

TOWN HALL 3 EAST MAIN ROAD PERU, MA 01235

SELECT BOARD MEETING MINUTES: June 12, 2023 @ 6:00 P.M.

Peru Town Hall Meeting Room

Verne Leach, Chair Selectman/ACO
Doug Haskins, Selectman/Finance Committee
Ed Munch, Selectman/Historical Commission
Terry Walker, Town Administrator
Justin Russell, Highway Superintendent

Public Attendees: Raymond Oakes, Charly Guyette, Phyllis Zakhany

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

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

Item 3: State Recording status: N/A

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

Item 5: Review and Approve BOS Meeting Minutes for 06/05/2023

Selectman Haskins motion to place 06/05/2023 minutes on hold, Selectman Munch second, 2-0

Item 6: Updates of Departments

Highway Superintendent Russell mentioned that he received the title for the loader and asked TA Walker to file at town hall.

Highway Superintendent Russell also mentioned the Chapter 90 reimbursement forms need to be signed by the Board of Selectmen and he will submit tomorrow for reimbursement. Superintendent Russell mentioned that he has spread 120 tons of asphalt on Ash Lane. Also, Superintendent Russell will be on vacation from Friday June 23rd and return on July 5th.

Emergency Management Director Cullett mentioned that he has requested a grant extension for funds to modify the trailer.

Police Chief Cullett mentioned that the new cruiser will arrive in two weeks. Selectman Munch asked how the cruiser was funded. Police Chief Cullett mentioned that back in January or February the Selectboard decided to use ARPA funds to purchase a cruiser. The Selectboard must make a decision on the old cruise. The old cruiser needs to be evaluated and see if it is financially wise to put money into the old cruiser for the Animal Control Officer.

Finance Committee Chairman Hickling mentioned that he is in support of year end transfers, and he will sign off on the transfers. He also asked how immediate after a new officer is sworn in does he take office. Selectman Haskins said it is immediately after the officer is sworn in.

Treasurer Wendling mentioned that she received a phone call from the bank and they believed two fraudulent vendor checks payable to two individuals were attempting to purchase vehicles on Auto Trader. Treasurer Wendling emailed check registers to the banks, and everything has been resolved. This has happened in other municipalities where someone was trying to buy a fire truck.

TA Walker received two emails from Accountant Janice Boucher. Ms. Boucher's email was addressed to Treasurer Wendling, she is concerned that we are at the end of FY23 and it is time to get caught up on cash reconciliations for FY23. Also, the FY23 state receipts have not been entered and departmental receipts have not been entered since November 2022. Ms. Boucher also mentioned that the receipts have not been sent to the Accountants in SoftRight. Ms. Boucher stated that it is extremely difficult for the accountants to approve bills for payment as the balances are not accurate. Ms. Boucher mentioned that it is very helpful in keeping cash reconciled. There are timelines to keep, and the accountant cannot begin to close the books, set the Tax Rate, have Free Cash certified and that is a problem. TA Walker advocated for Treasurer Wendling mentioning that Treasurer Wendling does not have a Cash Book Receipts module to enter weekly receipts. Therefore, the receipts are not showing up in the trial balance nor the balance sheet. TA Walker mentioned she has been a Town Treasurer and always used a SoftRight Cash Book Receipts module to balance monthly. TA Walker is willing to enter receipts for the year FY23 to assist in getting the Treasurer's office up to speed. Selectman Haskins mentioned this needs to be taken care of and to put SoftRight's cash book receipts module on next week's agenda. Selectman Haskins and Selectman Munch agreed that TA Walker get a price for the module.

TA Walker- Assessor Sue Koziara mentioned that she will be certified today and as of July 1st the assessors will only have one certified assessor. She mentioned that to set the Tax Rate the town must have 2 certified assessors.

Item 7: Discussion and possible vote to reappoint the following position: Justin Russell as Tree Warden: Selectman Haskins placed on hold -no appointment paper, Selectman Munch second, 2-0

Item 8: Discussion and possible vote to transfer funds from the Health Insurance Account to the Fuel Account: Selectman Munch motion to transfer \$4,000 from Health Insurance Account to Fuel Account, Selectman Haskins second, 2-0.

Item 9: Discussion and possible vote to transfer funds from the Health Insurance Account to the Election and Board of Registrars Account: Selectman Munch motion to transfer \$2,000 from Health Insurance Account to Election and Board of Registrars Account, Selectman Haskins second, 2-0

Item 10: Discussion on posting Assessor member position: Selectman Haskins motion to accept posting Assessor's positions pending changes, Selectman Munch second, 2-0

Item 11: Public Input: Charly Guyette and Phyllis Zakhany are concerned about trash, a trailer and junk from a construction site piling up across the road from their residence. There is also a backhoe on blocks without tires. Phyllis mentioned that there are 2 trailers, a mobile home, decaying wood that brings in rats and she doesn't want to get sick. It was mentioned that the building inspector spoke with the owner, and nothing has changed. Charly Guyette believes they do not have a septic system. Mr. Guyette mentioned that the Board of Health Agent said the owner had his tank pumped by White Wolf. Mr. Guyette said if White Wolf is pumping the tank like the owner said then the BOH should request an invoice from White Wolf stating that the tank was pumped. Mr. Guyette stated that this is decreasing his property value. Selectman Munch stated that this is new to him. Selectman Haskins mentioned that the Board of Health and Building Inspector will speak with the owner.

Raymond Oakes reported that there are two gray jeep Grand Cherokees speeding by his house between 10:30 p.m. and 11:00 p.m. every night. Mr. Oakes knows who these individuals are and will give their names to Police Chief Cullett. Mr. Oakes also stated that the town hall needs a PA system for the hearing impaired.

Building Inspector Sears was called before the board regarding North Road complaint. Mr. Sears mentioned that because there isn't any construction, he had referred to the Board of Health. The Board of Selectmen mentioned that they were told that there are trailers on the property, trash and junk from a construction site. Mr. Sears mentioned he did a site visit three weeks ago after the letter was mailed to the town. Mr. Sears mentioned that there this property does not have a septic system. It was decided that if White Wolf pumped the tank this needs to be proven to the Board of Health. Mr. Sears mentioned that if there is construction material being dumped on property this goes to the Board of Health and then to the DEP. It was noted that the town's Zoning -by-Laws need to be revised so issues can be enforced.

Item 12: Review and Approve Accounts Payable, Treasury Warrants and Payroll Warrant: V26-2023, 23-25P
Selectman Munch would like to know if there is a possibility of having payroll at beginning of meeting.

Item 13: Adjourn: Selectman Munch motion to adjourn the 06/12/2023 BOS Meeting, Selectman Haskins second, vote 2-0. The 06/12/2023 BOS Meeting adjourned at 7:31P.M.

Articles used:

Minutes-06/05/2023

Warrant: V26-2023, 23-25P

Year End Request forms

Email from Janice Boucher/ Accountant

Assessor posting

Respectfully Submitted,

Terry Walker

Town Administrator

Verne Leach, Chairman

Doug Haskins, Selectman

Ed Munch, Selectman

Date Approved: 6/20/23

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



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 Ins	90919.00	Gas + fuel	40208.00	\$4000.00

Reason for Transfer: increased fuel prices


Signature of Department Head

6-12-23
Date


Signature of Board of Selectmen

6/12/23
Date


Signature of Finance Committee

6/12/23
Date



ERIC A KINSHERF, CPA

Chartered 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 Ins	90919.00	Elections Bd/Reg	10161.03	\$2,000.00

Reason for Transfer:

Automark voting machine, extra hours.

Kim A Leach

Signature of Department Head

6-10-23

Date

Douglas Steele

Signature of Board of Selectmen

6-12-23

Date

Gerry

Signature of Finance Committee

6-12-23

Date

From: Janice Boucher
Sent: Monday, May 22, 2023 11:26 AM
To: Caryn Wendling <taxcollector@townofperuma.com>
Cc: Eric Kinsherf <eric@erickinsherfcpa.com>; Town Administrator <townadmin@townofperuma.com>
Subject: PERU FY23 CASH RECONCILIATIONS

Hi Caryn,
Wondering where you are at on your bank reconciliations for FY23? I would like to get caught up before the end of the year hits and then it will be too busy to look at it until later in the fall.
Thanks,
Janice



Janice Boucher
Outsourced Accounting Manager
Phone 508-965-3954
Web www.erickinsherfcpa.com
Email janice@erickinsherfcpa.com
116 State Road, Unit 8, Sagamore Beach, MA 02562

To upload or download files securely please use our [Secure File Transfer](#) platform powered by LeapFile

Terry Walker
Town Administrator

From: Janice Boucher <Janice@erickinshercpa.com>
Sent: Wednesday, June 7, 2023 4:31 PM
To: Tax Collector <taxcollector@townofperuma.com>
Cc: Eric Kinsherf <eric@erickinshercpa.com>; Town Administrator <townadmin@townofperuma.com>; Administrative Assistant <adminassist@townofperuma.com>
Subject: [External Sender]RE: PERU FY23 CASH RECONCILIATIONS

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

Hi Caryn,

Checking to see if you received my email below regarding cash reconciliations.

With the end of FY23 here, we need to get caught up on our cash reconciliations for the year.

I am not seeing where any FY23 state receipts have been entered, along with departmental receipts since November 2022. I have numerous departmental turnover copies, but the receipts have not been sent to us in Softright.

By not having these receipts posted and cash reconciled in a timely manner, it makes it extremely difficult for us to approve bills for payment as the balances are not accurate. As a result, budgets/accounts are over-expended and then need to be raised on the next year's tax recap and being deducted from the free cash certification. This also makes it difficult for departments and town management to make decisions on spending availability.

The cash reconciliation difference from FY22 for \$13,979.22 also needs to be addressed in FY23 or it will be deducted again from the free cash certification for this year.

I know in a previous email you mentioned that you did not have a cashbook that you use. We have an excel cashbook template that you can use if you would like.

Our towns find this very helpful in keeping their cash reconciled. If you choose to use it, we can assist you in setting it up. In another email I sent you on May 22, 2023, I requested information regarding 4 abatements dated May 2022 on the attached file that you did not have in the Collector's records.

There are also other receivable variances from past years that we need to determine what they are and make any necessary corrections or they will also be deducted from the free cash certification again.

Please let me know when you expect complete the cash receipt submissions and a time when we can work on the past cash and receivable variances. With the year end upon us, our time schedules are getting tight.

Regards,
Janice



Janice Boucher
Outsourced Accounting Manager
Phone 508-965-3954
Web www.erickinshercpa.com
Email janice@erickinshercpa.com
116 State Road, Unit 8, Sagamore Beach, MA 02562

To upload or download files securely please use our [Secure File Transfer](#) platform powered by LeapFile

Administrative Assistant

From: Janice Boucher <Janice@erickinsherfcpa.com>
Sent: Thursday, June 8, 2023 10:27 AM
To: Administrative Assistant; Eric Kinsherf
Subject: [External Sender]RE: [External Sender]RE: PERU FY23 CASH RECONCILIATIONS

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

Thank you very much for your response, Terry. We look forward to working with you and any assistance you can provide would be greatly appreciated.



Janice Boucher

Outsourced Accounting Manager

Phone 508-965-3954

Web www.erickinsherfcpa.com

Email janice@erickinsherfcpa.com

116 State Road, Unit 8, Sagamore Beach, MA 02562

To upload or download files securely please use our Secure File Transfer platform powered by LeapFile

From: Administrative Assistant <adminassist@townofperuma.com>
Sent: Wednesday, June 7, 2023 4:48 PM
To: Janice Boucher <Janice@erickinsherfcpa.com>; Eric Kinsherf <eric@erickinsherfcpa.com>
Subject: RE: [External Sender]RE: PERU FY23 CASH RECONCILIATIONS

Hi Janice,

I am the new Town Administrator. I have offered to help Caryn anyway I can. I have worked with softright for years and I have been a Town Treasurer/Accountant. I know how important it is to balance every month. Caryn does not have a cash book with her softright software. I was planning to bring this to the attention of the Board of Selectmen on Monday evening.

I am willing to help in any way I can to keep deadlines, with the tax recap, balancing monthly and hopefully Free Cash certified by November.

If there is anything I can do to help, please let me know. I have also reached out to Caryn and offered to help enter receipts, balance monthly etc.

I believe in teamwork.

ASSESSORS' JOB DESCRIPTION

The Town of Peru is in search of two Assessors to serve on the 3-member Board of Assessors, under the direction of the Head Assessor. Peru, is a town of approximately 815 residents, is 26 sq. miles in size and is in Central Berkshire County. Peru has 804 parcels of property including 347 single family homes. Real and Personal Property taxes amounted to \$1,345,670 for FY'22.

The Board of Assessors serves under the administrative direction of the Board of Selectmen via the Town Administrator and oversees the Town's Assessing Department operations. These positions on the Board of Assessors require Mass DOR certification through online Course 101.

As an Assessor, under the guidance of the Head Assessor, you will be responsible to act upon all abatements, exemptions, Chapter land applications, commitments, warrants, liens, and other signatory requirements that are required by the Board. Customer service to the public is also an important duty of the Assessors.

You are required to attend the Assessors' meetings currently being held on Monday evenings from 6-8 pm.

These positions will remain open until filled.

DATE OF: June 12, 2023

ADDRESS

[illegible]