

TOWN HALL 3 EAST MAIN ROAD PERU, MA 01235

SELECT BOARD MEETING MINUTES: October 16, 2023, 6:00 P.M.

Town Hall Meeting Room

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

Public Attendees: Don Perreault, Heather Brooks, Sam Haupt

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

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

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 10/2/2023:

Selectman Leach motion to approve 10/2/2023 minutes pending changes, Selectman Munch second, 2-0

Item 6: Update of Departments:

Firefighter/EMT, Heather Brooks, mentioned that Fire Chief Pelkey needed all 10 tires replaced on tanker and only the back ones were replaced. She stated that the front tires also need to be replaced since they are the same age as the rear tires. Ms. Brooks inquired about using the balance from ATM tire article and the balance in insurance account to purchase front tires. Selectman Leach mentioned that the article at Annual Town Meeting was for only rear tires and the balance could not be used for front tires. Selectman Leach mentioned that Selectman Haskins inspected the front tires and said the front tires were ok. Selectman Munch stated that the 20-year-old front tires on the tanker are not safe. Selectman Munch suggested placing an article on the STM warrant. The Selectboard then decided the funds for two front tires for the tanker could be paid with ARPA money. The Selectboard will approve using ARPA funds when they the exact amount for the two front tires of the tanker.

Ms. Brooks mentioned that the two junk cars on town property were being used for training. One has already been taken away and to be in violation the junk car must be unregistered for 6 months. Selectman Munch would rather not see vehicles in the field. Police Officer Cullett mentioned that it is difficult to enforce Zoning by law violations when there are junk vehicles on town property. Ms. Brooks mentioned they had the junk cars for 7 days not 6 months. Ms. Brooks mentioned they had the junk cars for a week for training and felt the email to the Fire Chief Pelkey was an attack on the Fire Department. Selectman Munch assured Ms. Brooks that no one was attacking the Fire Department. Firefighter Sam Haupt mentioned that training is tomorrow night and cars will be taken away in a couple weeks. Ms. Brooks felt that Fire Chief Pelkey feels targeted, and he is always trying to do his best. Selectman Munch mentioned that this was not on the agenda and this issue was placed on Hold.

Highway Superintendent mentioned he had 3 plow quotes:

- Everest from Zwack \$16,712
- Meyers \$12,795
- Viking \$ 9,760

Superintendent Russell will be purchasing a new plow from Viking at \$9,760, purchasing a cutting edge set up for \$3,200 and use the balance to purchase a rubber blade set up. The plow will be ready in 8-10 weeks. Also, the 1998 Mack needs a radiator for \$4,500.

Superintendent Russell also mentioned that the Transfer Station inspection went well, it has been signed and sent back. Also, if the transfer station building is insulated, they need to put plastic over the insulation. Selectmen Munch mentioned that after the building is insulated then plywood will cover the insulation.

Emergency Management Director Cullett mentioned that he would like to use the EMPG grant for a weather station. The Board of Selectman agreed to purchase the weather station using EMPG funds.

Police Chief Cullett will be attending MIIA sponsored training in Pittsfield, tomorrow October 17th.

TA Walker is researching 3 invoices from CATALIS, Tax and Cama, Inc. These invoices were hand delivered by Assessor Koziara on October 17, 2023.

- 4/30/2023 \$ 6,260.00-prior year invoice
- 6/14/2023 \$16,250.00-prior year invoice
- 7/31/2023 \$ 2,000.00

TA Walker will contact Patriots Properties and get an update on these outstanding invoices. The invoices may need to be placed on the Special Town Meeting Warrant December 18, 2023 for payment.

TA Walker mentioned that Fire Chief Jesse Pelkey has received a Certificate of Completion for Emergency Vehicle Operations.

TA Walker presented the Green Communities Grant contract signed by Marcelle T. Payen, Chief Financial Officer.

Selectman Leach mentioned he has an Engineer that will complete an evaluation of the town hall for \$500.00.

Selectman Leach mentioned that the key is having knowledge of what shape the town hall is in.

The possibility of having a Public Safety complex and combining it with the Police Department.

The evaluation would include whether the heating systems need to be replaced.

Selectman Munch is also concerned about the mold in the building and the Board needs to know if the town hall is worth saving. If the town hall is not worth repairing, then the Green Communities Grant should be used at the fire house and highway department. Selectman Leach motion to pay \$500.00 to engineering firm and paid out of Building Maintenance, Selectman Munch second, 2-0 The evaluation will take place in early November 2023.

Item 7: Discussion with Patrick Mahoney from Guardian Energy regarding Green Communities Grant:

Patrick Mahoney gave a brief overview of the Green Communities Grant of \$128,820.00. His company, Guardian Energy, is willing to complete another energy audit and move forward.

The topics that were briefly discussed were:

- Heating systems in town buildings
- Propane heat pumps
- Solar Panels
- Weather stripping around doors in town buildings.
- New Windows
- Mini split in Police file room and Highway Garage office's -computers do not work properly in extreme heat during the summer months
- Selectman Munch mentioned that the basement has mold and the BOS cannot meet in the basement because of the air quality. Police Chief Cullett mentioned sump pumps could help the situation.
- TA Walker mentioned that the remaining balance in the Grant is \$118,000.
- Insulation -Spray foam
- Mr. Mahoney mentioned that the town may get an additional incentive of \$75,000.

- Selectman Munch motion to hire Guardian Energy because they are pre-approved under Chapter 25A and these projects do not need to go out to bid.
- Mr. Mahoney mentioned that the 2018 prices from the first energy audit will not be accurate for 2023. Mr. Mahoney also mentioned that he will complete the audit with engineers and Peru staff. Selectman Leach would like to have Mr. Mahoney back in 3 weeks and to coordinate with TA Walker.

Item 8: Discussion on Fire Rescue Vehicle: Heather Brooks mentioned that the \$107,135.00 is the hard number for the cost of the Fire Truck.

Item 9: Discussion and possible vote on holding a Special Town Meeting:

The Board of Selectmen agree that \$30,000 for the Fire Truck would be transferred from the Future Equipment Account. The Board also agreed they did not need to meet with the Finance Committee to set a date for the Special Town Meeting.

Selectman Leach motion to set the date for the Special Town Meeting, the STM will be held on Monday, December 18, 2023 at 6:00 p.m. Selectman Munch second, 2-0.

Item 10: Review & Approve Accounts Payable, Treasury Warrant & Payroll Warrant, V07-2024A, V08-2024

Item 11: Public Input: None

Item 12: Adjourn: Selectman Leach made motion to adjourn the 10/16/2023 BOS Meeting, Selectman Munch second, Vote -0. The 10/16/2023 BOS Meeting adjourned at 7:43 P.M.

Articles used:

- Minutes 9/18/2023
- Payroll 24-4P, V07-2024
- Jesse Certificate
- CATALIS/Patriots invoices
- Green Communities Signed contract
- Amazon weather station info

Respectfully Submitted,

Terry Walker
Town Administrator

Verne Leach, Chairman



Doug Haskins, Selectman

Ed Munch, Selectman



Date Approved: 10-30-23

Received 10/30/2023 Kim Leach, Town Clerk

CERTIFICATE OF COMPLETION

Jesse Pelkey

Has successfully completed a Classroom & Practical Course In

Emergency vehicle operations

OEMS -APPROVAL NUMBERS 2324-R4-12430-T2 & 2324-R-4 12431-T2



PRESENTED BY: M.I.I.A and Emergency Vehicle Operational Systems

PRESENTED:
SHAWN BRECKEN October 5 & 12, 2023

Invoice



#INV4328354-CAT

PO#

Invoice Date 6/14/2023

Catalis Tax & CAMA, Inc.
3025 Windward Plaza
Suite 200
Alpharetta GA 30005
United States

Bill To

Peru Board of Assessors
Town Hall
3 East Main Street, Suite 104
Peru MA 01235
United States

TOTAL

\$16,250.00

Due Date: 7/14/2023

Terms

Net 30

Due Date

7/14/2023

Quantity	Rate	Item	Amount
1	\$3,750.00	Patriot - Assessment Services - Catalis New Personal Property, FOL, Data Entry	\$3,750.00
1	\$12,500.00	Patriot - Assessment Services - Catalis Sales Analysis, I&E Review, Calculation Table Adjustments	\$12,500.00

Please make checks payable to Catalis Tax & CAMA & remit payment to:

Catalis LLC
Attn: Catalis Tax & CAMA Accounts Receivable
P.O. Box 25477
Tampa, FL 33622

For questions, please contact Catalis at billing@catalisgov.com



INV4328354-CAT

Invoice



#INV4325837-CAT

PO#

Invoice Date 4/30/2023

Catalis Tax & CAMA, Inc.
3025 Windward Plaza
Suite 200
Alpharetta GA 30005
United States

Bill To

Peru Board of Assessors
Town Hall
3 East Main Street, Suite 104
Peru MA 01235
United States

TOTAL

\$6,250.00

Due Date: 5/30/2023

Terms

Net 30

Due Date

5/30/2023

Quantity	Rate	Item	Amount
1	\$1,250.00	Patriot - Assessment Services - Catalis Measure, list all Building Permits with data entry December 2022 Progress Report	\$1,250.00
1	\$5,000.00	Patriot - Assessment Services - Catalis Table Adjustments, Interim Yr. Adjustments, Reports, Docs and Assist with Growth December 2022 Progress Report	\$5,000.00

Please make checks payable to Catalis Tax & CAMA & remit payment to:

Catalis LLC
Attn: Catalis Tax & CAMA Accounts Receivable
P.O. Box 25477
Tampa, FL 33622

For questions, please contact Catalis at billing@catalisgov.com



INV4325837-CAT

Invoice



#INV23045163-CAT

PO#

Invoice Date 7/31/2023

Catalis Tax & CAMA, Inc.
3025 Windward Plaza
Suite 200
Alpharetta GA 30005
United States

VENDOR# _____
GL ACCOUNTS: 10141.30
AMOUNT \$ 2,000
APV'D BY: _____

TOTAL

\$2,000.00

Due Date: 8/30/2023

Bill To

Peru Board of Assessors
Town Hall
3 East Main Street, Suite 104
Peru MA 01235
United States

Terms

Net 30

Due Date

8/30/2023

Quantity	Rate	Item	Amount
1	\$2,000.00	Patriot - Professional Services - Catalis AssessPro Data / Server Migration Standard Migration with SQL Assistance	\$2,000.00

Please make checks payable to Catalis Tax & CAMA & remit payment to:
Catalis LLC
Attn: Catalis Tax & CAMA Accounts Receivable
P.O. Box 25477
Tampa, FL 33622
For questions, please contact Catalis at billing@catalisgov.com

Subtotal	\$2,000.00
Tax	\$0.00
Total	\$2,000.00



INV23045163-CAT

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 and Contractor Certifications, the Commonwealth Terms and Conditions for Human and Social Services or the Commonwealth IT 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.macomptroller.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: ENE 1000	
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: Terry Walker	Phone: 413-655-8312 x110	Billing Address (if different):	
E-Mail: townadmin@townofperuma.com	Fax: 413-655-2759	Contract Manager: Jane Pfister	Phone: 617-626-7300
Contractor Vendor Code: VC6000191940		E-Mail: jane.pfister@mass.gov	Fax:
Vendor Code Address ID (e.g. "AD001"): AD ___ (Note: The Address ID must be set up for EFT payments.)		MMARS Doc ID(s): CT ENE 2021ENEP01PERUGC0113	
		RFR/Procurement or Other ID Number: PON-ENE-2012-011	

<p style="text-align: center;"><u> </u> NEW CONTRACT</p> <p>PROCUREMENT OR EXCEPTION TYPE: (Check one option only)</p> <p><input type="checkbox"/> Statewide Contract (OSD or an OSD-designated Department)</p> <p><input type="checkbox"/> Collective Purchase (Attach OSD approval, scope, budget)</p> <p><input type="checkbox"/> Department Procurement (includes all Grants - 815 CMR 2.00) (Solicitation Notice or RFR, and Response or other procurement supporting documentation)</p> <p><input type="checkbox"/> Emergency Contract (Attach justification for emergency, scope, budget)</p> <p><input type="checkbox"/> Contract Employee (Attach Employment Status Form, scope, budget)</p> <p><input type="checkbox"/> Other Procurement Exception (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope and budget)</p>	<p style="text-align: center;"><u> X </u> CONTRACT AMENDMENT</p> <p>Enter Current Contract End Date <u>Prior</u> to Amendment: <u>September 30, 2023</u></p> <p>Enter Amendment Amount: \$ _____ (or "no change")</p> <p>AMENDMENT TYPE: (Check one option only. Attach details of amendment changes.)</p> <p><input type="checkbox"/> Amendment to Date, Scope or Budget (Attach updated scope and budget)</p> <p><input type="checkbox"/> Interim Contract (Attach justification for Interim Contract and updated scope/budget)</p> <p><input type="checkbox"/> Contract Employee (Attach any updates to scope or budget)</p> <p><u> X </u> Other Procurement Exception (Attach authorizing language/justification and updated scope and budget) Updated Contract End Date Only</p>
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The Standard Contract Form Instructions and Contractor Certifications and the following Commonwealth Terms and Conditions document are incorporated by reference into this Contract and are legally binding: (Check ONE option): X Commonwealth Terms and Conditions Commonwealth Terms and Conditions For Human and Social Services Commonwealth IT Terms and Conditions

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**.

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.)

 X Maximum Obligation Contract. Enter total maximum obligation for total duration of this contract (or new total if Contract is being amended). \$ 128,820

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: X 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 an extension of a contract to award a grant to the Town of Peru for fiscal years 2021-2027 under the Green Communities Designation Grant Program in the amount of one hundred twenty-eight thousand eight hundred twenty (\$128,820) to fund energy conservation measures, lighting and energy conservation measures to be determined, in municipal facilities including Town Garage and Town Hall Department 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:

1. may be incurred as of the Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date.

2. may be incurred as of , 20 , a date LATER than the Effective Date below and no obligations have been incurred prior to the Effective Date.

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 September 30, 2026, 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, the applicable Commonwealth Terms and Conditions, this Standard Contract Form, the Standard Contract Form Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response (excluding any language stricken by a Department as unacceptable, 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: Verne Leach Date: 9-18-23
(Signature and Date Must Be Captured At Time of Signature)

Print Name: Verne Leach

Print Title: Chair, Select Board

AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:

X: Marcelle T. Payen Date: 9/19/2023
(Signature and Date Must Be Captured At Time of Signature)

Print Name: Marcelle T. Payen

Print Title: Chief Financial Officer

Town of Peru

Peru, Massachusetts 01235



Dear Ms. Pfister,

The Board of Selectmen in the Town of Peru is requesting an extension on renewing the contract for the Green Communities Grant. The town has lost two Town Administrators in the last two years and the grant award has not been followed through.

The projects took longer than anticipated and we are asking for an extension of our contract. We would like to add three more years to our contract extending the Green Communities Grant to 9/30/2026.

Sincerely,

Terry Walker

Terry Walker
Town Administrator
Town of Peru

(413) 655-8312 x100



Gable mount

~ \$70

Amazon

Weather Station