

TOWN HALL 3 EAST MAIN ROAD PERU, MA 01235

**SELECT BOARD MEETING MINUTES: June 5, 2023 @ 6:00 P.M.**

Peru Town Hall Meeting Room

Vern Leach, Chairman BOS/ACO  
Bruce Cullett, Selectman/Police Chief  
Doug Haskins, Selectman/Fin Com  
Terry Walker, Town Administrator  
Justin Russell, Highway Superintendent

Public Attendees: N/A

**Item 1: Call to order:** 6:00 P.M.

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

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

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

**Item 5: Review and Approve BOS Meeting Minutes for 05/30/2023**

Selectman Leach motion to approve 05/30/2023 minutes pending changes, Selectman Haskins second, 3-0,

**Item 6: Updates of Departments:** Superintendent Russell mentioned that he had finished crack sealing the following roads:

- Middlefield Road
- South Road
- North Road
- East Windsor Road
- Marlow Drive
- Hickingbotham Road

Selectman Leach made Superintendent Russell aware that someone complained about a huge pothole on Bonny Lane. Superintendent Russell will take care of the pothole.

**Item 7: Discussion and possible vote to reappoint the following positions:** Tim Sears as Building Commissioner/Inspector, Peter Yetman as Electrical Inspector, Tim Martin as Gas & Plumbing Inspector, Samuel Haupt on Woodlands Partnership of Northwest Massachusetts, Jesse Pelkey on Parks and Recreation Committee, Bruce Cullett as Chief of Police, The following Police Officers: Shawn Boyne, Ryan Kresiak, Joseph Snizek, Caryn Wendling as Tax Collector/Treasurer, Wally Morrison as Veterans Grave Officer, Samuel Haupt on Zoning Board of Appeals, Graham Sturz as Zoning Board of Appeals Alt. Selectman Leach motion to appoint all positions, Selectman Haskins motion to table Jesse Pelkey on Parks and Recreation Committee until he returns from vacation so there isn't a conflict with his wife, Selectman Leach second, 3-0 Selectman Cullett recused himself on anything related to his positions.

**Item 8: Discussion and possible vote on contract for Personal property owned by NSTAR:** Selectman Leach motion to sign Sansoucy contract Selectman Cullett second, 3-0. TA Walker was a witness to the Board of Selectmen's signatures.

**Item 9: Discussion on Annual Town Meeting:** Selectman Leach commended on the good turnout at Annual Town Meeting. The BOS were pleased that all the articles that the Board of Selectmen and Finance Committee supported passed. In addition, the articles that the Finance Committee and the Board of Selectmen did not support did not pass. Superintendent Russell was concerned about the Ford 550 because it is not working properly and believes it may be the electronics. Superintendent Russell asked if Free Cash is available after June 30<sup>th</sup> for repairs to the 550.

**Item 10: Discussion on posting Administrative Assistant position:** The Board of Selectmen discussed and revised the Administrative Assistant position for posting. Selectman Leach motion to accept revised Administrative Assistant position for posting pending changes, Selectman Cullett second, 3-0.

**Item 11: Discussion and possible vote to transfer funds from Health Insurance Account to Electric Utility account:** Selectman Leach motion to transfer \$2,000 from Health Insurance Account to Electric Utilities Account, Selectman Cullett second, 3-0. This transfer was necessary because of increased cost in electricity.

**Item 12: Public Input:** none

**Item 13: Adjourn:** Selectman Leach motion to adjourn the 6/5/2023 BOS Meeting, Selectman Cullett second, Vote 3-0. The 6/5/2023 BOS Meeting adjourned at 6:42 P.M.

**Articles used:**

Minutes- 5/30/2023

Warrants –

Administrative Assistant job description

Sansoucy contract

appointments

Respectfully Submitted,

*Terry Walker*

*Town Administrator*

Verne Leach, Chairman

Doug Haskins, Selectman

Bruce Cullett, Selectman

Date Approved: 6-20-23

The block contains three handwritten signatures in blue ink, each written over a horizontal line. The first signature is for Verne Leach, the second for Doug Haskins, and the third for Bruce Cullett.

Received 6/20/2023, Kim Leach, Town Clerk

# Town of Peru

Peru, Massachusetts 01235



## Town of Peru Job Opportunity

### Town Hall

### Administrative Assistant

The Administrative Assistant reports to the Select Board and Town Administrator and is responsible for providing administrative and clerical duties 6-8 hours per week.

#### Job Duties include

- Provide administrative support to the Select Board and Town Administrator as needed
- Maintain office files and confidential records
- Attend Select Board Meetings
- Record minutes at meetings as directed by board or committee.
- Distribute minutes to Boards or Committees for approval
- Make Changes per direction of Board or Committee
- Maintain records of decisions
- Perform other related duties as required

#### Requirements

- Excellent organizational as well as verbal and written communication skills
- Ability to work effectively to meet time constraints and deadlines
- Proficient in word processing and spread sheet software
- Use of computer and operation of standard office equipment
- Ability to work independently with minimal supervision

Send Resume/Cover letter to: Town Administrator, 3 East Main Road, Suite 100, Peru, MA 01235 or [townadmin@townofperuma.com](mailto:townadmin@townofperuma.com)

The Town of Peru is an equal opportunity employer.  
Posted June 12, 2023, Kim Leach, Town Clerk

## AGREEMENT

**SUBJECT:** A Contract to provide valuation update and consulting services to the Town of Peru, Massachusetts to prepare a valuation update appraisal report of the personal property (504 property) owned by NSTAR Electric in the Town of Peru as of January 1, 2023 (FY2024).

As a result of the Supreme Court and Appellate Court decisions in Massachusetts, the valuation of the public utility property in the Town of Peru has become fair market value. The courts affirmed the ATB's modified cost approach as the method of value to be used for utility personal property. Real property continues to be valued at fair market value without modification. The Department of Revenue (DOR) has now required the modified methodology to be used no later than FY2022 as mandatory and has issued a new modified Form of List. Detailed information must be provided by the utility in order to prepare a final valuation that conforms with the ATB decision and the DOR's requirements.

The Town of Peru, MA, hereinafter called the Town, and George E. Sansoucy, P.E., LLC d/b/a Sansoucy Associates who employs Certified General Appraisers (16 states) and Professional Engineers (ME, NH, SC) having a principal place of business at 148 Main Street, Lancaster, New Hampshire 03584 in the County of Coos, State of New Hampshire, hereinafter called Sansoucy, hereby mutually agree as follows:

### GENERAL PROVISIONS

#### 1. IDENTIFICATION

1.1 Client: Town of Peru, Massachusetts  
Board of Assessors  
Town of Peru  
3 East Main Road  
Peru, MA 01235

1.1.1 Contracting Official: Peru Board of Assessors

1.1.2 Authorized Contact: Amy Davidson  
Tel.: (413) 655-8312, Ext. 104  
Email: [assessors@townofperuma.com](mailto:assessors@townofperuma.com)

1.2 Consultant: George E. Sansoucy, P.E., LLC

1.2.1 Name: George E. Sansoucy, P.E., LLC  
Address: 148 Main Street, Lancaster, NH 03584  
Tel: (603) 788-4000  
E-mail: [gsansoucy@sansoucy.com](mailto:gsansoucy@sansoucy.com)

Remittance Address: 86 Reed Road, Lancaster, NH 03584

## 2. GENERAL SERVICES TO BE PERFORMED BY SANSOUCY

### 2.1 Scope of Work:

This contract is to provide a valuation update of the distribution personal property (504 property) and real property where required that is known to support the 504 property, located in the Town of Peru, MA. The utility company to be valued is NSTAR Electric.

The scope of this contract for FY24 will be:

- Provide requests for production of documents for a 38D and 38F request;
- Assist in the review of the information from the company and the Form of List sent;
- Provide follow-up data requests, if required;
- Conduct a site tour or site reconnaissance as required for visible inventory and depreciation; and
- NSTAR Electric – Valuation of electric distribution personal property and add any real property additions which support the personal property, plus new growth.

#### 2.1.1 Scope of the Work Products:

Sansoucy will prepare a MASS DOR-approved modified cost approach report for mass appraisal assessment purposes for the Town of Peru.

#### 2.1.2 Services to be Provided by the Town of Peru:

The Town of Peru will provide access to Town records, Form of List, tax maps, and information provided by the company, and will request that the company provide information directly to Sansoucy.

#### 2.1.3 Services to be Provided by Sansoucy:

Sansoucy will provide a mass appraisal valuation update report for personal property owned by NSTAR Electric using MASS DOR-approved modified cost approach methodology for utility valuations, plus new growth.

### 2.2 Completion of Work:

All values are to be provided to the Town 60 days after the receipt of the completed follow-up Form of List discovery request and other discovery information requested, whichever time period is longer, with a final report provided no later than October 1, 2022.

Sansoucy shall not be responsible for consequential or compensatory damages arising from the late performance or non-performance of the agreement caused by circumstances which are either outside Sansoucy's scope of services, beyond Sansoucy's control, or as a result of non-performance of any other party, person, or entity affecting this contract.

2.3 Personnel:

All necessary field assistants employed by Sansoucy shall be competent to perform the work they are called upon to do.

2.4 Public Relations:

The Town and Sansoucy, during the progress of the work, shall use their best efforts and that of their agents and employees to promote full cooperation and amiable relations with the utility company. All publicity and news releases, if any, will be sent out only by the Town, or its authorized representative(s), and not Sansoucy.

2.5 Confidentiality:

Sansoucy agrees to not disclose to anyone except to the Town or its authorized representative(s) any information discovered for any purpose, or to permit anyone to use or peruse any of the data on file in connection with the report, unless specifically authorized by the Town or under the Massachusetts freedom of information statutes.

2.6 Compensation and Terms:

The Town of Peru, in consideration of the services hereunder to be performed by Sansoucy, agrees to pay Sansoucy a fixed fee of \$3,500. Invoices are due and payable net 30 days.

Should a taxpayer appeal their value to the Appellate Tax Board in the Commonwealth of Massachusetts, litigation support, settlement work, court-ready appraisal, and testimony, as necessary, will be billed on a time and material basis based on the enclosed rate sheet.

**3. INSURANCE**

3.1 Sansoucy shall maintain general liability insurance, with an endorsement for hired and non-owned automobile liability.

3.1.1 The liability insurance will be in the form of commercial general liability with limits of \$2,000,000 per occurrence/person for bodily injury and \$4,000,000 general aggregate for the life of the policy.

3.1.2 The hired and non-owned automobile liability endorsement will have a limit of \$2,000,000 each accident.

3.2 Sansoucy will provide a certificate of insurance confirming the above insurance coverages. All insurance will be valid in the Commonwealth of Massachusetts.

**4. ASSIGNMENT**

This Contract and the duties of Sansoucy hereunder shall not be assigned.

**5. AMENDMENTS**

This Agreement shall not be amended, waived or discharged, unless by mutual written consent of both parties.

Date: June 5, 2023

In witness thereof, the Town of Peru has caused these presents to be signed by its Board of Assessors, thereunto lawfully authorized and caused its corporate (if appropriate) seal to be affixed and George E. Sansoucy, P.E., LLC d/b/a Sansoucy Associates has caused the same to be signed by his lawfully authorized representative on the date and year first above written.

In the presence of:

Town of Peru, MA

Jerry Walker  
Witness Town Administrator

by:

[Signature]

[Signature]

[Signature]

Board of Assessors

SELECTMEN

**Billing Address: (Please fill out)**

Attn: Town of Peru  
3 East Main Road  
Peru, MA 01235

In the presence of:

George E. Sansoucy, P.E., LLC

Witness

by:

George E. Sansoucy, P.E.  
Certified General Appraiser  
MA License No.: 103328





**SANSOUCY**  
ASSOCIATES

*Complex Utility and Property Valuations, and Regulatory Consulting*

**2023**

**ENGINEERING AND APPRAISAL RATE SCHEDULE\***

Principal engineers and senior appraisers, MBAs,  
including court testimony and deposition attendance.....\$350.00/hour

Research engineers, associates, appraisers .....\$300.00/hour

Technical personnel .....\$225.00/hour

Clerical personnel .....\$150.00/hour

- \* All rates are portal to portal from Lancaster, N.H. or Fountain Inn, S.C. Rates include general office expenses, such as: non-specific in-house copies, travel meals, non-specific mileage, office supplies, non-specific postage, telecommunications charges, and tolls.

Job-specific and identifiable expenses are billed at cost in addition to the rates shown, including but not limited to: transportation (air fare, car rental, taxi fare, specific parking, specific mileage, etc.), lodging, document printing and reproduction at \$0.10 for black and white and \$0.50 for color, research materials such as publications, subscriptions, and database purchases, etc.

Rev. 1/10/23-OS



ERIC A KINSHERF, CPA

Certified Public Accountant

116 State Road #8, P. O. Box 791  
Sagamore Beach, MA 02562  
Phone: (508) 833-8508 Fax: (877) 262-0416

## YEAR-END LINE TRANSFER REQUEST

TOWN OF: Peru

TO THE OFFICE OF THE ACCOUNTANT:

Request is hereby made for the following transfer between departmental appropriations in accordance with Chapter 77 of the Acts of 2006 amending Chapter 44, Section 33B (non-expiring), of the Massachusetts General Laws:

Transfer From Account Name	Transfer From Account #	Transfer To Account Name	Transfer To Account #	Amount
Health Insurance	90919	Utilities Electric	60002.05	2,000.00

Reason for Transfer: Increase in Electric prices

Jerry Walker T.A.  
Signature of Department Head

6-5-23  
Date

[Signature]  
Signature of Board of Selectmen

6-5-23  
Date

[Signature]  
Signature of Finance Committee

6-5-23  
Date