

TOWN HALL 3 EAST MAIN ROAD PERU, MA 01235

SELECT BOARD MEETING MINUTES: July 17, 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
Bruce Cullett, Police Chief/EMD

Public Attendees: Mark Toporoff, Valarie Bird, Sam Haupt

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

Item 2: Roll Call: Chairman Leach present, Selectman Haskins present, Selectman Munch 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 7/10/2023

Selectman Leach motion to approve 7/10/2023 minutes pending changes, Selectman Munch second, 3-0.

Item 6: Updates of Departments: Highway Superintendent Russell mentioned that the conditions of the gravel roads are deplorable due to the heavy rains. Hopefully next week an emergency culvert will be purchased for Curtin Road and the cost is \$2,500.00. Selectman Munch questioned how the culvert would be paid for. Highway Superintendent mentioned that MEMA may declare a state of emergency with federal disaster relief of \$14,000,000. EMD Cullett and Highway Superintendent Russell will meet with MEMA tomorrow to go over damage to or roads. Superintendent Russell mentioned that the Ford 550 is at Marcotte Ford and the 550 does not have compression and needs a motor- the cost is between \$23,000 and \$25,000.

Police Chief Cullett mentioned that he has purchased new side arms from Jureks and that Dave Cazeault from Auctions International will be listing the old cruiser next week.

TA Walker and Town Clerk Leach met to discuss issues and how the Town Clerk office can run more smoothly and efficiently. Town Clerk Leach mentioned that the LLDATA Design dog licensing module would be advantageous. Town Clerk Leach a proposal from LL Data Design and the price of the dog license data is \$2,495.00. This program stores residents' names, dog names, breeds, addresses and history is stored in the module. You can search by name, dog tag or rabies tag. The reports are very useful for the Police Department and the Animal Control Officer. Turnovers reports to the Town Treasurer with check numbers and cash listed separately are a very useful tool in balancing. All reports are very detailed and very useful to all departments involved. Selectman Haskins said the request should be placed on hold and mentioned a one-time purchase should be brought to Town Meeting.

TA Walker mentioned that she has completed the online training for distribution of Farmers Market vouchers. TA Walker asked BOS if she could contact Bonny DiTomasso for assistance with a list of seniors that should be contacted. The Board gave TA Walker permission to contact Bonny DiTomasso.

TA Walker gave an overview of Assessor Sue Kozaria -the letter stated that Jim King will be here the middle of September 2023 to reassess Camp Danbee and Patriots would not charge any additional fees.

Selectman Leach mentioned that the Berkshire Regional Planning Commission alternate cannot be Terry Walker because BRPC requires a town resident to hold that position. Selectman Leach mentioned that he does have someone in mind.

Item 7: Discussion and possible vote on Junk Motor Vehicle by law reminder letter:

ZBA Chairman Haupt mentioned that the by-laws need to be updated and the town may need to hire a contractor. Chairman Haupt also mentioned that Berkshire Regional Planning Commission may have archived a lot of the by-law drafts and felt that TA Walker cannot do all the work. He also mentioned that there may be grant funding to update the bylaws. Selectman Munch asked Chairman Haupt to discuss with the Zoning Board of Appeals and keep the BOS updated. Chairman Haupt was glad the BOS were taking steps to make the people aware of possible violations. The Board of Selectmen asked for their approval to be mentioned in the Junk Motor Vehicle letter. Selectman Munch motion to approve letter pending changes, Selectman Haskins second, 3-0.

Item 8: Discussion and possible vote to renew license for Camp Danbee. Selectman Leach motion to renew operating license for Camp Danbee, Selectman Munch second, 3-0.

Item 9: Discussion and possible vote on posting for summer help for the Highway Department: Highway Superintendent Russell mentioned that he has not had time to post the position. Selectboard placed on hold.

Item 10: Discussion and possible vote to appoint Terry Walker as Administrative Assistant: Selectman Munch made a motion to appoint Terry Walker as Administrative Assistant, Selectman Leach mentioned that it would be difficult to be the TA and take the minutes unless the minutes are recorded and some people may think it is double dipping. Selectman Munch felt that Terry Walker's minutes are one of the best and would hate to lose her. Selectmen Leach would like to also pay Terry Walker for 3.5 hours per week for her accounting responsibilities. Since the Board hired a new accounting firm in December, some of the accounting tasks are being completed by Terry Walker. Selectman Munch once more reiterated they do not have any other candidates for the Administrative Assistant position and would like to appoint Terry Walker as Administrative Assistant. Police Chief Cullett feels that the Board of Selectmen can adjust the duties of the Town Administrator. Plus, the Administrative budget could be used in the best interest of the town and allocate the funds where needed. The Board was concerned about Terry Walker holding two positions. ZBA Chairman mentioned that Caryn Wendling holds two positions as Tax Collector and Treasurer. Selectman Munch asked if it was a conflict of interest. TA Walker provided a letter from Ethics that states stating "a town under 3,500 people allows a person to hold more than one position with the approval of the Board of Selectmen". TA Walker briefly stated that this would not be double dipping because the TA position requires 20-25 hours per week and the Administrative Assistant 6-8 and last week, she worked 41 hours. TA Walker mentioned that during the budget season the Administrative Assistant compensation was reduced before town meeting. The person taking minutes would receive \$100.00 per meeting not an hourly position. Selectman Haskins asked if Terry doesn't do the minutes who is willing to take the minutes. Selectman Haskins stated that no one is interested and wondered if the board could vote to appoint Terry to the position. Selectman Munch once again made a motion to appoint Terry Walker as the Administrative Assistant, no second. Selectman Haskins motion to put on hold and change the Town Administrator job description. Unanimous decision to put on hold.

Item 11: Discussion and possible vote to appoint Shana Lecour's as Assessor: Selectman Munch motion to appoint Shana Lecours as assessor, Selectman Haskins second, 2-0, Selectman Leach recused himself.

Item 12: Discussion and possible vote to appoint Valerie Bird as Assistant Health Agent: Selectman Leach motion to appoint Valerie Bird as Assistant Health Agent, Selectman Munch second, 3-0

Item 13: Discussion and possible vote on surety bond request from sunrise on West Main Road for Solar Array: ZBA Chairman Haupt felt that this should be referred to town council and the Selectboard may not need to get involved.

Selectman Munch agreed that ZBA Chairman Haupt should contact town counsel with any amendments. The Selectboard will allow ZBA Chairman Haupt to respond to Nathalie.

Item 14: Review and approve Accounts Payable, Treasury Warrant and Payroll warrant: N/A

Item 15: Public Input: Sam Haupt mentioned that with the extreme weather conditions on Gentian Hill Road and Stephanie Lane both need gravel. Sam Haupt asked if the town could spare material. Highway Superintendent Russell stated that the town cannot repair private roads. Town Counsel has been contacted in the past and private roads cannot be repaired or plowed using tax dollars.

Item 16: Adjourn: Selectman Leach motion to adjourn the 7/17/2023 BOS Meeting, Selectman Haskins second, vote 3-0. The 7/17/2023 BOS Meeting adjourned at 7:15 P.M.

Articles used:

- Minutes-7/10/2023
- Camp Danbee license
- Valarie Bird and Shana Lecours appointment letters
- Police draft letter / junk vehicles
- LLdata design estimate for Town Clerk's software
- Assessor letter regarding Jim King reassess Camp Danbee - September 2023
- Terry Walker letter from Ethics regarding holding more than one positions
- Email fro Sunrise on West Main-Surety Bond

Respectfully Submitted,

Terry Walker
Town Administrator

Verne Leach, Chairman

Doug Haskins, Selectman

Ed Munch, Selectman

Date Approved: 7/24/23

RECEIVED
 JUL 26 2023
Kevin Leach
 TOWN CLERK
 TOWN OF PERU

Town of Peru

LICENSE

License No. 2023-1 Fee 50

Camp Danbee
Name

West Main Rd
Address

Peru, MA
Address

Date of Issue 7/17/23

Date of Expiration 6/30/24

NUMBER

2023-1

THE COMMONWEALTH OF MASSACHUSETTS

Town of Peru

FEE

50.00

This is to Certify that

Camp Danbee

NAME

West Main Road, Peru, MA

ADDRESS

IS HEREBY GRANTED A LICENSE

For Camp Danbee

This license is granted in conformity with the Statutes and ordinances relating thereto, and expires 6/30/24 unless sooner suspended or revoked.

[Signatures]

7/17/23 20



Peru Police Department

3 East Main Road, #106

Peru, MA 01235

Emergency "911" – Non-Emergency 413-655-8377 – Fax 413-655-2144

July 11, 2023

Re: Unregistered Vehicles

Dear Resident of Peru:

We are writing to remind the residents of Peru of Article 13, "Junked Motor Vehicle By-Law", of the General By-Laws of the Town of Peru which states:

Article 13. JUNKED MOTOR VEHICLE BY-LAW:

- 1. Any motor vehicle which must be registered with the Registry of Motor Vehicles of the Commonwealth of Massachusetts prior to being operated on a public way (excepting only farming and construction equipment such as tractors, bulldozers, backhoes, and similar equipment), which is not so registered for a period of (6) consecutive months is a junked or abandoned motor vehicle for the purpose of this By-Law.**
- 2. There shall be only one junked or abandoned motor vehicle permitted at any residence or property.**
- 3. The Board of Selectmen, upon application of a property owner and after inspection of the applicant's premises, may permit the storage of more than one junked or abandoned motor vehicle on such property, provided the Selectmen find such junked or abandoned motor vehicle(s) can be screened from public view. In determining whether such vehicle(s) can be screened from public view, the Selectmen shall consider: the situs of the applicant's land in the Town; the lot size of the land owned by the applicant; the natural cover and terrain available to the applicant for screening purposes; whether a barn, garage or other man-made structure is available to the applicant for screening purposes; the location of the proposed junked or abandoned motor vehicle storage place in relation to public ways and property lines.**
- 4. The Board of Selectmen or Chief of Police may order the removal of any junked or abandoned motor vehicle(s) by certified mail notice addressed to the property owner and said property owner shall have thirty (30) days from the date of such**

notice to remove said vehicle(s). After such notice and the expiration of thirty (30) days the property owner shall be fined ten (\$10) per day for each day the junked or abandoned motor vehicle(s) remains on his property, each day constituting a separate offense under this By-Law.

5. This By-Law shall not apply to persons licensed by the Board of Selectmen under M.G.L. Chapter 40, Section 57 et seq., except that such licenses shall screen their junked or abandoned motor vehicles from public view in accordance with standards set by the Selectmen in Section 3 alone.

Numerous complaints have been received by the Peru Police Department and Selectboard of junked or abandoned motor vehicles that violate our Town's By-Law. To combat the visual blight, unsightliness, and general deterioration of property values, we are reaching out to all residents of Peru regarding this issue. If you are in violation of this By-Law, kindly take the necessary steps to bring your property into compliance. The Town will begin enforcement efforts in September.

Thank you in advance for your cooperation.

Sincerely,

Bruce W. Cullett
Chief of Police

LL Data Designs LLC

PO Box 114
Milton, DE 19968

401-258-0493
lldatadesigns@gmail.com
LLDATADESIGNS.COM

To:	Town of Peru 3 East Main Road Suite 102 Peru MA 01235	Proposal Date: 7/16/2023 Proposal #23-033-P <i>This proposal expires after 60 days</i>
Contact:	Kim Leach townclerk@townofperuma.com Tel # 413-655-8312 Ext. #102	

Peru MA, MA Database Proposal

Dog and Multi Pet License Database

- Resident Information
- Multiple dogs' information for each resident
- Search, Name, Dog Tag, Rabies Tag
- Multi Pet Information
- Dog License
- Payment Receipt
- History
- Report, by Name, Breed, and Address
- Renewal Notice
- Installation
- Compatible with MS Access 2010,2013, 2016, 2019 and 365
- Free 3 months Maintenance and Support

Dog Database Total **\$2495.00**

The database is an MS Access file. You will need MS Access to run the database. If you do not have MS Access, you will need a computer that has a full version of MS Access. All other computers can run the database with a free MS Access runtime. The database can be shared between users. The database users need to have access to the drive or server that the database is being stored.

3 Year Required Annual Maintenance Schedule

Maintenance separately invoiced 3 months after database installation

Dog Database \$595.00

Year 1	Due 3 mos. after installation	\$ 595.00
Year 2	Due 15 mos. after installation	\$ 595.00
Year 3	Due 27 mos. after installation	\$ 595.00

Annual Maintenance and Support Agreement

- Phone support and remote support
- All upgrades and changes made to Forms and Reports
- Yearly maintenance of database structure
- Includes 3 hours transitional training for staff changes and or staff training

**LL DATA DESIGNS DISCOUNTS FOR 2023
(Purchase Multiple Databases at One Time)**

2 Databases	10%
3 Databases	15%
4 or more databases	20%

Databases by LL Data Designs LLC:

- Boards and Commission
- Business Certificates, Fuel Storage and Event Permits
- Business Licensing
- Cemetery
- Daily Receipt Log
- Dog License
- Election Worker Schedule and Payroll
- Landlord Tracking Database
- Parking Tickets
- Planning and Zoning (Clerks)
- Probate Database
- Public Record Tracking
- Taxi Permits
- Vitals Database
- Voter Check In (VCI)
- Yard Sale Database

Spoke to Mark Hamell of Patient today
2/14/23 - He said - Jim King could
come out + reassess Camp Danbee
in middle of Sept. Requested we send
them an I+E (certified) + ask for
brochures of the camp showing layout
of building + info on camp. I asked
how long it would take Jim to do it.
He said two days. I asked about
billing - he said "Pew has been very
patient with us" and didn't feel there
would be any additional charge -
"just keeping up with the data" he said.
He asked me to call him the end of
August to set up day for Jim King
to come + reinspect Camp Danbee in the
middle of September.

Alex King
Assessor

7/10/2023

Board of Selectmen
3 East Main Road
Peru, MA 01235

Dear Board of Selectmen:

The purpose of this letter is to request your approval for me to hold more than one appointed position with the Town.

In general, the conflict of interest law restricts municipal employees from holding more than one appointed town position, where at least one position is paid. However, in recognition of the difficulty small towns experience in finding people willing to serve in town positions, the law gives Boards of Selectmen the power to grant exemptions from that restriction.

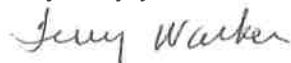
The multiple appointed positions that I wish to hold are:

- 1) Town Administrator position with a salary of \$30,900
- 2) Administrative Assistant position with a salary of \$5,500

Under § 20 of the conflict of interest law, G.L. c. 268A, in towns with a population of less than 3,500, the Board of Selectmen may allow a municipal employee to have more than one appointed position. Since our town, Peru has a population of 815 (as of latest decennial census), you as the Board of Selectmen have the power to authorize me to hold all the positions listed above.

I hereby request that the Board of Selectmen approve the exemption under § 20 to allow me to hold all of the listed appointed positions.

Very truly yours,



Terry L. Walker