

TOWN HALL 3 EAST MAIN ROAD PERU, MA 01235

SELECT BOARD MEETING MINUTES: August 14, 2023 @ 6:00 P.M.

Peru Town Hall Meeting Room

Vern Leach, Chairman BOS/ACO
Ed Munch, Selectman
Doug Haskins, Selectman/Fin Com
Terry Walker, Town Administrator
Jesse Pelkey, Fire Chief
Bruce Cullett, Police Chief
Paul Hickling, Fin Com
Logan Brooks, Fire Captain
Nanette Mone, Board of Health

Public Attendees: Heather Brooks, Tina Barrington, Logan Brooks, Donald Perreault, Harold Finn

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

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

Item 3: State Recording status: no

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

Item 5: Review and Approve BOS Meeting Minutes for 08/07/2023:

Selectman Leach motion to approve 08/07/2023 minutes pending changes, Selectman Haskins second, 3-0.

Item 6: Updates of Departments:

Finance Committee Chairman Hickling mentioned that the Fin Com met on August 10, 2023, and reorganized the board. Paul Hickling will continue as Chairman. The meeting then focused on a Special Town Meeting:

1. To increase the Treasurer/Collector salaries by 3%.
2. To Increase the Assessor salary from \$2,500-\$3,471 which would be level funded from FY23
3. Town Clerk dog module
4. Highway Dept. FY23 invoice Pete's tires

Fin Com Chairman mentioned that there was a lot of disagreement regarding the Assessors salary being reinstated. Fin Com Chairman felt that at STM the Fin Com should not be openly disagreeing on these issues. The next Finance Committee meeting will be held on August 24, 2023, at 6:00 p.m.

Board of Health member Ms. Mone inquired about the contracts from the Berkshire Alliance. The Selectboard mentioned that TA Walker was given permission to sign the contracts. In addition: Ms Mone mentioned that Peggy White would like to be appointed as the Representative and Darryl Darby would like to be appointed as the Alternate Representative to the Governing Board of the Berkshire Public Health Alliance. Selectman Leach mentioned that the board does not make appointments without the correct paperwork.

Fire Chief Pelkey asked the Board of Health to remove dumpster permits from permit eyes. The dumpster permit must go through the Fire Chief. Chief Pelkey asked if he could use the town credit card for CORI checks which would be \$39.99 per person. Selectman Munch asked if the fire department had funding for 10-12 CORI checks. Chief Pelkey was

given permission to use the town credit card. Fire Chief Pelkey was asked to look around and see who other fire departments use for CORI checks.

Police Chief Cullett mentioned that milling on Route 143 from the Worthington town line to Strong Road has started and will be completed in 4 weeks.

Chief Cullett does not have a date to have the alarm system checked.

TA Walker mentioned that Overhead Doors invoice for \$212.00 will need an encumbrance from Building Maintenance which has a balance of 439.91. Fire Chief Pelkey mentioned that this is the first bill he received, and the bill was dated April 2023. Selectman Leach motion to encumber \$212.00 from Building Maintenance to pay the Overhead Doors invoice, Selectman Munch second, 3-0.

TA Walker mentioned that the Green Community Grant needs to be revised by September or the the town will lose the balance of the grant. Once TA Walker revises the grant application the town has 2 years to spend the grant funds. Selectman Munch mentioned that the copier toner cartridge fell out of the copier and TA Walker's sandals and jacket are covered in Ink. Selectman Munch said it would be appropriate for the town to pay for the clothes and sandals. Also, the floor needs to be cleaned and this should be paid from the Building Maintenance account. The board agreed to have the copier repaired.

Item 7: Discussion on Fire Rescue Vehicle: Captain Brooks brough photos of utility bodies for the Rescue Truck. Some of his safety concerns are people riding in the back of an ambulance. Captain Brooks felt that MHQ's customer service is not as good as Marcotte Ford and the price on a new Rescue Vehicle is very similar. Selectman Haskins felt that quotes on the utility bodies are needed. The purchase will hopefully be funded by ARPA and would not affect the tax rate.

Item 8: Discussion and possible vote to appoint Paula Phillips as an Election Poll Worker: Selectman Leach motion to appoint Paula Phillips as an Election Poll Worker, Selectman Munch second, 3-0.

Item 9: Discussion and possible vote on Metal Dumpster Policy: Selectman Leach invoked the rule of necessity. Selectman Munch invoked the rule of necessity. The board agreed that taking items out of the dumpster should be at the discretion of the attendants. Police Chief Cullett asked if TA Walker had received an opinion from legal counsel. Mr. Leach mentioned at the end of the meeting last week TA Walker was instructed not to call town counsel and not waste town money. Police Chief Cullett asked what the reasoning is to change the policy. Mr. Leach will call Town Council tomorrow and ask if the items in the dumpster belong to the town. Tina Barrington mentioned that security cameras are at the transfer station, and this would be proof if something is being done wrong. Selectman Leach placed on hold until Wednesday, August 23rd meeting.

Item 10: Discussion and possible vote on Renatus invoice regarding upgrading ThinkPad: TA Walker mentioned that the invoice did not belong to the town and that it was issued in error.

Item 11: Discussion and resolution on Debris in road By-law with Jesse Pelkey: Selectman Leach mentioned that this issue could not be discussed because Highway Superintendent Russell was not at meeting. Mr. Pelkey mentioned that he did not know this was a by-law until Highway Superintendent Russell stopped by and was very rude to him. Selectman Haskins mentioned that Mr. Pelkey should not blow grass in the road because it is a safety hazard and there have been 5 deaths on motorcycles in the last few weeks. Selectman Haskins also mentioned that he had discussed the issue with Highway Superintendent Russell, and he needs to stop unnecessary rudeness. Selectman Leach felt that this issue has been resolved.

Item 12: Public Input: Tina Barrington wanted to know how to have fill from the ditches delivered to her house. Selectman Leach suggested she go to the highway garage and get on the list.

Harold Finn began to discuss the condition of Hickingbotham Road and felt that the Highway Superintendent changed the drainage to the North side of the road and his driveway is being flooded during rainstorms. Selectman Leach

mentioned that this item cannot be discussed because Highway Superintendent Russell is not present. Mr. Finn stated that Superintendent Russell is destroying the landscape and destroying stone walls. Mr. Finn stated that he will get the state involved. Selectman Haskins mentioned that the town cannot cut the road down below his driveway. Mr. Finn questioned why he hasn't received a return call about the issue. TA Walker called Mr. Finn's house and he would not come to the phone. TA Walker told Mrs. Finn that he was on the agenda on August 7th to discuss this issue at a Board of Selectmen's meeting. Selectman Haskins mentioned that Mr. Finn called 911 and reported a flood. Mr. Finn stated that Police Chief Cullett instructed him to call 911. Mr. Finn will be on the agenda on August 23rd. Selectman Leach mentioned if Highway Superintendent Russell does not show up this article will be placed on hold.

Item 13: Review and Approve Accounts Payable, Treasury Warrants and Payroll Warrant: N/A

Item 14: Adjourn: Selectman Leach motion to adjourn the 8/14/2023 BOS Meeting, Selectman Haskins second, vote 3-0. The 8/14/2023 BOS Meeting adjourned at 7:39 P.M.

Articles used:

- Minutes- 8/7/2023
- Green Communities grant
- Repair quote for copier
- Utility Bodies for Rescue truck
- Appointment papers

Respectfully Submitted,

Terry Walker
Town Administrator

Verne Leach, Chairman

Doug Haskins, Selectman

Ed Munch, Selectman

Date Approved: 8-23-23

Received 8/24/2023 Kim Leach, Town Clerk

From: Pfister, Jane (ENE) <jane.pfister@mass.gov>
Sent: Wednesday, August 9, 2023 4:45 PM
To: Town Administrator <townadmin@townofperuma.com>; Select Men <selectman@townofperuma.com>
Cc: Mason, Christopher (ENE) <Christopher.Mason2@mass.gov>
Subject: [External Sender]PERU, Green Community grant progress, Extension?

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

Dear Administrator Walker

Thanks for taking my call. Best of luck and fun time in Boston.

As we discussed, the town has only applied to use some of the grant funds it was awarded when it was designated as a Green Community. Please check on the status of these projects and let me know if they have been completed yet.

Project	Location	GC Project Budgeted Cost	Utility Rebate Proposed or Approved
Int and Ext lighting	Town Garage/Salt Shed	\$ 5,996.29	\$1,165.58
Lighting	Town Hall	\$ 1,856.04	\$1,379.97

The current contract between DOER and Peru has a contract end date of **9/30/23** so it will be necessary to do an extension of the contract to give the town enough time to spend out its full grant award on energy conservation measures. I suggest you make contact with Chris Mason, Christopher.Mason2@mass.gov, western regional coordinator. Mobile: 857-753-2159

I suggest a new contract end date of **9/30/2026**.

We have a process for extensions.

Our process starts with a **formal letter on town letterhead** from the Select Board requesting an extension, detailing why it is necessary, what work has taken place and what has been paid out for that work.

I suggest adding on three more years just to be sure since we will only entertain one extension of the contract. 9/30/2026. The town still has most of the grant award to expend on energy conservation measures. If the town finishes before then the dollars in the out years can move forward.

Once the town has written the request letter, please email a scan to me.

I will email the town the extension to be signed after receiving the request letter.

I look forward to hearing from you soon.
Jane

617-935-9158, mobile

Jane Pfister, Grant Coordinator
Green Communities Division



COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF
ENERGY AND ENVIRONMENTAL AFFAIRS
DEPARTMENT OF ENERGY RESOURCES
100 CAMBRIDGE ST., SUITE 1020
BOSTON, MA 02114
Telephone: 617-626-7300
Facsimile: 617-727-0030

Charles D. Baker
Governor

Karyn E. Polito
Lt. Governor

Kathleen A. Theoharides
Secretary

Patrick C. Woodcock
Commissioner

February 3, 2020

Verne Leach, Chair, Board of Selectmen
Town of Peru
3 East Main Road
Peru, MA, 01235

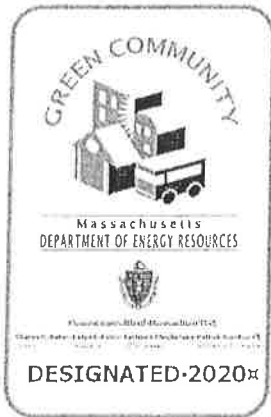
Dear Mr. Leach,

Congratulations on the Town of Peru's designation as a Green Community! This designation is quite an achievement and reflects the hard work and tireless efforts your community has exhibited in meeting the Green Communities Designation and Grant Program's five criteria. Meeting these criteria is proof of Peru's position as an energy leader in Massachusetts, poised to reduce its energy costs, improve the local environment and implement energy efficiency and renewable energy projects with funding through the Green Communities Designation and Grant Program. The purpose of this letter is to confirm your Green Community designation in writing and provide you with program information and activities relevant to you as a newly-designated Green Community.

Along with this designation, the Town of Peru has been awarded a grant of \$128,820. A formulaic allocation has been established that consists of a base grant per community of \$125,000, plus an amount adjusted for population and income. To receive this grant award, the Town of Peru will be required to submit a project application proposing how these funds will be spent. The Green Communities Division ("Division") will begin accepting grant applications on February 10, 2020 and the deadline for designation grant applications is 5pm on February 28, 2020. The Green Communities grant application guidance with submission instructions is provided as a separate attached document. Please be sure to work with your Regional Coordinator, Mark Rabinsky at 413-755-2232, to identify potential energy projects and coordinate with vendors and utility companies.

SIGNS

Each designated Green Community receives four (4) 12" x 18" aluminum signs to be displayed in your community. While you are free to place these signs wherever you choose within your community, the Division recommends installing them in highly-visible, high pedestrian traffic areas (such as near municipal offices, schools, and downtown business districts, and/or within parks and along walking paths). If installed on roadways, the Division recommends hanging them at approximately eye-level for motorists, to maximize readability.



CERTIFICATES

Each Green Community will receive an official certificate for display pronouncing the municipality's designation as a Green Community and including the designation date and signatures of the Governor, Lieutenant Governor, Secretary of Energy and Environmental Affairs, and Acting Commissioner of the Department of Energy Resources.

Again, congratulations on becoming a Green Community. The Division looks forward to working with the Town of Peru to meet the objectives of the Green Communities Designation and Grant Program and to support you in meeting your local energy goals. Thank you for your commitment to a cleaner energy future for Massachusetts.

Sincerely,

Brian Sullivan
Director, Green Communities Division

Cc: Caleb Mitchell, Town Administrator
Mark Rabinsky, Green Communities Regional Coordinator

QUALIFIED PROJECTS

Designated Green Communities may submit a grant application to fund all or a portion of the costs of studying, designing, constructing and implementing energy efficiency and renewable or alternative energy activities, including but not limited to:

- Energy conservation measures and projects
- Energy audits or engineering studies
- Demand side reduction initiatives
- Supporting services for energy efficiency policies, including seed funds for Energy Manager position (up to 20 percent of grant award not to exceed \$50,000). Applicant may not apply for BOTH Energy Manager Seed Funds AND Administrative costs.
- Vehicular efficiency measures, such as idle reduction equipment and after-market hybrid retrofit kits
- Hybrid vehicles, plug-in hybrid or fully electric vehicles (\$5,000 max per hybrid vehicle; \$7,500 max per electric vehicle)
- The installation of publicly accessible electric vehicle charging station equipment (\$7,500 max per charging station)
- Financing the siting and construction of renewable and alternative energy projects on municipally-owned property
- Building Operator Certification training for up to three staff members.
- See pages 5-8 for details



COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



This form is jointly issued and published by the Office of the Comptroller (CTR), the Executive Office for Administration and Finance (ANF), and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. The Commonwealth deems void any changes made on or by attachment (in the form of addendum, engagement letters, contract forms or invoice terms) to the terms in this published form or to the Standard Contract Form Instructions, Contractor Certifications and Commonwealth Terms and Conditions which are incorporated by reference herein. Additional non-conflicting terms may be added by Attachment. Contractors are required to access published forms at CTR Forms: <https://www.masscomptroller.org/forms>. Forms are also posted at OSD Forms: <https://www.mass.gov/lists/osd-forms>.

CONTRACTOR LEGAL NAME: Town of Peru (and d/b/a):		COMMONWEALTH DEPARTMENT NAME: Department of Energy Resources MMARS Department Code:	
Legal Address: (W-9, W-4): 3 East Main Road, Peru, MA 01235		Business Mailing Address: 100 Cambridge Street, Suite 1020, Boston, MA 02114	
Contract Manager: Caleb Mitchell	Phone: 413-655-8312 Ext. 7	Billing Address (if different):	
E-Mail: townadmin@townofperuma.com	Fax: 413-655-2759	Contract Manager: Jane Pfister	Phone: 617-626-1194
Contractor Vendor Code: VC		E-Mail: jane.pfister@mass.gov	Fax: 617-727-0030
Vendor Code Address ID (e.g. "AD001"): AD___ (Note: The Address ID must be set up for EFT payments.)		MMARS Doc ID(s):	
<input checked="" type="checkbox"/> NEW CONTRACT		<input type="checkbox"/> CONTRACT AMENDMENT	
PROCUREMENT OR EXCEPTION TYPE: (Check one option only) <input type="checkbox"/> Statewide Contract (OSD or an OSD-designated Department) <input type="checkbox"/> Collective Purchase (Attach OSD approval, scope, budget) <input checked="" type="checkbox"/> Department Procurement (Includes all Grants - 815 CMR 2.00) (Solicitation Notice or RFR, and Response or other procurement supporting documentation) <input type="checkbox"/> Emergency Contract (Attach justification for emergency, scope, budget) <input type="checkbox"/> Contract Employee (Attach Employment Status Form, scope, budget) <input type="checkbox"/> Other Procurement Exception (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope and budget)		Enter Current Contract End Date <u>prior</u> to Amendment: _____, 20____. Enter Amendment Amount: \$ _____, (or "no change") AMENDMENT TYPE: (Check one option only. Attach details of amendment changes.) <input type="checkbox"/> Amendment to Date, Scope or Budget (Attach updated scope and budget) <input type="checkbox"/> Interim Contract (Attach justification for Interim Contract and updated scope/budget) <input type="checkbox"/> Contract Employee (Attach any updates to scope or budget) <input type="checkbox"/> Other Procurement Exception (Attach authorizing language/justification and updated scope and budget)	
The Standard Contract Form Instructions, Contractor Certifications and the following Commonwealth Terms and Conditions document is incorporated by reference into this Contract and are legally binding: (Check ONE option): <input checked="" type="checkbox"/> Commonwealth Terms and Conditions <input type="checkbox"/> Commonwealth Terms and Conditions For Human and Social Services			
COMPENSATION: (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00. <input type="checkbox"/> Rate Contract. (No Maximum Obligation) Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) <input type="checkbox"/> Maximum Obligation Contract. Enter total maximum obligation for total duration of this contract (or <u>new</u> total if Contract is being amended). \$128,820.00			
PROMPT PAYMENT DISCOUNTS (PPD): Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days ___% PPD; Payment issued within 15 days ___% PPD; Payment issued within 20 days ___% PPD; Payment issued within 30 days ___% PPD. If PPD percentages are left blank, identify reason: <input checked="" type="checkbox"/> agree to standard 45 day cycle ___ statutory/legal or Ready Payments (M.G.L. c. 29, § 23A); ___ only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)			
BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT: This is a contract to award a grant to the Town of Peru for fiscal years 2021-2023 under the Green Communities Designation Grant Program in the amount of one hundred twenty-eight thousand eight hundred twenty dollars (\$128,820.00) to fund energy conservation measures, lighting and energy conservation measures to be determined, in municipal facilities including Town Garage and Town Hall, to be provided for the benefit of, and subject to the direction and oversight of, the Grantee as detailed in Attachment C.			
ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: <input checked="" type="checkbox"/> 1. may be incurred as of the Effective Date (latest signature date below) and <u>no</u> obligations have been incurred <u>prior</u> to the Effective Date. <input type="checkbox"/> 2. may be incurred as of _____, 20____, a date LATER than the Effective Date below and <u>no</u> obligations have been incurred <u>prior</u> to the Effective Date. <input type="checkbox"/> 3. were incurred as of _____, 20____, a date PRIOR to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.			
CONTRACT END DATE: Contract performance shall terminate as of <u>September 30, 2023</u> , with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.			
CERTIFICATIONS: Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, this Standard Contract Form, the Standard Contract Form Instructions, Contractor Certifications, the applicable Commonwealth Terms and Conditions, the Request for Response (RFR) or other solicitation, the Contractor's Response, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07, incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.			
AUTHORIZING SIGNATURE FOR THE CONTRACTOR: x: <u>Edward F. Munch</u> , Date: <u>4/5/21</u> (Signature and Date Must Be Handwritten At Time of Signature)		AUTHORIZING SIGNATURE FOR THE COMMONWEALTH: x: <u>[Signature]</u> , Date: <u>4/20/21</u> (Signature and Date Must Be Handwritten At Time of Signature)	
Print Name: Edward F. Munch Print Title: Chair, Board of Selectmen		Print Name: Marcello T. Payen Print Title: Chief Financial Officer	

Tax Collector

From: paige@berkshiregraphics.com
Sent: Friday, August 11, 2023 10:52 AM
To: Tax Collector
Subject: [External Sender]RE: Copier Repair
Attachments: 20230811095124scan.pdf

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

Good Morning Karen,

Attached is a list of the parts the Canon IR4245 copier system is in need of. All of the parts listed are beyond the life expectancy of the parts by 22% - this was taken months ago in June. Now in the month of August the parts life are most likely now at over 25% over. If these parts are not replaced the machine will begin and continue to operate in poor condition. We highly recommend this machine as soon as possible as these parts continue to wear they will further cause stress onto the machine. We estimate the labor charge will be approximately one hour.

Please feel free to reach out to me with any questions. Wishing you a wonderful afternoon!

Warmest regards,

Paige Mastrogiovanni Rosier
Berkshire Graphics Inc.

239 Wahconah Street
Pittsfield, MA. 01201
(413) 442-3569
(413) 499-5950 fax
(413) 329-9004 mobile
www.berkshiregraphics.com

The Canon logo is displayed in a large, bold, black serif font. The letter 'C' is significantly larger than the other letters, and the 'o' has a white vertical bar through its center.

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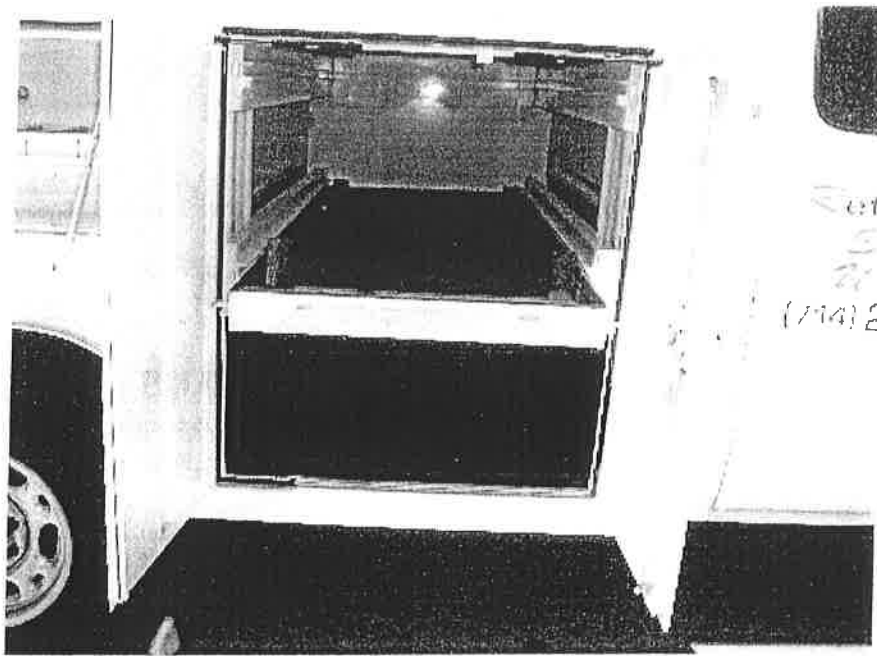
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and Pro
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the Ford
RV and
Trailer
Towing
Guide |
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The
Evolution
of the
Harbor
Landscaper
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Meet
America's
Manufacturing
Revolution
| Rouge
Electric
Vehicle
Center |
Built
Ford
Proud

Aug 08,
2023



Here is a shot of a transverse compartment with a slide out drawer. This type of compartment is so useful in many ways for many different businesses.

This compartment goes from one side through the body to the backside of the compartment on the opposite side of the body, so the drawer only slides out one way. This makes for a nice long drawer and you still have the original functional compartment

VIDEOS