

Peru Board of Health Meeting Minutes

September 16, 2026 10:00 AM

Community Room Peru Town Hall 3 East Main Road

Peru, MA 01235

1. The Peru Board of Health was called to order At 10:00 AM
2. Roll call including public attendees: Peggy White, Darryl Darby, Jim Kenny, Valerie Bird, and Jazu Stine. Public Attendee Coralie Pelkey
3. State recording status: None. Peggy will act as the recording secretary.
4. Jazu Stine discussed streamlining fee schedule for food service. The two issues with food service have to do with perceived risk categories and the recommended standard fees for Food establishment permitting. A motion was made, seconded and all were in favor to adopt the Berkshire Public Health Alliance standard fee schedule and the risk level assessment for Food services. All were in favor. A suggestion was made to place on the Peru Towns website link regarding the fee schedule found on the Berkshire Public Health Alliance website.
5. Kitchen inspection with Jazu and Coralie Pelkey. It was suggested that the town apply for an annual kitchen permit. Those permits are based on the calendar year this will be taken under advisement and be recommended to the select board for 2027. The fees are typically waived for Inspection of the town hall kitchens.
6. Reviewed the Peru BOH meeting minutes from August 24, 2026. A motion was made and seconded and all in favor to approve the minutes as written.
7. Health Inspectors report: Follow up 13 Kreitzer Road: The occupant of the Property agreed apply for the permit for the second Title 5 inspection through permit eyes. The formal filing through permit eyes is what triggers and confirms the inspection date and time for the health inspector to witness the Title 5 inspection. There was no formal filing for the second the title 5 inspection but during our visit the town clerk delivered a Title V inspection report for that property. Valerie will need to review this report prior to any further discussion with the board. Valerie will include her log for September at the October meeting. She will be sending out the two letters that were discussed at our last meeting and follow up will be at the October meeting. 55 E Windsor Follow up Receivership: Maja Kazmierczak, from the attorney General's office has been in touch with Valerie and there are multiple violations including roof damage, Overgrown vegetation including noxious plants and standing dead trees, rodent infestation and the house is not weather tight. The health inspector's affidavit will be reviewed signed and

returned to the Attorney General. 6 North Road court date has been postponed They are making progress.

8. Follow up BOH orientation: Several issues from the Board of Health Orientation brought up by Peggy: a) Recommend that Val consider at least on a quarterly basis to discuss with the town treasurer properties that have sold, deeds that have transferred that would warrant title V inspections to assure that Title 5 inspections have been completed. The follow up is a letter informing the property owners of Massachusetts law requiring Title 5 inspections. b) Michael Hugo from the Massachusetts Association of Health Presentation included the issue of board of health members that also concurrently serve on other boards. It was recommended that any necessary communication regarding the Conservation Commission that may overlap with BOH issues be conveyed through Valerie Bird or Mike Frederickson and the BOH members that serve on the Conservation Commission refrain from related conversation. c) Michael Hugo also offered to come to towns to discuss the BOH authority, the BOH decided to reach out to Michael to plan his presentation after the town election. This will be discussed with the select board. d) The BOH did not feel a need for a town nuisance bylaw as MGL covers nuisance complaints. e) discussion regarding the boh completing evaluations of the health inspectors. Val is unaware of this process, and of any evaluation form and to her knowledge it has not ever been completed by boards of health. Peggy will follow up with the alliance regarding this issue.
9. Public Health Emergency Planning: The next coalition meeting is October 6 Darryl plans to attend Peggy can attend most of the meeting but has a conflict towards the end of the meeting. The final draft of the letter to the Peru residents was reviewed during the meeting and will now be presented to the select board. Jim has agreed work on contact list as part of emergency preparedness and communication which is found in CERC template. Planning joint meeting with emergency management: Timing for this best be after the Community Emergency Management Plan has been completed, we have received responses from the letter and we have updated our own Framework: The Local Emergency Management Plan. Alliance is working on holding messages.
10. Vaccine clinic is scheduled 9/26/26 10-noon. There have been multiple postings including via the town clerk, Council on Aging, Transfer station, library as well as a planned Berkshire Eagle calendar submission.
11. Follow up plans for reducing microplastic and recycling program. Jaymie Zapata felt there might be funding to print on card stock the recycling information one page flyer. She has not followed up and Peggy send her an email.
12. An outline of several issues that Valerie will discuss on behalf of board with the Select Board includes: a concern that Coralie that the cleaning service includes the community room and the kitchen, there is now noticeable mold on the south wall that in the past

was recommended to be cleaned with soap and water, the select board consider the annual permit for the kitchen, The review of the letter to property owners and approval to get it printed and be included in the property tax Mailing. To clarify the governing board representative and alternate appointments to see if they are still current or need to be reappointed.

13. Public Comment: None
14. Any unforeseen business: None.
15. The next meeting has been scheduled for 10/19/26 At 11:00 AM. The November and December meetings have tentatively been scheduled for November 9th At 11:00 and December 7th At 10:00 AM. Items for the next agenda will include reviewing and updating the Local comprehensive Emergency Management plan framework, follow up on the letter to Peru citizens, ongoing Emergency Management discussion and the usual items including health inspectors report and follow up.
16. A motion was made, seconded in all in favor to adjourn the meeting. The meeting was Adjourned at 12:26 PM

Articles used: Document outlining food establishment permit fees and FDA risk based food establishment categories presented by Jazu Stine

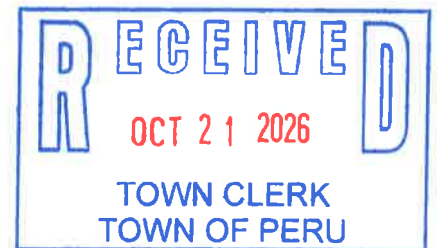
Approved 10/19/24

Peggy White

Darryl Darby

Jim Kenney

Minutes respectfully submitted by Peggy White, Chair Peru Board of Health



Hello Board of Health members,

Thank you for the opportunity to bring a new idea to the table. I am proposing a new approach to categorizing our food establishment permits in an effort to simplify and streamline our efforts. Instead of a somewhat arbitrary price structure focusing on the specific type of business, number of seats, square ft, etc. I am suggesting we instead use the FDA risk-based food establishment categories as our guide.

This categorizes establishments based on a risk assessment (something I already do for our establishments) which then determines how frequently they are inspected. The more inspections needed, the higher the permit fee should be to cover the cost of doing inspections. This will take some getting used to for the first year of renewals, but I will handle communicating the changes. Moving forward this should remove a lot of confusion about what category an establishment is or what add-ons are needed, generally saving time and making it so all of our towns use the same approach.

This is your current fee schedule:

Peru

Special/Temp Event Organizer	# Days x \$25.00
Commercial Kitchen (New Construction/Plan Review)	\$100.00 +
\$0.003/estimated cost	
Food Establishment (New/Initial Application)	\$150.00 + \$75.00/h
Combined Retail/Food Establishment Annual Permit	\$150.00
Food Establishment Permit (Large: 50+seats)	\$225.00
Food Establishments/Catering Permit (Small < 50 seats)	\$100.00
Non-Profit Occasional	\$0.00 (Non-profits free)
Seasonal Food Establishment	\$100.00
Annual Food Service/Restaurants, Retail, Commercial Kitchens, Residential/Cottage	
Bakery (Stand Alone)	\$200.00
Bakery (Part of another FE)	\$50.00
Caterer & Commissary/Base Kitchen	\$150.00
Caterer Registration	\$25.00

Frozen Desert (Stand Alone)	\$100.00
Frozen Desert (Part of another FE)	\$20.00
Kitchen, Commercial/Commissary /Shared	\$200.00
Kitchen, Satellite (Reheating only)	\$200
Milk/Cream Stand Alone Vendor, Vehicle	\$85.00
Milk/Cream (Part of another Retail Permit)	\$10.00
Milk Raw, Sales at Farm	\$400.00
Service Take Out/Home Delivery (Part of another FE)	\$25.00
Service Take Out/Home Delivery Only (No Seats)	\$200.00
Service Food Establishment \$525.00)	\$150.00 + \$2.00/seat (Max
— Nonprofit Small/Events (non-TCS foods)	\$25.00
— Nonprofit Fund Raiser (with TCS Foods)	\$75.00
Residential/Cottage Kitchen Retail (non-TCS)	\$150.00
Retail Food Incidental (100 sf and no TCS foods)	\$25.00
Retail Food (food sq.ft.; no food prep} \$850.00)	\$150.00 + \$5.00/sq ft (Max
Vending Machines	\$25.00

Examples:

Establishment	Risk Rating	Current Fee	Proposed fee
Residential Kitchens	1	\$150	\$150
Camp Danbee	2/3	\$100	\$200/300

This is how FDA defines the categories followed by what I am proposing along with ideas on fees.

STANDARD 2 – TRAINED REGULATORY STAFF APPENDIX B-3: RETAIL FOOD ESTABLISHMENT CATEGORIES

Risk Level	Description
1	Examples include most convenience store operations, hot dog carts, and coffee shops. Establishments that serve or sell only pre-packaged, non-time/ temperature control for safety (TCS) foods. Establishments that prepare only non-TCS foods. Establishments that heat only commercially processed TCS foods for hot holding. No cooling of TCS foods. Establishments that would otherwise be grouped in Category 2 but have shown through historical documentation to have achieved active managerial control of foodborne illness risk factors.
2	Examples may include retail food store operations, schools not serving a highly susceptible population, and quick service operations. Most products are prepared/cooked and served immediately. May involve hot and cold holding of TCS foods after preparation or cooking. Complex preparation of TCS foods requiring cooking, cooling, and reheating for hot holding is limited to only a few TCS foods. Establishments that would otherwise be grouped in Category 3 but have shown through historical documentation to have achieved active managerial control of foodborne illness risk factors. Newly permitted establishments that would otherwise be grouped in Category 1 until history of active managerial control of foodborne illness risk factors is achieved and documented.
3	An example is a full-service restaurant. Extensive menu and handling of raw ingredients. Complex preparation including cooking, cooling, and reheating for hot holding involves many TCS foods. Variety of processes require hot and cold holding of TCS food. Establishments that would otherwise be grouped in Category 4 but have shown through historical documentation to have achieved active managerial control of foodborne illness risk factors. Newly permitted establishments that would otherwise be grouped in Category 2 until history of active managerial control of foodborne illness risk factors is achieved and documented.
4	Examples include preschools, hospitals, nursing homes, and establishments conducting processing at retail. Includes establishments serving a highly susceptible population or that conduct specialized processes (i.e., smoking and curing, reduced oxygen packaging for extended shelf-life).

Risk Category/ Inspections per year	Description	Current Fee range	Proposed new fee start/goal
1	Most Retail only establishments Preparation of non-TCS only No complex preparations Residential Kitchens Low risk, limited menu Caterer base of operations	\$100-150	\$150/200
2	Most Food Service establishments Retail with TCS foods Preparing of simple TCS foods Some complex preparations Schools Category 3 with history of good managerial control	\$150-200	\$200/300
3	Full-service Restaurants handling many raw ingredients, TCS foods Many complex preparations Category 2 with history of Risk Factor violations	\$225-525	\$300/400
4	Highly Susceptible Populations High Risk/HACCP/Special Process Category 3 with history of Risk Factor violations		\$400/500

Additional Fees:	Current	Proposed
New Commercial Business Plan Review	\$150 fee + \$75 per hour	\$200
Frozen Dessert	\$50	\$50
Milk	\$10	\$10