

TOWN HALL 3 EAST MAIN ROAD PERU, MA 01235

**SELECT BOARD MEETING MINUTES: March 18, 2024, 6:00 P.M.**

Town Hall Meeting Room

Verne Leach, Chair Selectman/ACO  
Ed Munch, Selectman  
Terry Walker, Town Administrator  
Justin Russell, Highway Superintendent

Public Attendees: Susan Malone, Katie Malone-Smith

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

**Item 2: Roll Call:** Chairman Leach present, Selectman Haskins absent, 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 3/11/2024 & 8/24/2023 (Finance Committee/Selectboard joint meeting):**

Selectman Leach motion to approve 3/11/2024 minutes pending changes, Selectman Munch second, 2-0.

Selectman Leach motion to place 8/24/2023 Fin Com/Board of Selectmen minutes on hold, Selectman Munch second, 2-0

**Item 6: Update of Departments:**

Highway Superintendent Russell presented the board with Berkshire Regional Planning Commission (BRPC) Assistance with Procurement Agreement. The BRPC proposal to complete the Bid Process will cost \$1,875.00. Selectman Leach motion to give Superintendent Russell permission to sign contract, and the fees will be paid from Maintenance Hard Surface Roads account, Selectman Munch second, 2-0.

TA Walker mentioned:

- The most current Business License book cannot be found in the TA's office. The last business license for Camp Danbee was completed on an 8x10 paper application. Selectman Munch mentioned that they have been looking to purchase a new business license book for some time. TA Walker mentioned that Hobbs & Warren is no longer in business, and she is looking into other companies. Selectman Munch suggested calling Hinsdale Town Hall to see where they purchased their business license books.
- Highway Superintendent Russell will add our propane bid to the county bid list.
- Patrick Mahoney from Guardian requested utility and propane invoices for the energy audit. TA Walker is working on compiling these invoices.
- Courier Printing -TA Walker is waiting for a call back with a price for the Town Reports.

**Item 7: Public Input:** Susan Malone, Hinsdale, MA and her daughter, Katie Malone-Smith, Hinsdale, MA mentioned that Susan Malone is building a house at 20 Haskell Road in Peru, MA. They mentioned that last Monday they were told that the building plans for 20 Haskell Road in Peru, MA are missing from the Building Inspector's Office and Health Department's Office. Ms. Malone mentioned that she has terminated Jeff Pierce, her contractor. Building Inspector Sears mentioned that Pierce had been in the Town Hall at the time of his termination. Building Inspector Sears mentioned that Jeff Pierce had been hanging out in the hall and Building Inspector Sears told Ms. Malone that he had left his door unlocked and attended a meeting. Selectman Leach mentioned that the town hall has surveillance cameras in the hall and if someone walked out with her files it would be on camera. Ms. Malone was instructed by the BOS to make a public records request for her records. Ms. Malone mentioned that she had called the Hinsdale police department to report the missing records and the Hinsdale police department notified Police Chief Cullett. Selectman Munch mentioned that this is a criminal act, and the police will handle this situation not the Board of Selectmen. Selectman Leach mentioned that after Chief Cullett reviews the footage of the surveillance camera he will know who walked out with the Malone files. Ms. Malone mentioned that the last time she met with Building Inspector Sears was November 2023 and the files were at town hall. Susan Malone also mentioned that she has a lawyer involved.

The Board of Selectman received an Open Meeting Law Violation which was hand delivered by Caleb Mitchell on 3/18/2024 at 5:55 p.m. The OML violation will be placed on the agenda at the next BOS meeting for discussion.

**Item 8: Review and approve Accounts Payable, Treasury Warrant and Payroll Warrant:** V19-2024, 24-19P

**Item 9: Adjourn:** Selectman Leach made motion to adjourn the 3/18/2024 BOS Meeting, Selectman Munch second, Vote 2-0. The 3/18/2024 BOS Meeting adjourned at 7:18 P.M.

**Articles used:**

- Warrant: V19-2024, 24-19P
- BRPC Proposal for Bid Process
- Paper copy of business license
- Assessor 2021 list of registered businesses

*Ferry Walker*

*Town Administrator*

Verne Leach, Chairman



Doug Haskins, Selectman



Ed Munch, Selectman



Date Approved: \_\_\_\_\_

*4-1-24*

Received April 1, 2024, Kim Leach, Town Clerk



# BRPC

Berkshire Regional Planning Commission

03/13/2024

**Justin Russell, Highway Superintendent**  
**Town of Peru**  
**3 East Main Street Road, Suite 110**  
**Peru, MA 01235**

**RE: BRPC Assistance with Procurement – Paving Project**

The Town of Peru has requested assistance from BRPC in soliciting construction services related to paving town roads, including Curtain Road and August Smith Road. The request includes two separate bids, (Full Depth Reclamation and Paving).

BRPC would be pleased to assist the Town with this important project, and the following description of work tasks and fees constitute our proposal for completing this work:

**Task 1 – Technical Work Summary**

Communications and coordination with Town Administration and Highway Superintendent; Determination of the scope of the project to be bid; Provide any technical specifications required to prepare bid documents;

Coordinate with Town to establish bidding schedule.

**Task 2 –Prepare Bid Package**

Develop bid package using MA DOT approved specifications, with estimated quantities and cost. Determine required prevailing wage rates, bonding information and required forms for inclusion in bid package; include information on prevailing wage monitoring which will be required throughout the life of the project; draft sample contract for inclusion in bid package.

**Task 3 – MassDot Prequalification**

Assist the Town of Peru in meeting all Mass DOT Chapter 90 and contractor prequalification requirements.

**Task 4- Advertising and Required Postings**

Coordinate with the Town to issue the solicitation, meeting all Massachusetts M.G.L. c. 30, § 39M, or M.G.L. c. 30B municipal posting requirements, including newspaper of general circulation, Massachusetts COMMBUYS and Central Register;

Respond and track all requests for bid packages.

**Task 5 – Bid Process**

Coordinate with the Peru Highway Superintendent to provide a non-mandatory pre-bid project walk-through for potential bidders;

Track and respond to all project specific questions from bidders;

Receive and track all bids;

Assist the Town of Peru in conducting a Public Bid Opening; this Bid Opening may be conducted at the BRPC offices in Pittsfield or at the Peru Town Hall, or virtually as per the Town's request.

Review all bids, forms and documents provided by bidders and ensure completeness;

Assist the Town in determining the Lowest Responsible Bidder;

Perform all reference reviews on behalf of the Town;

Once the Town Selectboard has awarded the contract, draft Award and Rejection letters;

Ensure all bonding requirements have been met by the Contractor;

Coordinate with the Town on drafting and executing the Contract;

Draft and publish all Award notifications required;

Assemble and convey all procurement files to the Town for records management.

**BRPC PROPOSAL:**

BRPC proposes to complete the tasks outlined above for a **fee not to exceed \$1,875.00**. If the Town of Peru accepts this proposal, a simple agreement between the Town and BRPC will be required.

\_\_\_\_\_ OF \_\_\_\_\_

**LICENSE**

License No. \_\_\_\_\_ Fee \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Date of Issue \_\_\_\_\_

Date of Expiration \_\_\_\_\_

NUMBER \_\_\_\_\_

THE COMMONWEALTH OF MASSACHUSETTS

\_\_\_\_\_ of \_\_\_\_\_

This is to Certify that \_\_\_\_\_

NAME

ADDRESS

IS HEREBY GRANTED A LICENSE

For \_\_\_\_\_

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

\_\_\_\_\_ 20 \_\_\_\_\_

## List of Registered Businesses with the Town of Peru, MA

### Source: Peru Board of Assessors

Tatro Construction Co.  
21 North Rd.  
Peru, MA 02135

Beery Fence Co.  
24 North Rd.  
Peru, MA 01235

Sunset Realty of the Berkshires  
21 North Rd.  
Peru, MA 02135

Sunrise on West Main Rd.  
109 W 2th St. 8<sup>th</sup> Floor  
New York, NY 10001

Danbee Real Estate Co. LLC  
101 West Main Rd.  
Peru, MA 01235

### The following are Utilities that Registered in Peru:

AT&T Corp.  
PO BOX 7202  
Bedminster, NJ 07921

NSTAR Electric Company  
PO Box 270  
Hartford, CT

Verizon New England  
PO BOX 2749  
Addison, TX 75001

New Cingular Wireless PCS LLC  
1010 Pine, 9E-L-01  
St. Louis, MA 63101