

TOWN HALL 3 EAST MAIN ROAD PERU, MA 01235

BOARD OF SELECTMEN/FINANCE COMMITTEE JOINT MEETING MINUTES:

April 29, 2024, 6:00 P.M.

Town Hall Meeting Room

Verne Leach, Chair Selectman/ACO
Doug Haskins, Selectman/Fin Com
Ed Munch, Selectman
Terry Walker, Town Administrator
Bruce Cullett, Police Chief
Justin Russell, Highway Superintendent
Paul Hickling, Chairman Finance Committee
Sam Haupt, Fin Com
Robin Wadsworth, Fin Com
Bonny DiTomasso-School Committee

Public Attendees: Mitch Lacker- Renatus Solutions, Inc

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

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

Roll Call Finance Committee: Chairman Paul Hickling present, Sam Haupt present, Robin Wadsworth present, Doug Haskins present, Jesse Pelkey absent

Item 3: State Recording status: Selectman Leach recording under Exemption E and Fin Com Member Robin Wadsworth

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

Item 5: Review and Approve BOS Meeting Minutes for 4/17/2024:

Selectman Leach motion to approve 4/22/2024 minute, Selectman Munch second, 2-0

Fin Com Member Haupt motion to approve Finance Committee minutes for 4/10/2024 meeting, Selectman Haskins second, 4-0

Item 6: Update of Departments:

Fin Com Chairman Hickling mentioned:

- LLData Design quote for Town Clerk software for Dog database, Boards and Commissions database, and Public Records database request for \$7,800.00. It was decided this would be discussed under Item 7. (FY25 budget).
- Chairman Hickling also mentioned that there are 9 vocational students for the upcoming school year.
- Stipend for the fire fighters was also mentioned.

Police Chief Cullett:

- Bi-annual firearms training for the Police Department is scheduled for Saturday, May 4, 2024
- Performance reviews will be completed by Chief Cullett for all officers.
- Shared Streets Grant has not been awarded this time. This grant was written for updating traffic warning devices such as flashing lights.

Highway Superintendent Russell:

- Top priority is grading and patching roads.
- Bid opening for August Smith Road and Curtin Road will be held on May 6, 2024
- Pierce Road project will be completed in the near future

School Committee member-Bonny DiTomasso:

- The Regional School Agreement was voted on by the School District on April 22, 2024, and sent to all towns
- The next step is for the voters to vote on the Regional School Agreement at Annual Town Meeting
- The last official School Agreement was approved in 1958.

Town Administrator Walker:

- TA Walker presented the updated Cemetery Rules and Guidelines that will be voted on at ATM. The board agreed to have an article on the ATM warrant for the updated Rules and Guidelines.
- Fire Chief Cawthron was not able to attend. TA Walker presented the contract to the Board to be signed which is acceptance of the Fire Department Grant. Selectman Leach motion to sign contract, Selectman Munch second, 2-0
- Selectman Leach motion to accept Dufour bid for Vocational Transportation, Selectman Munch second, 2-0
- TA Walker also mentioned that a 3rd Expression of Interest was accepted by One Stop which is part of the MassWorks Grant Application. This EOI was for the removal of old guardrails and installation of guardrails on Route 143.

Item 7: Discuss FY2025 Budget with Finance Committee: Mitch Lacker from Renatus Solutions gave a detailed presentation on updating computers and replacing some computers at town hall. Mitch mentioned that there is a \$200,000 Community Compact IT Grant that may assist the town on updating some of the following:

- Cameras
- Wiring and Switches
- MIIA Phishing Training
- EDR Detects viruses.
- .Gov for the town emails
- MIIA Insurance requires enhanced security
- CJIS Security requirements
- Upgrade the firewall

The Total FY25 Budget request for Renatus is \$29,000. Mitch also mentioned that Windows 10 will be obsolete by October 2025.

Chairman Hickling motion to approve \$29,000 for IT account, Fin Com member Wadsworth second, 4-0.

Selectman Leach motion to approve \$29,000 for IT account, Selectman Munch second, 2-0. Mitch will give TA Walker any assistance needed to help with the \$200,000 Community Compact IT Grant application.

Selectman Leach mentioned that using Free Cash to lower the taxes is one option. Selectman Munch mentioned that using Free Cash to pay off the Fire House was another option. Fin Com Member Wadsworth mentioned that the town has uncollected taxes totaling over \$400,000. The uncollected taxes are a liability and deducted from our Free Cash.

Therefore, certified Free Cash was only \$359,000. Ms. Wadsworth mentioned that if uncollectable taxes were put in tax title, then it would remove the liability from the town. Selectman Haskins mentioned he is against using Free Cash to reduce the tax rate. Selectman Munch asked Fin Com Member Wadsworth if she thought using Free Cash to lower the taxes was a good idea. It was agreed that \$50,000 should be used to reduce the tax rate.

Fin Com Chairman Hickling and Board of Selectmen finalized and voted on all line items on the FY25 Worksheet. All items without an amount were filled in except Medicare:

- Town Administrator Salary: Selectman Munch motion to raise the salary to \$36,000 which is comparable to surrounding towns. Then Selectman Munch then motioned to raise the salary from \$30,900 to \$35,000, Selectman Leach second 2-0. Fin Com Chairman Hickling motion to raise salary to \$35,000, Fin Com member Haskins second, 4-0.
- Administrative Assistant Salary: Selectman Leach motion to decrease the salary from \$5,500 to \$3,500, Selectman Munch disagreed with decreasing anyone's salary. Fin Com member Haskins recommended decreasing the salary from \$5,500 to \$2,500. Terry Walker asked if the job description and her duties would change. At present she does minutes for all boards plus accounting duties as part of the Administrative Assistant duties. Selectman Haskins mentioned that the reason for the decrease is because the Selectboard may only meet every other week. Fin Com member Wadsworth felt that accounting duties should be part of her TA duties. Fin Com member Haupt felt that Terry will be needed to also take minutes for the Planning Board since there will be several meetings concerning updating Town by-laws. Fin Com Chairman Hickling stated that these two positions should be treated separately even though one person holds both jobs. Selectman Leach motion to set the salary at \$3,500.00, Selectman Munch did not support but agreed, 2-0. The Finance Committee voted 4-0 in favor of reducing the Administrative Assistant salary from \$5,500 to \$3,500.00.
- Fin Com Chairman Hickling read all line-item appropriations from the FY25 Worksheet and all line items were voted unanimously with very little discussion. TA Walker will calculate Medicare line item and will have ATM warrant available for review at the Selectmen's meeting on Monday, May 6th.

FREE CASH:

- IT account \$5,000
- Interest on Loans \$15,000
- South Cemetery \$1,800 flag pole
- South Thompson Burial Ground re-establishing boundaries \$\$2,981.00
- North Cemetery resetting headstone \$1,800.00.
- Highway Dept. Sandblasting 2009 International \$7,958.
- Highway Department Sandblasting Ford 550 \$ 6,992.30
- Highway Department Plasma cutter \$2,200
- Future Equipment \$100,000
- Reducing Tax Rate \$50,000
- Police Communication \$ 31,500
- Bullet proof vest matching grant \$1,500
- Town Clerk Software- LLData Design \$3,100
- BRPC updating zoning by laws 5,000
- Town Hall Assessment \$50,000

Fin Com Chairman Haskins motion to adjourn Fin Com meeting, Fin Com Member Haskins second, meeting was adjourned at 8:27 p.m. 4-0

Roll Call Board of Selectmen at 8:27 p.m.: Selectman Leach present, Selectman Haskins present, Selectmen Munch present.

Item 8: Discussion and possible vote to approve transfer of funds from the Reserve Fund to various accounts that may run over budget: Approved by the Finance Committee

Item 9: Review and sign the Annual Town Election Warrant: Selectman Leach motion to approve the Annual Town Election Warrant, Selectman Munch second, 3-0

Item 10: Discuss and vote to request letters of support – Study of Municipal Safety Needs in the Woodlands Partnership Region: Selectman Leach motion to sign letter of support for the Study of Municipal Safety Needs in the Woodlands Partnership Region, Selectman Munch second, 3-0.

Item 11: Discuss and vote on the posting for a hearing on MassWorks Grant: Selectman Leach motion to accept and post the public hearing notice for the MassWorks Grant, Selectman Haskins second, 3-0

Item 12: Update on mold issue in the Community Center per Health Inspector's Report: Selectman Haskins will discuss the mold remediation issue with Jay Jewell and get back to the board. Selectman Haskins reported on what his findings were in the basement: totes, blueprints, arts and crafts, and some old furniture. He wondered if the arts and crafts could be donated to nursing homes. Coralee Pelkey asked if she could help clean out the area. Selectman Leach instructed Coralee Pelkey that the items will be disposed of by professionals, and she cannot assist. Selectman Leach mentioned that most of the items are trash and will be put in the dumpster. Highway Superintendent Russell mentioned that if the moldy area in the basement is sealed airtight then the mold will come upstairs. Coralee Pelkey wondered what type of mold it is. Selectman Munch mentioned that the board received the report last week and they are uncertain what kind of mold is in the basement.

Item 13: Public Input: none

Item 14: Review and approve Accounts Payable, Treasury Warrant and Payroll Warrant: V22-2024, 24-22P

Item 15: Adjourn: Selectman Leach made motion to adjourn the 4/29/2024 BOS meeting, Selectman Munch second, Vote 3-0. The 4/29/2024 BOS meeting adjourned at 8:49 P.M.

Articles used:

Warrant: V22-2024, 24-22P
FY25 Budget Worksheet
Reserve Fund Transfers
Town Election Warrant
Woodlands Partnership letter of support
Public Hearing Notice for MassWorks Grant
Fire Department Contract-Grant
LLData Design quote
Renatus Solutions quote
Cemetery Rules and Guidelines
Terry Walker TA Salary request

Ferry Walker
Town Administrator


Verne Leach, Chairman



Doug Haskins, Selectman



Ed Munch, Selectman



Date Approved: 5/6/24

Received May 6, 2024 , Kim Leach, Town Clerk

Line Item Number	Budget Item	FY 22 Allocation	FY 23 Allocation	FY 24 Allocation	FY 25 Proposed	Increase/(Decrease)	% change
10111.00	Legal	9,500.00	9,000.00	9,000.00	9,900.00	900.00	10%
10122.00	Town Administrator	21,012.00	30,000.00	30,900.00	35,000.00	4,100.00	13%
10122.01	Selectmen's Salary	10,413.00	10,413.00	10,725.00	11,046.75	321.75	3%
10122.02	Selectmen Expenses	2,500.00	2,500.00	2,500.00	2,000.00	(500.00)	-20%
10122.06	Administrative Assistant	8,450.00	9,100.00	5,500.00	3,500.00	(2,000.00)	-36%
10123.00	Continuing Ed	6,530.00	6,530.00	6,530.00	3,000.00	(3,530.00)	-54%
10124.00	IT	19,000.00	19,000.00	24,500.00	24,500.00	-	0%
10124.02	Website	1,850.00	1,930.00	1,930.00	1,930.00	-	0%
10135.00	Accountant Services	12,000.00	0.00	31,800.00	31,800.00	-	0%
10135.01	Town Auditor	1.00	1.00	1.00	1.00	-	0%
10141.00	Assessor Salary	10,413.00	3,471.00	24,691.00	25,431.00	740.00	3%
10141.01	Assessor Expenses	1,000.00	1,000.00	1,000.00	1,000.00	-	0%
10141.02	Assessor Services	19,857.00	32,400.00	25,000.00	25,000.00	-	0%
10141.04	Tax Map Maintenance	1,600.00	1,600.00	1,600.00	1,600.00	-	0%
10141.12	Assessor Computer	4,500.00	2,400.00	2,400.00	2,400.00	-	0%
10141.12	Assessor Utility Appraisal	3,500.00	3,500.00	3,500.00	3,500.00	-	0%
10145.00	Treasurer's Salary	9,753.00	12,000.00	12,730.80	13,112.72	381.92	3%
10145.02	Treasurer Expenses	1,500.00	1,500.00	1,500.00	1,500.00	-	0%
10145.03	Bank Charges	100.00	100.00	100.00	100.00	-	0%
10145.04	Treasurer Tax Title Exp	5,000.00	6,000.00	6,000.00	6,000.00	-	0%
10145.05	Annual Software	11,470.00	12,646.00	13,277.97	13,941.87	663.90	5%
10146.00	Tax Collector Salary	9,753.00	12,000.00	12,730.80	13,112.72	381.92	3%
10146.01	Tax Collector Expenses	1,500.00	1,500.00	1,500.00	1,500.00	-	0%
10146.02	Tax Taking Charges	1,500.00	1,500.00	1,500.00	1,500.00	-	0%
10146.05	Tax Coll Computer Support	9,388.00	10,351.00	10,867.78	11,411.17	543.39	5%
10161.00	Town Clerk Salary	8,321.00	10,000.00	10,300.00	10,609.00	309.00	3%
10161.01	Town Clerk Expenses	2,200.00	2,000.00	2,200.00	2,200.00	-	0%
10161.02	Asst Town Clerk Salary	2,484.00	2,484.00	2,730.00	2,811.60	81.60	3%
10161.03	Election & Bd of Reg	4,850.00	5,850.00	5,850.00	5,850.00	-	0%
10171.00	Conservation Comm	400.00	400.00	400.00	400.00	-	0%
10172.00	BRPC	691.73	677.00	693.00	710.30	17.30	2%
10173.00	Board of Appeals	100.00	100.00	100.00	100.00	-	0%
10175.00	Officer's Mileage	2,000.00	2,500.00	2,000.00	1,500.00	(500.00)	-25%
10175.01	USPS	3,000.00	3,000.00	3,500.00	4,000.00	500.00	14%
10175.02	Office Supplies	2,000.00	2,000.00	2,000.00	2,000.00	-	0%

20212.00	Police Dept. Expenses	4,900.00	5,145.00	7,085.00	7,450.00	365.00	5%
20212.02	Police Wages	29,849.00	32,088.00	39,000.00	39,000.00 ✓	-	0%
20212.04	Police Cruiser Maint	3,400.00	3,500.00	3,500.00	3,500.00	-	0%
20212.08	Police Chief Salary	42,900.00	44,187.00	67,500.00	69,525.00 ✓	2,025.00	3%
20217.00	Internet	7,800.00	6,000.00	6,700.00	7,000.00	300.00	4%
	CHUBB Insurance				8,300	8300.00	
20218.00	Comm Service 911	10,792.00	11,116.00	11,449.00	11,792.36	343.36	3%
20220.00	Police Continuing Ed	896.00	7500	3,000.00	3,000.00	-	0%
20222.00	Vol FD	20,000.00	20,000.00	25,000.00	25,000.00	-	0%
20222.01	Fire Chief Salary	1,214.00	2,450.00	2,525.00	2,600.50 ✓	75.50	3%
20222.02	Fire Station Mortgage	15,216.00	15,216.00	14,630.75	14,338.13	(292.62)	-2%
20222.04	Firemen's Building Maint	1,500.00	1,500.00	2,000.00	2,000.00	-	0%
20222.11	Vol FD Insurance	7,000.00	6,500.00	6,000.00	6,000.00	6,000.00	100%
20224.00	Hinsdale Ambulance	2,000.00	2,000.00	2,000.00	3,000.00	1,000.00	50%
20226.00	Insp of Animals	896.00	922.00	950.00	978.50 ✓	28.50	3%
20292.00	Animal Control Salary	1,801.00	1,855.00	1,911.00	1,968.33 ✓	57.33	3%
20293.00	Animal Control Expense	600.00	600.00	1,000.00	1,000.00	-	0%
30000.01	CBRSD Operating/Transp	878,291.00	883,913.00	903,919.00	943,938.00	40,019.00	4%
30000.02	CBRSD Capital	121,263.00	110,695.00	102,405.00	117,707.00	15,302.00	15%
30000.04	Smith Vocational Tuition	205,469.00	215,842	180,684.00	208,470.00	27,786.00	15%
30000.05	Voc Sch Transportation	37,710.00	39,408.00	41,180.40	43,027.20	1,846.80	4%
30610.00	Peru Library	16,541.00	18,893.00	19,265.00	21,243.00	1,978.00	10%
30610.02	Communication Equip. PD		-	0.00		-	
40100.00	Road Superintendent Salary	63,036.00	67,764.00	75,000.00	77,250.00 ✓	2,250.00	3%
40103.00	Highway Employee Wages	88,000.00	94,600.00	107,000.00	110,000.00 ✓	3,000.00	3%
40103.05	Temp Summer Help	8,000.00	8,000.00	8,000.00	8,000.00 ✓	-	0%
40105.00	Highway Uniforms	3,700.00	3,700.00	3,700.00	3,700.00	-	0%
40200.00	Maint Hard Road Surfaces	28,000.00	28,000.00	28,000.00	28,000.00	-	0%
40204.00	Material Gravel Roads	20,000.00	20,000.00	25,000.00	25,000.00	-	0%
40206.00	Road Machinery Maint	25,000.00	25,000.00	25,000.00	25,000.00	-	0%
40208.00	Gas & Fuel	27,630.00	30,000.00	33,000.00	33,000.00	-	0%
40210.00	Town Highway & Bridges	16,750.00	16,750.00	16,750.00	20,000.00	3,250.00	19%
40212.02	Highway Garage Mortgage	12,020.00	12,020.00	12,020.00	12,020.00	-	0%
40213.21							
40213.22							
40213.25							

40214.00	Tree Removal	20,000.00	20,000.00	20,000.00	20,000.00	25,000.00	5,000.00	25%
40423.00	Snow Roads Public	80,000.00	80,000.00	80,000.00	90,000.00	90,000.00	-	0%
40424.00	Snow Roads Private	500.00	500.00	500.00	500.00	500.00	-	0%
40500.00	Compactor	38,000.00	38,000.00	38,000.00	38,000.00	38,000.00	-	0%
40502.00	Northern Berk Solid Waste	2,515.00	2,794.00	2,866.00	3,178.48	3,178.48	312.48	11%
40503.00	Health Dept	11,450.00	11,900.00	15,500.00	16,000.00	16,000.00	500.00	3%
40504.00	Compactor Attendant	7,533.00	7,800.00	7,950.00	8,188.50	8,188.50	238.50	3%
50300.00	Council On Aging	400.00	400.00	1,000.00	1,000.00	1,000.00	-	0%
50302.00	Elderly Outreach Program	525.00	525.00	650.00	650.00	650.00	-	0%
50303.00	Council On Aging Salary	608.00	750.00	1,200.00	1,236.00	1,236.00	36.00	3%
50700.00	Cemetery Sexton Salary	316.00	350.00	500.00	515.00	515.00	15.00	3%
50700.01	Cemeteries	1,000.00	1,000.00	1,500.00	500.00	500.00	(1,000.00)	-67%
50900.00	Veterans Agent Salary	2,250.00	500.00	500.00	515.00	515.00	15.00	3%
50902.00	Veterans Services	10,000.00	6,000.00	6,000.00	6,000.00	6,000.00	-	0%
60002.04	Town Building Maintenance	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	-	0%
60002.05	Utilities Electric	12,500.00	12,000.00	12,500.00	12,500.00	12,500.00	-	0%
60002.06	Utilities Heating	16,500.00	16,500.00	16,500.00	19,000.00	19,000.00	2,500.00	15%
60002.07	Utilities Telephone	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	-	0%
60002.25				0.00				#DIV/0!
60002.4	Town Hall Cleaning	2,500.00	2,500.00	3,900.00	4,900.00	4,900.00	1,000.00	26%
60004.10	Town Green Park Mowing	6350	6450	6,450.00	6,500.00	6,500.00	50.00	1%
60006.00	Partridge Field Playground	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	-	0%
70750.00	Interest on Loans	1,000.00	12,500.00	1,000.00	1,000.00	1,000.00	-	0%
90206.00	Town Insurance	46,000.00	46,000.00	41,559.00	43,559.00	43,559.00	2,000.00	5%
90208.00	Town Report	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	-	0%
90912.00	BCRS Assessment	45162	39078	58,841.00	62,960.00	62,960.00	4,119.00	7%
90913.00	Mass Unemployment	600.00	600.00	600.00	600.00	600.00	-	0%
90915.00	Medicare	7,600.00	7,700.00	7,700.00	7,700.00	7,700.00	(7,700.00)	-100%
90919.00	Health Insurance	102,730.08	102,730.08	132,120.96	142,450.56	142,450.56	10,329.60	8%
95781.00	Reserve Fund	10,000.00	10,000.00	0.00	10,000.00	10,000.00		#DIV/0!
	TOTAL	2,356,349.81	2,345,194.08	2,532,355.86	2,671,528.69	2,671,528.69		

Town of Peru

Peru, Massachusetts 01235



Request For Transfer From the Reserve Fund (To be submitted in triplicate)

Date: 4/22/24

Finance Committee:

Request is hereby made for the following transfer from the Reserve Fund in accordance with Chapter 40, Section 6, of the Massachusetts General Laws. 495781.00 RE

1. Amount requested: \$ 4,000.00
2. To be transferred to: Utilities - Heating 60002.06
Name of appropriation and account #
3. Present balance in appropriation: \$ 1,893.05
4. The amount requested will be used for: (give specific purpose)
Invoice 19921918 #2,338.05 - April
Plus May + June
5. This expenditure is extraordinary and/or unforeseen for the following reasons:

Jeremy Walker - T.A.
Officer or Department Head

Action of Finance Committee

Date of Meeting 4-29-2024 Number present and voting 4

Transfer voted in the sum of \$4000 Transfer disapproved []

[Signature]
Chairman, Finance Committee

Town of Peru

Peru, Massachusetts 01235



Request For Transfer From the Reserve Fund (To be submitted in triplicate)

Date: 4/22/24

Finance Committee:

Request is hereby made for the following transfer from the Reserve Fund in accordance with Chapter 40, Section 6, of the Massachusetts General Laws. #95781.00 RF.

1. Amount requested: \$ 1,000.00
2. To be transferred to: Town Hall Cleaning # 60002.40
Name of appropriation and account #
3. Present balance in appropriation: \$ 660.00
4. The amount requested will be used for: (give specific purpose)
May + June Cleanings
5. This expenditure is extraordinary and/or unforeseen for the following reasons:

Jerry Walker - TA
Officer or Department Head

Action of Finance Committee

Date of Meeting 4-29-2024 Number present and voting 4

Transfer voted in the sum of \$1000 Transfer disapproved []

[Signature]
Chairman, Finance Committee

Town of Peru

Peru, Massachusetts 01235



Request For Transfer From the Reserve Fund (To be submitted in triplicate)

Date: 4/22/24

Finance Committee:

Request is hereby made for the following transfer from the Reserve Fund in accordance with Chapter 40, Section 6, of the Massachusetts General Laws. # 95781. W RF

1. Amount requested: \$ 2,514.24
2. To be transferred to: 70750.00 Interest on Loans
Name of appropriation and account #
3. Present balance in appropriation: \$ - 2,514.24
4. The amount requested will be used for: (give specific purpose)
Bank interest on MassWORKS GAN
5. This expenditure is extraordinary and/or unforeseen for the following reasons:
unforeseen GAN
Grant Anticipation Note

Jerry Walker - TA
Officer or Department Head

Action of Finance Committee

Date of Meeting 4-29-2024 Number present and voting 4

Transfer voted in the sum of \$2514.24 Transfer disapproved []

[Signature]
Chairman, Finance Committee

Town of Peru

Peru, Massachusetts 01235



Executive Office of Energy and Environmental Affairs
100 Cambridge St. – Suite 900
Boston, MA 02114
RE: Woodlands Partnership Implementation Grant FY 2025

Dear Vanessa Farny:

Thank you for the opportunity to highlight the Town of Peru's support of New England Forestry Foundation's project proposal on behalf of the Woodlands Partnership of Northwest Massachusetts (established in 2018 state law as the Mohawk Trail Woodlands Partnership) to study the 21-town region's emergency response capabilities as it relates to forest land, tourism, municipal financial sustainability, and the role that ecosystem services might play in remediating these challenges.

The proposed project *Ecosystem Services & Municipal Services: A Study of the Effects of Tourism on the Woodlands Partnership Region* effectively connects municipal needs with community and climate and would point the region in a direction to support more sustainably the state's climate goals while preserving the rural way of life for all residents and what makes the area unique.

The Town of Peru is familiar with the effects of a diminished tax base, coupled with a lack of town funds and staff, resulting in fiscal restraints on municipal services. We would be glad to share our experiences and knowledge with the Edward J. Collins, Jr. Center for Public Management at the University of Massachusetts Boston and with the Woodlands Partnership Board in order to ensure that the resulting Study and its recommendations are complete and effective.

The Town of Peru is known for its rural character and abundant woodlands including a NEFF Community forest and we're grateful for the opportunity to further articulate what our municipality requires in attention and support.

Thank you,

Town of Peru Select Board:

Verne Leach, Chair

A handwritten signature in black ink, appearing to read 'Verne Leach', written over a horizontal line.

Douglas Haskins

A handwritten signature in black ink, appearing to read 'Douglas Haskins', written over a horizontal line.

Edward Munch

A handwritten signature in black ink, appearing to read 'Edward Munch', written over a horizontal line.

Dated: April 29, 2024

Town of Peru

Peru, Massachusetts 01235



TOWN OF PERU

BOARD OF SELECTMEN

NOTICE OF PUBLIC HEARING

MIDDLEFIELD ROAD, SUNRISE VILLAGE, ROUTE 143

SAFETY IMPROVEMENTS PROJECT

The Board of Selectmen will conduct a Public Hearing on the proposed Safety Improvements Project on Monday, May 20, 2024 at 6:00 at the Town Hall, 3 East Main Road, Peru, MA

PURPOSE OF THE HEARING: To provide the public with an opportunity to become fully acquainted with the proposed safety improvement projects. All views and comments made at the hearing will be reviewed and considered. The funds for this project will be acquired from a MassWorks Grant.

PROPOSAL: The proposal for Middlefield Road would be sealing the entire length with rubberized chip seal for preservation. Route 143 removal of old guardrails and new guardrails will be installed. Sunrise Village would be a full depth reclamation with culvert and catch basin.

All work on this project will be performed within existing right of ways, and all abutters will be notified via the town website and Berkshire Eagle.

Board of Selectmen

Town of Peru



Commonwealth of Massachusetts
CONTRACTOR AUTHORIZED SIGNATORY LISTING

This form is jointly issued and published by the Office of the Comptroller (CTR) and the Operational Services Division (OSD) as the default form for all Commonwealth Departments when another form is not prescribed by regulation or policy.

**Signature for Corporation (C or S), Partnership, Trust/Estate, Limited Liability Company
 (must match Form W-9 tax classification)**

Contractor Legal Name Town of Peru	Contractor Vendor/Customer Code <small>(if available, not the Taxpayer Identification Number or Social Security Number)</small> VC6000191940
--	--

INSTRUCTIONS: Any Contractor (other than a sole-proprietor or an individual contractor) must provide a listing of individuals who are authorized as legal representatives of the Contractor who can sign contracts and other legally binding documents related to the contract on the Contractor's behalf. In addition to this listing, any state department may require additional proof of authority to sign contracts on behalf of the Contractor, or proof of authenticity of signature (a notarized signature that the Department can use to verify that the signature and date that appear on the Contract or other legal document was actually made by the Contractor's authorized signatory, and not by a representative, designee or other individual.)

For privacy purposes **DO NOT ATTACH** any documentation containing personal information, such as bank account numbers, social security numbers, driver's licenses, home addresses, social security cards or any other personally identifiable information that you do not want released as part of a public record. The Commonwealth reserves the right to publish the names and titles of authorized signatories of contractors.

There are three types of electronic signatures that will be accepted on this form: **1) Traditional "wet signature" (ink on paper); 2) Electronic signature that is either: a. hand drawn using a mouse or finger if working from a touch screen device; or b. An upload picture of the signatory's hand drawn signature; 3) Electronic signature affixed using a digital tool such as Adobe Sign or DocuSign.** Typed text of a name not generated by a digital tool, computer generated cursive, or an electronic symbol are not acceptable forms of electronic signature.

Authorized Signatory Name	Signature (Signature as it will appear on contract or other documents)	Title	Phone Number	Email Address
Danny Cawthron		Chief, Peru Vol Fire Dept.	413-655-8811	perufirechief@gmail.com

Acceptance of any payment under a Contract or Grant shall operate as a waiver of any defense by the Contractor challenging the existence of a valid Contract due to an alleged lack of actual authority to execute the document by the signatory.

I certify that I am a responsible authorized officer of the Contractor and as an authorized officer of the Contractor I certify that the names of the individuals identified on this listing are current as of the date of execution and that these individuals are authorized to sign contracts and other legally binding documents related to contracts with the Commonwealth of Massachusetts on behalf of the Contractor. I understand and agree that the Contractor has a duty to ensure that this listing is immediately updated and communicated to any state department with which the Contractor does business whenever the authorized signatories above retire, are otherwise terminated from the Contractor's employ, have their responsibilities changed resulting in their no longer being authorized to sign contracts with the Commonwealth or whenever new signatories are designated.

Please note you cannot self-certify your own signature as a single signer listed above.

Signature 	Date 4-29-24
Print Name Verne Leach	Phone Number 413-655-8312
Title Chair, Town of Peru Select Board	Email Address selectman@townofperu.com

A copy of this listing must be attached to the "record copy" of a contract filed with the department.

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: 4/15/2024 <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

Boards and Commission Database

- Applicant Form
- Board, Commission and Committee Form
- Board, Commission and Committee Roster
- Retired members list
- Interested Applicants
- Applicant History
- Vacancy Report
- Expiration of term Report
- List of appointed names and address
- List of not appointed names and address
- List of interested applicant names and address
- Letter of Appointment
- Open Meeting Acknowledgement
- State Ethics
- Annual Distribution 2 reminders
- Ethics Online Training Certificate (2 Years)

- Installation
- Built in Microsoft Access –Supporting Versions 2010, 2013, 2016 and 365
- Free 3 months Maintenance and Support

Public Record Tracking Database

- Public Request Information by RAO, All, Complete and Outstanding
- Dashboard Will List All Outstanding Request
- Daily Log for Day-to-Day Record Request by Department
- Reports
- Letter-Public Records Request Response- Forwarded to Custodian
- Action Detail of the Record Request
- Letter - Full Response not within 10 business days
- Fee Detail
- Letter for Cost Estimate
- Receipt for Fees
- Full Detail Report on the Record Request
- Multiple Users
- Installation
- Built in Microsoft Access –Supporting Versions 2010, 2013, 2016 and 365
- Free 3 months Maintenance and Support

(2023 Price saving of \$400.00) Dog Database	\$2495.00
Board and Commission Database	\$2895.00
(2023 Price saving of \$400.00) Public Records Database	\$2495.00
Total Database	\$7,885.00
Promotional Discount 15% for purchase of 3 databases + additional 10% for Berkshire County	\$1971.25
Total	\$5913.75

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
Board and Commission Database	\$595.00
Public Records Databases	\$595.00

Year 1	Due 3 mos. after installation	\$ 1785.00
Year 2	Due 15 mos. after installation	\$ 1785.00
Year 3	Due 27 mos. after installation	\$ 1785.00

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 2024
(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

Town of Peru YR 2025 Budget

Vendor	Purpose	Bill Schedule	Budget
Office 365	E-mail, OneDrive and Sharepoint	Monthly	\$250.00 <i>\$3000</i>
Renatus Solutions	IT Support, Monitoring, Anti-virus, Backup	Yearly / Billed Monthly	\$16,000.00
Fortinet	Firewall Renewal / Replacement (January 25)	Every 3 years	\$2,500.00
Dell	Replace 5 PCs before October 2025 Deadline	Every 4-5 years	\$4,500.00
Multit	CJIS Security Requirements		\$3,000.00
			\$26,250.00

29000. —

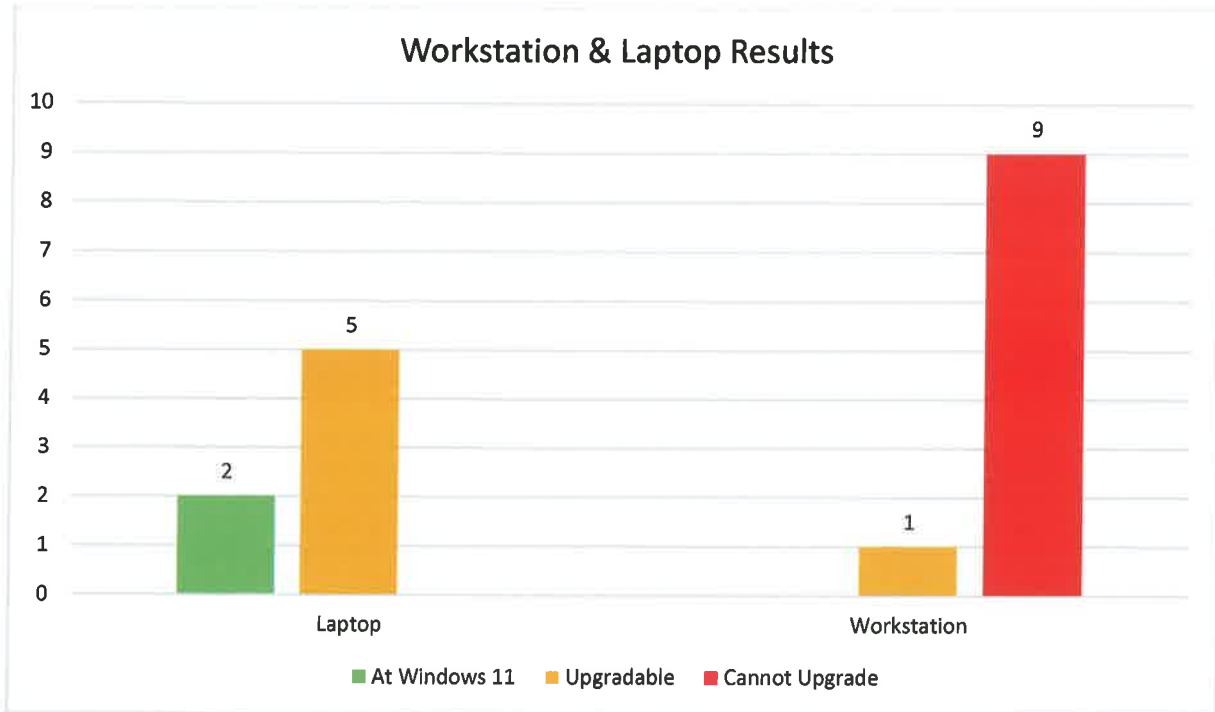
- cameras*
- Wiring / switches*
- Training*
- EDR*
- wire less*
- .gov*



Town of Peru

Workstation & Laptop Audit – December 2023

The chart below showcases the quantity of laptops and workstations for Town of Peru that are currently at Windows 11, can be upgraded, or do not meet the Windows 11 System Requirements.



The following tables show the specific devices that fall into the three categories of **Runs Windows 11**, **meets the requirements and Can be Updated**, or would **Need to Replace**.

Runs Windows 11
TOP-LPT-001
TOP-LPT-008

Can be Updated
TOP-LPT-002
TOP-LPT-003
TOP-LPT-004
TOP-LPT-005
TOP-LPT-006
TOP-WRK-001

Need to Replace	
ASSESSOR-PC	PERUNUC4
DT-2-5-19	PERU-PD1
PERUNUC1	PERU-PD2
PERUNUC2	PERU-PD3
PERUNUC3	

<p>c. If the Applicant's security is outsourced, are you the main contact for the network security provider named in question 5.b. above?</p> <p>If "No", provide the name and email address for the main contact: <u>Bruce</u></p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>By signing below, you confirm that you have reviewed all questions in Section 6 of this application regarding the Applicant's ransomware controls, and, to the best of your knowledge, all answers are complete and accurate. Additionally, you consent to (1) the Insurer conducting non-intrusive scans of your internet-facing systems / applications for common vulnerabilities, and 2) receiving direct communications from the Insurer and/or its representatives regarding the results of such scans and any potentially urgent security issues identified in relation to the Applicant's organization.</p> <p>Print/Type Name: _____</p> <p>Signature: _____</p>	
<p>6. RANSOMWARE CONTROLS</p>	
<p>a. Do you pre-screen emails for potentially malicious attachments and links?</p> <p>If "Yes", select your email pre-screen provider:</p> <p><input type="checkbox"/> Avanan <input type="checkbox"/> Barracuda <input type="checkbox"/> Cisco <input type="checkbox"/> Symantec <input type="checkbox"/> Microsoft Defender <input type="checkbox"/> Mimecast</p> <p><input type="checkbox"/> Proofpoint <input type="checkbox"/> SonicWall <input type="checkbox"/> Trend Micro <input checked="" type="checkbox"/> Other</p> <p>If "Other", provide the name of your email pre-screen provider: <u>Mail Assure</u></p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p>b. Can your users access email through a web application or a non-corporate device?</p> <p>If "Yes", do you enforce Multi-Factor Authentication (MFA)?</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p>c. Do you allow remote access to your network?</p> <p>If "Yes", do you use MFA to secure all remote access to your network, including any remote desktop protocol (RDP) connections?</p> <p>If MFA is used, select your MFA provider:</p> <p><input type="checkbox"/> Auth0 <input type="checkbox"/> Duo <input type="checkbox"/> LastPass <input type="checkbox"/> Okta <input type="checkbox"/> OneLogin <input checked="" type="checkbox"/> Other</p> <p>If "Other", provide the name of your MFA provider: <u>Fortitoken</u></p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p>d. Do you use a next-generation antivirus (NGAV) product to protect all endpoints across your enterprise?</p> <p>If "Yes", select your NGAV provider:</p> <p><input type="checkbox"/> CrowdStrike Falcon Prevent <input type="checkbox"/> Cylance <input type="checkbox"/> ESET</p> <p><input type="checkbox"/> BitDefender <input checked="" type="checkbox"/> Fortinet <input type="checkbox"/> Kaspersky <input type="checkbox"/> Malwarebytes <input type="checkbox"/> McAfee <input type="checkbox"/> Microsoft <input type="checkbox"/> Palo Alto Networks</p> <p><input type="checkbox"/> F-Secure <input type="checkbox"/> Panda Security <input type="checkbox"/> Cisco <input type="checkbox"/> SentinelOne <input type="checkbox"/> Sophos <input type="checkbox"/> Symantec <input type="checkbox"/> TrendMicro <input type="checkbox"/> Other</p> <p>If "Other", provide the name of your NGAV Provider: _____</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p>e. Do you use an endpoint detection and response (EDR) tool that includes centralized monitoring and logging of all endpoint activity across your enterprise?</p> <p>If "Yes", select your EDR Provider:</p> <p><input type="checkbox"/> FireEye Endpoint Security <input type="checkbox"/> CrowdStrike Falcon Insight</p> <p><input type="checkbox"/> BitDefender <input type="checkbox"/> Carbon Black Cloud <input type="checkbox"/> Intercept X <input type="checkbox"/> Cybereason Defense Platform</p> <p><input type="checkbox"/> Cynet360 <input type="checkbox"/> Cisco AMP <input type="checkbox"/> Fortinet FortiEDR <input type="checkbox"/> Sophos Intercept X <input type="checkbox"/> McAfee MVision EDR</p> <p><input type="checkbox"/> Malwarebytes Endpoint Protection and Response <input type="checkbox"/> SentinelOne</p> <p><input type="checkbox"/> SolarWinds <input type="checkbox"/> Symantec EDR <input type="checkbox"/> RedCanary <input type="checkbox"/> Symantec Endpoint Security (SES) Complete</p> <p><input type="checkbox"/> Windows Defender Endpoint <input type="checkbox"/> RSA Netwitness <input type="checkbox"/> Endgame Endpoint Protection <input type="checkbox"/> Other</p> <p>If "Other", provide the name of your EDR provider: _____</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>f. Do you use MFA to protect all local and remote access to privileged user accounts?</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>g. Do you use a data backup solution that has all of the following characteristics:</p> <p>(1) kept in a cloud service protected by MFA;</p> <p>(2) runs daily; and</p> <p>(3) can be used to restore essential network functions within 3 days after a widespread malware or ransomware attack?</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p>7. PHISHING CONTROLS</p>	
<p>Do all employees with financial or accounting responsibilities at your company complete social engineering training?</p> <p>If "Yes", does such training include phishing simulation?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No

EVENT LOGGING OVERVIEW

Event Logging Requirement (FBI):

Rationale: To ensure that if a security-related event occurred in relation to FBICJI, your agency could identify who did it, where (what information systems), and when it happened.

How to log events locally:

If the agency is using CJIS Single Sign-On through Windows Active Directory, some logs may be maintained at the domain level.

Event Logging Requirement – Local Agency

A. All applications used to access, transmit, or store CJI must log the following:

- successful and unsuccessful log on attempts
- successful and unsuccessful password changes
- successful and unsuccessful attempts to access, create, write, delete, or change permission on a user account, file, directory, or other system resource (This would include the access or modification of CJI in an indirect RMS application)
- successful and unsuccessful actions by privileged accounts
- successful and unsuccessful attempts for users to access, modify, or destroy audit log file

B. Each audited event in the log includes the following:

- date and time
- component of information system (e.g., software, hardware) where event occurred
- type of event
- user/subject identity

C. The agency must maintain and review audit logs at least weekly.

- outcome (success or failure) of the event

D. The agency must retain the audit log for one (1) year

Event Logging Requirement – CJIS:

CJIS is responsible for the collection of this information for applications CJIS manages. **Local agencies do not need to include CJIS managed information systems/applications in the event log.**

Menu



Mass.gov

SEARCH

(/) > [Governor Maura Healey and Lt. Governor Kim Driscoll \(/orgs/governor-maura-healey-and-lt-governor-kim-driscoll\)](#) > [Community Compact Cabinet \(/orgs/commi](#)

Community Compact Information Technology Grant Program FAQ

Answers to your frequently asked questions about the Community Compact IT grant program.

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[What is the deadline to apply for the Community Compact IT Grant Program? \(#what-is-the-deadline-to-apply-for-the-community-compact-it-grant-program?-\)](#)

[What if my Community Compact already includes an IT best practice with tech assistance or a grant? \(#what-if-my-community-compact-already-includes-an-it-best-practice-with-tech-assistance-or-a-grant?-\)](#)

[What kind of IT projects are eligible? \(#what-kind-of-it-projects-are-eligible?-\)](#)

[What kind of IT costs are NOT eligible? \(#what-kind-of-it-costs-are-not-eligible?-\)](#)

[Is Software-as-a-Service eligible? \(#is-software-as-a-service-eligible?-\)](#)

[What size grants will be awarded? \(#what-size-grants-will-be-awarded?-\)](#)

[Can communities have a joint application to the Community Compact IT Grant Program? \(#can-communities-have-a-joint-application-to-the-community-compact-it-grant-program?-\)](#)

[How do I access the application? \(#how-do-i-access-the-application?-\)](#)

What is the Community Compact IT Grant program?

The Community Compact IT Grant Program is a competitive grant program to drive innovation at the local level via investments in technology.

Grants will support the implementation of innovative and transformative IT projects by funding one-time capital needs such as technology infrastructure and/or purchases of equipment or software. See below for eligibility specifics.

What is the deadline to apply for the Community Compact IT Grant Program?

Applications from eligible municipalities will be accepted from September 11, 2023 until October 13, 2023 at noon. Projects awarded grants must be completed within 18 months of the grant award.

What if my Community Compact already includes an IT best practice with tech assistance or a grant?

You are still eligible to apply for this Information Technology grant program.

What kind of IT projects are eligible?

Grants will support the implementation of innovative and transformative IT projects by funding one-time capital needs such as technology infrastructure and/or purchases of equipment or software. Incidental costs related to the capital purchase such as one-time planning, design, installation, implementation and initial training are eligible. In order to maximize the impact of this grant program across the Commonwealth, we kindly request that each grant application be limited to one project. We realize that technology initiatives can be multi-faceted and require multiple components to be successful, but if possible please limit requests to one project (or one component of one project) that would have the most significant impact on your community and be the most sustainable in the long term.

What kind of IT costs are NOT eligible?

On-going maintenance, operational costs or support are NOT eligible. Feasibility studies are NOT eligible. See below regarding eligibility of Software-as-a-Service/Cloud Service.

Is Software-as-a-Service eligible?

Software-as-a-Service costs such as subscription costs, cloud hosting costs, on-going maintenance, operational costs or support are eligible.

IT start-up costs related to Software-as-a-Service, such as design, consulting, planning, and implementation on the municipality's end MAY be eligible.

What size grants will be awarded?

This is a competitive grant program. Grant requests of any size up to \$200,000 will be considered. A local match is not required. Applications will be evaluated based in large part on the impact of the proposed project on the community. For example, a small community's low-dollar funding request may support a project that would have a big impact on that community.

Applicants are encouraged to apply for the amount needed for their program and at a level of support that can be successfully implemented by the project completion deadline.

Can communities have a joint application to the Community Compact IT Grant Program?

Yes, multi-community applications are encouraged. Two or more communities can apply to undertake an IT project together. The participating communities should complete a joint application. The application should be submitted by the community that will be the project lead.

How do I access the application?

In order to fill out the application, you will need the link that was included in FY24 Community Compact Cabinet kickoff letter from Lt. Governor Driscoll emailed to your community's Chief Municipal Executive (Mayor or City Manager in a City, Selectboard Chair or Town Manager/Administrator in a Town) in August 2023.

RELATED

[Community Compact IT Grant Program \(/community-compact-it-grant-program\)](#)



[All Topics \(/topics/massachusetts-topics\)](#) [Site Policies \(/massgov-site-policies\)](#) [Public Records Requests \(/topics/public-records-requests\)](#)

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TOWN OF PERU, MASSACHUSETTS

CEMETERY RULES AND GUIDELINES

2024

CEMETERY RULES AND GUIDELINES

The Town of Peru Cemetery Commission, along with the Board of Selectmen, are committed to providing a serene, attractive and contemplative setting for families of those interred in the town's cemeteries. The cemeteries are open from dawn until dusk. The following rules exist for the benefit of the long-term maintenance of the cemeteries. The following rules exist to address 80% of cemetery-related circumstances. The remaining 20% will be addressed individually by the Cemetery Sexton, Cemetery Commission and Selectboard, in that order.

A copy of these rules will be provided at the time a burial plot is requested. These rules will also be posted to the town's website.

Persons visiting the cemetery are expected to conduct themselves in a courteous and respectful manner at all times. Driving is not permitted in the town's cemeteries. Access ways are for maintenance of the cemeteries and for burial purposes. No recreational activities are allowed in the cemeteries. Barbecues, picnics and the consumption of alcoholic beverages are not allowed. Firearms are only allowed in the cemetery for military and memorial services. Dogs, with the exception of guide dogs, are not allowed in the cemetery and must remain inside a vehicle at all times. No horses are permitted in the cemetery.

Special cases may arise in which the enforcement of a rule may impose an unnecessary hardship. In these cases, the Selectboard or Cemetery Commission is available to make exceptions or modifications to any of these rules. Decisions in such cases shall be temporary in nature and shall in no way permanently change the rules laid out in this document.

Damage to headstones or markers is not to be considered the responsibility of the Town of Peru.

The Town of Peru Cemetery Commission is available to advise and help with headstone cleaning and resetting and can be contacted through the town's webpage.

Cemetery Commission
Town of Peru
3 East Main Road
Peru MA 01235

RULES / GUIDELINES

Town cemeteries are open from sunrise to sunset.

OBTAINING CEMETERY PLOTS / CHARGES

1. All land occupied by the three cemeteries in the Town of Peru is to be owned in perpetuity by the Town of Peru. No deed, lease or title is given to plot holders.
2. All plots are assigned at the time of death. At the time of initial plot assignment, a maximum of 2 plots can be requested. Reserving of plots is not generally permitted without an impending burial.
3. Plots are free to residents of the Town of Peru. To be eligible for assignment of a plot the decedent must have been a legal human resident of the Town of Peru for 12 months.
4. Exception for non-residents: If the family of the deceased has assigned plots, the recently deceased non-resident may be buried in that plot with the consent of that family.
5. Grave sizes for single traditional casket burials will be 4 feet by 10 feet and can accommodate one casket and typically up to 4 sets of cremated remains. Six sets of cremated remains may be interred if small containers / urns are used and the specific locations are well marked. This assumes that the casket burial occurs first. If cremated remains are interred first, only 3-5 additional sets of cremated remains can be added. Cremated remains can be placed atop a previous full burial. However, a full burial will not be permitted once cremated remains have been interred. The interment of two bodies in one grave will not be allowed except in case of mother and infant or twin children. If a child (under 18 years of age) is the decedent, plots can be reserved for the parents.
6. For interment of cremated remains, a 4-feet by 5-feet plot can be requested. This size allows for the installation of a foundation for a headstone. A total of two sets of cremated remains may be interred in a 4-feet by 5-feet plot.
7. The costs for burials in the Town of Peru include fees:
 - To the Cemetery Sexton
 - For the opening of a grave for a traditional casket burial or the interment of cremated remains
8. The Cemetery Sexton, or their agent, must witness the interment of all remains.

BURIALS

1. A burial permit must be issued by the Town Clerk and provided to the Cemetery Sexton so that a burial in Peru can be arranged. Any questions as to the issuance of the permit will be taken up with the Cemetery Sexton by the Town Clerk.
2. The Cemetery Sexton will assign a plot and arrange for the opening of the grave. The Official Disposition, Removal or Transportation Burial Permit must be given to the Cemetery Sexton at the time of burial along with payment for the burial.
3. Corner stones will be purchased within a reasonable amount of time by the family to whom the plot is assigned to establish the outline of said plot.

4. There will be no interments after November 1 or before May 1, except with the approval of the Cemetery Sexton

PERPETUAL CARE

1. The Town of Peru maintains Center, North and South Cemeteries regarding lawn care, parking, signage and gates (where installed).
2. The smaller town cemeteries (South Road Extension, Ford Family and South Thompson Burial Ground) are on private property. The Cemetery Commission is available to help maintain those cemeteries and headstones on request.

MONUMENT, FOUNDATIONS, GRADING & IMPROVEMENTS

1. Markers and stones are purchased, installed and maintained by the plot owner. Markers are required for all burials. If the deceased's name is not added to an existing headstone, an additional flush marker for cremations to mark the interment location in the plot is required.
2. All excavations, including for headstone foundations, are to be performed by the contractor retained by the Town of Peru which reports directly to the Cemetery Sexton
3. Foundations should be placed at the top of each 4' x 10' plot to allow the remaining 8 feet for the burial of an external container, such as a burial vault. Each headstone foundation should be approximately 4 feet in depth from finished grade and will be installed by the company which provides the headstone / monument. The Sexton shall approve the foundation.
4. Headstones should be placed centered on the plot and at the head of the grave.
5. No wooden crosses or temporary grave markers are allowed. The placement of permanent flush markers, headstones and monuments should occur in a reasonable amount of time to mark graves and facilitate the location of burials.
6. Grave markers (flush markers, headstones and monuments) belong to families. Family members should consult with the Cemetery Commission before cleaning, repairing or resetting a headstone / marker. Headstone rubbings are not permitted. Neglected markers may be maintained by the Cemetery Commission.

FLOWERS, TREES AND SHRUBS

1. All flowers should be in front of and against the central family monument. This approach facilitates maintenance of the cemetery.
2. Planting of bulbs must be confined to plots.
3. No trees, bushes or shrubs are to be planted by persons other than town representatives.
4. The town has control over all plantings and has the right to trim / prune / remove them.
5. Summer grave decorations must be removed by November 1. Winter wreaths will be permitted commencing November 15 to April 1, at which time these should be removed. All plots will be cleaned up in the Spring by April 15
6. Funeral pieces will be removed after 7 days

FLAGS AND DECORTIONS

1. American flags will be placed on veterans' graves by the town prior to Memorial Day each year. Support for the care and respect for the flag during the remainder of the year is appreciated.
2. The following items are prohibited: fences, hedges, walls, rock gardens, curbing, enclosures, edgings, iron works, wire works, posts, boundary markers (apart from corner makers) and any glass items. Anything that could be destroyed or scattered by wind, weather or the force of cemetery equipment (e.g., mower, trimmer) will be removed. Similar articles left on plots that are inconsistent with the proper keeping of cemetery grounds will be removed without notice and disposed of.
3. The Town of Peru, the Highway Department and landscaping services will not be liable for any damage done to ornaments or personal items placed at a gravesite

THINGS TO KNOW

Veterans are eligible for burial assistance and families should check with their veterans' agent for details.

TO: Board of Selectman and Finance Committee Chairman

FROM: Terry Walker

RE: Town Administrator Salary

DATE: 2/14/2024

Selectman Leach, Selectman Munch, Selectman Haskins and Fin Com Chairman Hickling.

Since this is the time of year to start the budget process, I am asking for an increase in my Town Administrator Salary. I feel that I am making progress and doing my best to catch up on back log, filing, grants and working with all departments.

I compiled a list of Town Administrators Salaries in the area and the results are as follows:

Town	Salary	Population
• Hinsdale	\$155,000 FT	1,919
• Otis	\$141,000 FT	1,634
• Blandford	\$ 80,000 FT	1,215
• Monterey	\$ 80,000 FT	1,095
• Chester	\$ 62,000 PT	795
• Huntington	\$ 60,000 PT	865
• New Marlborough	\$ 51,000	1,528
• Middlefield	\$ 40,000 PT 20 hours	384
• Washington	\$ 40,000 PT 20 hours	494
• Peru	\$30,900 PT	847

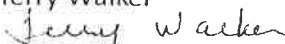
The average Town Administrator Salary in surrounding towns omitting Peru is \$ 78,777. My salary is \$30,900 and the lowest salary in surrounding towns. I would very much appreciate an increase in salary, and I would be happy with \$42,000 as Town Administrator. I would devote more hours at the town hall to help the town run more smoothly and efficiently.

My duties include all Town Administrator duties, Grants, Accounting, Finance Committee -attending meetings, minutes and spreadsheets, COA director duties, Board of Health- attending meetings and minutes. I have been awarded nearly 8 million dollars in grants. My grant awards far surpass most of the Town Administrators in surrounding towns. The Towns of Middlefield and Washington share a TA who works 20 hours per week in each town for \$40,000. These two towns are of comparable size, and I do work in excess of 25 hours per week.

My goals are to receive another \$1,000,000 MassWorks Grant award for road construction, grant funding to build a new Town Hall, and to receive the training required to become the Chief Procurement Officer for the town.

Thank you in advance for considering my raise,

Terry Walker


Terry Walker
Town Administrator

To: Town of Peru
FROM: Terry L. Walker
DATE: February 14, 2023
RE: Grant Awards

Awarded Forest Fire Fighting Grant - \$7,519.50 - Fall 2001/ Town of New Marlborough
Awarded STRAP Grant -\$500,000.00 -February 4, 2004 Town of New Marlborough
Awarded \$5,112.00 MEMA Grant-Snow Removal President's Day 2003 New Marlboro
Awarded \$2,500 Grant-Conway School/ Town of New Marlborough.
Awarded Homeland Security Grant - \$13,000.00-received FY05/New Marlboro
Awarded US Rural Assistance Grant-\$5,500.00-received FY05/New Marlboro
Awarded Status of Roads Grant - \$5,000.00-received FY05New Marlboro
Awarded Snow Emergency - MEMA-\$10,000.00 received FY05/ New Marlboro
Awarded FEMA Grant- \$42,000.00/Town of Tolland
Awarded Community Policing Grant \$12,000.00- in 1999/Town ofTolland
Awarded Community Policing Grant \$12,000.00- in 2000/Tolland
Awarded DARE Grant \$5,000.00 returned to state absence of Dare Officer-1999
Awarded Snow Emergency - MEMA-\$14,000.00 FY06/New Marlboro
Awarded \$5,000.00 MIIA Loss Control Grant/Town of Middlefield
Awarded STRAP Grant - \$500,000.00 October 2010/Town of Goshen
Awarded Ice Storm 2008 \$65,959.66/Town of Middlefield
Awarded STRAP Grant -\$500,000.00 -Jan 2010/Town of Becket
Awarded Snow Emergency-MEMA -\$10,000.00/ Middlefield 2011
Awarded Snow Emergency -MEMA -\$13,000.00/Town of Blandford Jan 2011
Awarded Snow Emergency-MEMA- \$9,000.00-Town of Blandford Oct. 2011
Awarded Tropical Storm Irene- \$496,768.21 /Town of Blandford May 2012
Awarded STRAP Grant - \$500,000.00 October 2010/Town of Blandford
Awarded Police Grant - \$4,900.00 -Town of Blandford (bullet proof vests)
Awarded \$548,000.00 Chapter 90 Road projects
Awarded Click it or Ticket Grant \$2,500.00/Blandford
Awarded Drug and Alcohol Prevention Grant \$2,500.00/Blandford
Awarded \$1,000,000.00 Mass Works Grant/Town of Heath 2014
Awarded \$50,000.00 private grant/FD Training Facility - Monterey 2016
Awarded \$1,000,000.00 Mass Works Grant/Town of Monterey 2018
Awarded \$11,000.00 Council on Aging Grant Monterey 2018
Awarded \$6,000.00 Council on Aging Grant Monterey 2019
Awarded \$39,911.00 Monterey Police Dept. 2020 (Base radio ,2 mobile &2 portable radios)
Awarded \$7,000.00 Monterey Town Clerk 2020
Awarded \$1,000,000.00 MassWorks Grant Town of Shelburne 2021
Awarded \$1,000,000.00 MassWorks Grant Town of Shelburne 2023
Awarded \$250,000.00 Bridge Grant Town of Shelburne 2023
Awarded \$20,000.00 Exec. Office of Energy/Env. Affairs Town of Peru 2023

Total Federal and State Grants

\$7,675,170.37