

**BOARD OF SELECTMEN MEETING**  
**Town Gymnasium 3 EAST MAIN RD**  
**Wednesday, October 20, 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 9-1-2021, 9-7-2021, & 9-13-2021
5. Update of Departments.
6. Discussion and Possible Vote to approve temporary Assessment Services Contract between Town of Peru and Regional Resource Group, Inc. through December 31, 2021.
7. Discussion and Possible Vote to approve Request for Proposals for Assessors' Property Tax Assessment Services.
8. Discussion of 250<sup>th</sup> Town of Peru Anniversary updates
9. Discussion of job description for Town Administrator
10. Public Input
11. Review and Approve accounts payable, Treasury Warrant, Payroll Warrant
12. 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](http://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: October 20, 2021: 6:00 P.M.**

COMMUNITY CENTER

Verne Leach, Chair Selectman/ACO

Bruce Cullett, Selectman/Chief of Police

Caleb Mitchell, Town Administrator

Nanette Mone, Board of Health

Town Clerk, Kim, Leach

Call to order: 6:00 P.M.

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

Item 2: State Recording status: Caleb Mitchell recording; Verne Leach recording

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

Item 4: Review and Approve Meeting Minutes for 9-1-2021, 9-7-2021 and 9-13-2021; Leach motions to approve minutes of meeting for 9-1-21, Cullett seconds, Vote 2-0. Leach motion to approve minutes for 9-7-2021 pending changes, Cullett second, Vote 2-0. TA provides minutes approved in prior meeting for signature. TA states that minutes from 9-13 are not ready.

Item 5: Updates of Departments Discussion of letter from Board of Health, Nanette Mone, regarding vaccine mandate for all town employees. Cullett stated that he believes it would be a massive overreach to have a vaccine mandate for municipal employees. Cullett making a point to look out for the best interest of the town and believes it would be a major mistake to mandate vaccinations. Leach stated at this time there is no need for a mandate. Nanette also is concerned with well regulations that Becket uses. Leach stated that the Town currently follows state guidelines for well regulations. BOH needs a legal opinion to make any town regulations on wells. Cullett states that the MADEP is likely the best agency to regulate well drillers and asked if there was any reason to change the state guidelines?

T.A. letter from Law Office of Kathleen Gagnon regarding ATM article from June 6, 2009 regarding establishment of Peru Fire Department ie Strong Chief. Cullett recommends that letter be forwarded to KP Law and to Town Clerk for public records response.

Letter from Economic Office Housing Economic Development, EOHED regarding grant award for East Windsor Road resurfacing project.

TA is still working on Town Administrator job description.

COA director has resigned and open position must be posted.

BOS inquires about getting a report from all department heads on a monthly basis.

Item 6: Discussion and Possible Vote to approve Temporary Assessment Services Contract between Town of Peru and Regional Resource Group, Inc. through December 31, 2021. TA made RRG aware that getting tax rate set was a priority. Leach motion to hire Regional Resource Group, Inc. RRG for Assessment Services until December 31, 2021 pending Town Counsel review of contract, Cullett seconds, vote 2-0. Leach for the record states that although his daughter is on the Board of Assessors this contract doesn't benefit her financially and to let the minutes reflect this. Cullett motions to appoint and approve having TA sign the contract and be the point of contact. Leach seconds,

unanimous vote. Cullett asks TA to check with Town Accountant to determine if we can use Assistant Assessor wage account to fund the contract or if we need to involve Finance Committee to modify account. TA states that there is an option to extend the contract through end of fiscal year.

**Item 7: Discussion and possible Vote to approve Request for Proposals for Assessors' property Tax Assessment Services.** On hold until 3 Selectmen are present continue until next scheduled meeting.

**Item 8: Discussion of 250<sup>th</sup> Town of Peru Anniversary updates.** Kim Leach, Town Clerk, Questioned how the town could make down payment to hold or secure a service. Selectman Cullett informed Town Clerk Leach that preferred method is setting up vendor accounts and that invoices are preferred. Cullett stated that the town cannot typically pay for services that have not been received, however, perhaps the Town credit card can be used to hold or secure a service. Town Clerk indicates that 250<sup>th</sup> has been discussing a parade.

**Item 9: Discussion of Job description for Town Administrator:** TA still working on job description. Leach asked TA to email a draft asap. Discussion on whether two positions will be combined. Previous TA did both jobs – Cullett states that 18 hours is not enough per week for Town Administrator position.

**Item 10: Public Input:** Nanette Mone questioned Agenda items #6 and # 7. BOS explained that item #6 temporary hire of RRG through end of calendar year and # 7 was to put out an RFP for the services over the long term.

**Item 11: Review and Approve accounts payable, Treasury Warrant, Payroll Warrant:** Review and approve payroll and vendor warrants.

**Item 12: Adjourn:** Leach made motion to adjourn the 10-20-2021 BOS Meeting, Cullett seconds. All agree Vote 2-0. The 10-20-2021 BOS Meeting adjourned at 7:53 P.M.

**Articles used:**

- Warrants
- Contract for Assessor Services RRG
- EOHED award letter East Windsor Road
- COA Director Resignation Letter
- Minutes from 9/1/2021, 9/7/2021

Respectfully Submitted  
*Caleb Mitchell, Town Administrator*



Verne Leach, Chairman

Doug Haskins, Selectman



Bruce Cullett, Selectman

Date Approved: 12-6-21

RECEIVED

DEC 6 2021

*Kim Leach*  
TOWN CLERK  
TOWN OF PERU