total Amount Due  
by 06/25/23

**\$21.50**

Amount Enclosed

005502 000000737



TOWN OF PERU  
3 E MAIN RD STE 115  
PERU MA 01235-2901



Eversource  
PO Box 56005  
Boston, MA 02205-6005

5412020203120 0000021508 0000021508

# EVERSOURCE

Account Number: **5421 410 2055**

Statement Date: 05/01/23

Service Provided To:  
TOWN OF PERU

Total Amount Due  
by 06/25/23

**\$75.75**

Amount Due On 04/28/23

\$95.75

Last Payment Received On 04/25/23

-\$95.75

Balance Forward

\$0.00

Total Current Charges

\$75.75

## Current Charges for Electricity

Supply

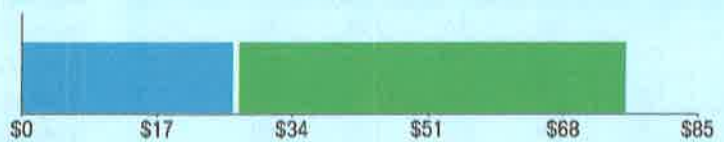
**\$26.63**

Cost of electricity from  
Eversource

Delivery

**\$49.12**

Cost to deliver electricity  
from Eversource



Your electric supplier is

Eversource  
PO Box 270  
Hartford, CT 06141-0270

VENDOR# 75  
GL ACCOUNTS: 60002.05  
AMOUNT \$ 75.75  
APVD BY: TW

## News For You

As we near cooling season, you can take steps to reduce your energy use and bill. Take advantage of energy-saving improvements to help you stay comfortable efficiently with a Home Energy Assessment. Our experts will provide you customized recommendations and connect you with rebates for ways to save. For ways to lower your energy use visit [Eversource.com/home-savings](https://www.eversource.com/home-savings).

Remit Payment To: Eversource, PO Box 56005, Boston, MA 02205-6005

WM\_230501PROD.TXT-11015-000000734

# EVERSOURCE

Account Number: **5421 410 2055**

You may be subject to a 1.02% late payment charge if the "Total Amount Due" is not received by 06/25/23

Please make your check payable to Eversource and consider adding \$1 for Good Neighbor.

Visit [Eversource.com](https://www.eversource.com) to make your payment today. If mailing payment, please allow up to 5 business days to post.

Total Amount Due  
by 06/25/23

**\$75.75**

Amount Enclosed

005508 000000734



TOWN OF PERU  
3 E MAIN RD STE 115  
PERU MA 01235-2901



Eversource  
PO Box 56005  
Boston, MA 02205-6005



5421410205529 0000075754 0000075754

Scanned  
5/17/23  
(TW)

3 Center Plaza, Suite 610  
Boston, MA 02108  
617- 426-7272

**Property & Casualty Group  
Credit Balance Statement**

Page 1 of 1

**TO: Town of Peru**  
3 East Main Rd  
Suite 101  
Peru, MA 01235

**Attn:** ~~James Welch~~ Terry Walker  
Town Administrator

**Statement Date**

Apr 28, 2023

**Statement Total**  
(\$3,937)

**Please check one of the following:**

- ☐ Credit Balance - Please issue payment via check.  
☒ Credit Balance - Please retain credit to apply to future invoices.  
☐ Credit Balance - Please Apply to Enclosed invoice(s).

Date	Invoice	Description	Amount
Jul 1, 2021		MIIA Rewards Credit # 2021RE0256	(\$10)
Apr 30, 2022		04/30/22 Dividend Credit (Jan22) - 20210222-D	(\$219)
May 1, 2022	MIIA-20220501233	05/01/22 Endorsement Invoice	(\$660)
Jul 1, 2022		07/01/22 MIIA Rewards Credit #2022RE0244	(\$94)
Jul 1, 2022	2022PC0222	07/01/22 Additional Participation Credit	(\$20)
Jan 1, 2023	MIIA-20230101233	01/01/23 Endorsement Invoice	(\$187)
Jan 1, 2023	51042	01/01/2023 Audit Invoice FY2022	(\$1,279)
Apr 20, 2023	042023PC0225	04/20/2023 Additional Participation Credit	(\$1,249)
Apr 20, 2023		04/20/23 Dividend Credit (Jan23) - 20220286	(\$219)
<b>Credit Balance</b>			<b>(\$3,937)</b>

Please email request to Greg McGrath at [gmcgrath@mma.org](mailto:gmcgrath@mma.org)



MIIA Property and Casualty Group, Inc.  
P.O. Box 49015  
Baltimore, MD 21297  
PH: 800-526-6442

## Workers Compensation Dividend Invoice

*Terry Walker*

To:	<del>Mr. James Welch</del> Town Administrator Town of Peru 3 East Main Road, Suite 101 Peru, MA 01235	Invoice Number: 20220286	Invoice Date: 04/20/23
		Policy Number: PER00044	Invoice Total: -\$219
<b>CONTRACT INFORMATION</b>			
Type of Coverage:	Group Coverages		
Insurance Company:	MIIA Property and Casualty Group, Inc.		
Effective Date:	07/01/2022		
Expiration Date:	07/01/2023		
Transaction:	Workers Compensation Dividend		
<b>CONTRIBUTIONS AND CREDITS</b>			<b>AMOUNT</b>
Workers Compensation Dividend			-\$219
<b>TOTAL</b>			<b>-\$219</b>

**You may apply this credit to your FY24 Renewal Contribution**

Please retain one copy for your records and return with your selection below. Thank you for your continued support of the MIIA programs.

- ☐ Credit Balance – Please Issue payment via check.
- ☒ Credit Balance – Please retain credit to apply to future Invoices.
- ☐ Credit Balance – Please apply to renewal invoice.

Please E-Mail to Greg McGrath at [gmcgrath@mma.org](mailto:gmcgrath@mma.org)



MIIA Property and Casualty Group, Inc.  
P.O. Box 49015  
Baltimore, MD 21297  
PH: 800-526-6442

Property, Liability and  
Workers Compensation  
Participation Credit Invoice

*Terry Walker*

To:	<del>Mr. James Welch</del> Town Administrator Town of Peru 3 East Main Road, Suite 101 Peru, MA 01235	Invoice Number: 042023PC0225	Invoice Date: 04/20/23
		Policy Number: PER00044	Invoice Total: -\$1,249
<b>CONTRACT INFORMATION</b>			
Type of Coverage:	Group Coverages		
Insurance Company:	MIIA Property and Casualty Group, Inc.		
Effective Date:	07/01/2022		
Expiration Date:	07/01/2023		
Transaction:	Additional Participation Credit		
<b>CONTRIBUTIONS AND CREDITS</b>			<b>AMOUNT</b>
Property and Liability Additional Participation Credit			-\$1,249
<b>TOTAL</b>			<b>-\$1,249</b>

**You may apply this credit to your FY24 Renewal Contribution**

Please retain one copy for your records and return with your selection below. Thank you for your continued support of the MIIA programs.

- ☐ Credit Balance – Please Issue payment via check.
- ☒ Credit Balance – Please retain credit to apply to future Invoices.
- ☐ Credit Balance – Please apply to renewal invoice.

Please E-Mail to Greg McGrath at [gmcgrath@mma.org](mailto:gmcgrath@mma.org)

## Town Administrator

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**From:** Graves, Bob <Town.Administrator@hinsdalema.gov>  
**Sent:** Friday, May 12, 2023 9:17 AM  
**To:** Town Administrator  
**Cc:** Peru townclerk@townofperuma.com; Graves, Bob  
**Subject:** [External Sender]Generic Support letter - Fire Truck  
**Attachments:** Generic Support letter - Fire Truck.docx; 15.a. FY23 HFD-USDA -- Letter of Support Marion Tinney.pdf

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hi, Terry (and Kim/Verne):

One of My Select Board Members, Ray Huntoon, spoke with Verne and requested a letter of support from Peru for a USDA Grant we are applying for ASAP.

If you would write a letter supporting Hinsdale, similar to the one attached, and address those items, sign it, and send it back to me as soon as possible, I will no doubt return the favor for our friends in Peru!

Please call me Friday if you have questions or concerns. My info is listed below.

Thanks,

Bob  
Robert D. Graves  
Town Administrator  
39 South Street  
Hinsdale, MA 01235  
413-655-2300, x355  
Town.administrator@hinsdalema.gov

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## MDM-1 - Fiscal Year 2023

Clauses with an asterisk by State Reimbursement column are not reimbursed by the Commonwealth.

Clause	Type	Number of Exemptions Granted	Tax Dollars Abated on Exemptions	State Reimbursement
17	Surviving Spouses, minors or persons 70 years or over	0	0.00	0.00
17C	Surviving Spouses, minors or persons 70 years or over	0	0.00	0.00
17C 1/2	Surviving Spouses, minors or persons 70 years or over	0	0.00	0.00
17D	Surviving Spouses, minors or persons 70 years or over	0	0.00	0.00
18	Hardship	0	0.00	0.00*
18A	Deferred taxes	0	0.00	0.00*
22(a-f)	Veterans	0	0.00	0.00
Para	Paraplegics & surviving spouses of paraplegics (G.L. 58 §8)	0	0.00	0.00
22A	Veterans & surviving spouses	0	0.00	0.00
22B	Veterans & surviving spouses	0	0.00	0.00
22C	Veterans & surviving spouses	6	2,400.00	7,950.00
22D	Surviving spouse	0	0.00	0.00
22E	Veterans & surviving spouses	3	3,000.00	2,475.00
37	Blind	0	0.00	0.00
37A	Blind	0	0.00	0.00
41	Certain elderly persons 70 years of age or over	0	0.00	
41B	Certain elderly persons 70 years of age or over	0	0.00	
41C	Certain elderly persons 70 years of age or over	2	1,000.00	
41C 1/2	Certain elderly persons 70 years of age or over	0	0.00	
41A	Deferred taxes -- persons 65 years or over	0	0.00	0.00*
42	Surv. spouses of police officers/firefighters killed in the line of duty	0	0.00	0.00*
43	Surv. minors of police officers/firefighters killed in the line of duty	0	0.00	0.00*
50	Elderly housing (G.L. 59 §5)	0	0.00	0.00*
52	Elderly persons water/sewer debt shift (G.L. 59 §5)	0	0.00	0.00*
53	Septic system/cesspool (G.L. 59 §5)	0	0.00	0.00*
56	Guardsmen and Reservists Deployed	0	0.00	0.00*
57	Optional Senior Exemption	0	0.00	0.00*
<b>Total</b>		<b>11</b>	<b>6,400.00</b>	<b>10,425.00</b>
Chapter 73, §4, Acts of 1986, percentage adopted			0.00	



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[Home](#) > Administrative Assistant

## **Administrative Assistant**

The Administrative Assistant reports to the Select Board and is responsible for providing Administrative and Clerical duties 10-12 hours per week.

### **Job Duties:**

1. Provide administrative support to the Select Board and Town Administrator
2. Maintain office files and confidential records
3. Attend Select Board Meetings on a weekly basis
4. Record Minutes at Select Board Meetings
5. Distribute Minutes to Select Board for approval
6. Make changes to Minutes per direction of Select Board
7. Maintain records of decisions
8. Perform other related duties as required

### **Requirements:**

Excellent organizational as well as verbal and written communication skills

Ability to maintain good public relations

Ability to work effectively under time constraints to meet deadlines

Proficient in word processing and spread sheet applications

Use of computer and operation of standard office equipment

Ability to work independently with little to no supervision

Use of hands, sitting for long periods of time

Good listening skills

**Send resume/application to:**

Town Administrator

3 East Main Rd. Suite 100

Peru, MA 01235

(413) 655-8312 Ext. 100

**Source URL:** <https://www.townofperuma.com/home/news/administrative-assistant-0>