

BOARD OF SELECTMEN MEETING
Town Gymnasium 3 EAST MAIN RD
Monday, November 1, 2021 @ 6:00 PM

Call to order

1. Roll Call
2. State recording status
3. Pledge Alliance to the Flag
4. Review and Approve BOS Meeting Minutes for 9-13-2021, 9-20-21, 9-27-21
5. Update of Departments.
6. Discussion of 250th Town of Peru Anniversary updates
7. Discussion of job description for Town Administrator
8. Public Input
9. Review and Approve accounts payable, Treasury Warrant, Payroll Warrant
- 10 Adjourn

The list of matters are those reasonably anticipated by the Board which may be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

Official posting: Peru Town website: www.townofperuma.com ; Additional Postings at Town Hall Bulletin Board, & Town Hall office.

Posted by Caleb Mitchell, Town Administrator on _____

TOWN HALL 3 EAST MAIN ROAD PERU, MA 01235

SELECT BOARD MEETING MINUTES: November 1, 2021: 6:00 P.M.

COMMUNITY CENTER

Verne Leach, Chair Selectman/ACO
Doug Haskins, Selectman/Finance Committee
Bruce Cullett, Selectman/Chief of Police
Caleb Mitchell, Town Administrator
Peggy White, Board of Health
Justin Russell, Highway Superintendent

Call to order: 6:00 P.M.

Item 1: **Roll Call:** Chairman Leach present, Selectman Haskins Present, Selectman Cullett present

Item 2: **State Recording status:** Caleb Mitchell recording, Verne Leach recording

Item 3: **Pledge of Allegiance to the Flag: Lead by Selectman Leach**

Item 4: **Review and Approve Meeting Minutes for 9-13-2021, 9-20-21, 9-27-21;** no minutes approved

Item 5: **Updates of Departments**

Justin Russell, Highway Superintendent: Mentions that FCROG has services for all procurement for East Windsor Road reconstruction would cost around \$2,000 and they can pull everything together on this project. Mack truck is being fixed (compressor issue). New pickup maybe be delivered by the end of the year. Plows are ready for winter.

Peggy White, Board of Health: Mold issue Air Quality and mold analysis recommended. Even though mold not visible it can impact employees. Peggy is suggesting a company that provides equipment and collects samples to submit for analysis concentration and mold. Selectman Cullett states that he contacted three companies to do testing. He has not received proposals from any of the companies. Cullett states that he has experience in air sampling and is willing to do the testing. Cullett states that EMSL Analytical, Inc. is a laboratory that does a wide range of environmental testing including air samples for mold and they provide the equipment and sample media. Cullett thought the testing would be in the \$500-\$800 range. Other members of BOS agree that Cullett should move forward with lining up the testing. Peggy White also discussed a Mobile unit for rehab services. These services provided will give people a positive impact on drug addiction services. Transportation to local services to get to Brien center in Pittsfield is a possibility. Narcan kits will also be available to the police department and fire department. Peggy also stated that food trucks have to be permitted and have 250th committee discuss with BOH.

Police Chief: Chief Cullett reports that Tonya Santaniello accepted a position in another municipality and has resigned from the Department.

Town Administrator: Resignation of Amy Davidson from the Board of Assessors which is effective 12/31/2021. TA mentioned appointing another assessor. Selectman Cullett mentioned the plan is to hire an assessing firm to carry the majority of the Assessor's work load and mentioned the Town of Dalton uses a single assessor with an assessing firm. Cullett mentioned possibility of going to one member board to save the town money and recommended that this be researched. Central Berkshire School Committee uproar because they did a majority vote in the district. There were people upset. This could last 7-12 months to see if they need to make changes to the agreement from 1960. Town Accountant Osborn submitting Cares Act spending she is making a reimbursement request of over \$4,000. Cares Act being phased out. Now we have American Rescue Plan and we need do an analysis and see what the money can be spent on. Need to determine if radio communication equipment is a possibility. Selectman Cullett states that Board of Selectmen must consider needs of Town and prioritize.

Town Counsel made changes to proposed contract for assessing company RRG and TA anticipating RRG will agree to changes. KP Law has written contracts for other towns for RRG.

Fire Chief: Proposal of Radio Communication Equipment. 7 portables for the Police Department. Leach needs to know the amount of grant and what communication is allowed to be purchase. Radios are made in New York. Regarding the invoice from Village Truck Sales of \$1200, Chief Pelkey states that Fire Engine was stuck in a driveway and calling someone from Springfield would triple charges. Selectman Cullett inquires about the possibility of pulling out the Fire Engine with department's all wheel drive tanker. Chief Pelkey states that he cannot find the cables that the Department used to have. Selectman Cullett requests that Chief Pelkey attempt to contact the Highway Superintendent in situations like this so that it can be handled in house to avoid expensive tow bills. Chief Pelkey states that an invoice is also coming from SCBA vendor. Chief Pelkey states that there are 30-minute tanks that will no longer be utilized. BOS mentioned that used tanks can be given to another fire department that would use them. Pelkey states that Huntington is the only town that uses them. Pelkey talks about a Fire Services grant for two sets of gear and states that an hour-long online training is required for the grant that he will participate in.

Item 6: Discussion of 250th Town of Peru Anniversary updates: Meeting Wed 250th Fireworks add to agenda of 11-7-2021. Someone will do research on cost for the fireworks.

Item 7: Discussion of Job description for Town Administrator: Board of Selectmen have a draft of the Job Description for the TA which was written by Caleb Mitchell, TA. Draft includes same hours as current TA position. Part time position without benefits. Selectman Cullett wants to combine the TA and Adm Assistant positions. Town Administrator duties include-Chief Procurement Officer, Human Resources, complaints, Community Development grants, IT liaison and the liaison with the Selectmen. Selectman Cullett stated that he has learned in the seven years he has been on the Selectboard that 18 hours for the Town Administrator is not enough. Cullett feels that the town would benefit by expanding the position. Cullett points out that towns smaller than Peru have full time Town Administrators. Cullett states that he thinks 25 to 30 hours is more appropriate for the current needs of Peru. Selectman Leach states that he is not for increasing the hours of the Town Administrator but thinks more tasks should be given to the Administrative Assistant to free up the TA. Selectman Haskins points out that the Administrative Assistant position has been vacant since the start of fiscal year. Cullett stated that making it a benefited position would attract a wider range of applicants and having the right person in the position will make the town run more efficiently. Selectman Haskins said cost is a factor in providing benefits but agrees that offering benefits will result in qualified applicants. TA gave his input on trying to find people to fill positions, grant writing is very time consuming, and you need someone very motivated to fill the position. Cullett pointed out that current TA's time is spent "putting out fires" and shuffling between time sensitive issues and 18 hours a week is not much time. TA states that a decision by the Board of Selectmen needs to be made to advertise the TA position. Roughly \$18,000 for 6 months is remaining in the budget. Haskins motion to combine positions, Cullett second, vote 2-1 motion passes to combine Town Administrator and Administrative Assistant positions. Advertise on town website, MMA website will be approximately 25 hours per week and a salary of \$30,000.

Item 8: Public Input: no discussion

Item 9: Review and Approve Accounts payable, Treasury Warrants, Payroll Warrant:

Item 10: Adjourn: Leach made motion to adjourn the 11-1-2021 BOS Meeting, Haskins seconds, Vote 3-0. The 11-1-2021 BOS Meeting adjourned at 8:16P.M.

Articles used:

Warrants

Resignation of Assessor Amy Davidson effective 12/31/2021

Respectfully Submitted

Terry L. Walker-Administrative Assistant

Verne Leach, Chairman



Doug Haskins, Selectman



Bruce Cullett, Selectman



Date Approved: 12-6-21

RECEIVED
DEC 06 2021
Kim Leach
TOWN CLERK
TOWN OF PERU