

BOARD OF SELECTMEN MEETING

Town Hall Meeting Room 3 East Main Rd. Peru MA

Monday March 27, 2023 @ 6:00 PM

1. Call to Order
2. Roll Call
3. State recording status
4. Pledge Alliance to the Flag
5. Review and Approve BOS Meeting Minutes for 3/20/23.
6. Updates of Departments.
7. Discussion and possible vote on Quote for securing town offices from Jay Jewell.
8. Discussion and possible vote on Updated Municipal Pavement Program Agreement for Route 143 in Peru.
9. Discussion and Interview Terry Walker for Town Administrator position.
10. Discussion and possible vote on repair for the Peru Fire Engine.
11. Discussion of FY' 24 Budget.
12. Public input
13. Review and Approve Accounts payable, Treasury Warrant.
14. 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

Posted March 23, 2023 @ 10:18 am, *Kim Leach, Town Clerk*

TOWN HALL 3 EAST MAIN ROAD PERU, MA 01235

SELECT BOARD MEETING MINUTES: March 27, 2023 @ 6:00 P.M.

Peru Town Hall Meeting Room

Verne Leach, Chair Selectman/ACO
Bruce Cullett, Selectman/Police Chief
Doug Haskins, Selectman/Finance Committee
Terry Walker, Administrative Assistant
Justin Russell, Highway Superintendent
Jesse Pelkey, Fire Chief
Paul Hickling, Finance Committee

Public Attendees:

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

Item 2: Roll Call: Chairman Leach present, Selectman Cullett present, Selectman Haskins present

Item 3: State Recording status: Selectman Leach for personal reasons under Exemption E

Item 4: Pledge of Allegiance to the Flag: Led by Selectman Leach

Item 5: Review and Approve BOS Meeting Minutes for 03/20/2023.

Selectman Leach motion to approve 3/20/2023 minutes pending changes, Selectman Cullett second, 2-0

Item 6: Updates of Departments

Fire Chief Pelkey mentioned that Premium Waters in Pittsfield donated a pallet of bottled water to the fire department and highway department. The bottled water was not a one-time donation but is available to the town anytime the town needs bottled water.

Fire Chief Pelkey mentioned that his town credit card has fraudulent activity on it. Someone in Florida was attempting to make reservations at a hotel. Chief Pelkey wanted to make the other town departments aware so they could check for any fraudulent activity on their town credit cards.

Finance Committee Chairman Hickling mentioned that at the joint Finance Committee and Board of Selectman meeting on March 15th, was not successful. The FY24 budgets could not be discussed because the Finance Committee did not have a quorum.

Highway Superintendent Russell mentioned that the Ford 550 is still running rough even though Marcotte Ford replaced an injector for \$1,800.00. A new engine may cost between \$25,000 to \$30,000. Superintendent Russell mentioned that the Ford 550 has 43,000 miles and they have had a lot of problems with that truck. He plans to take the truck to Petell's Garage and have them take the top off the motor and get an estimate for repairs.

Superintendent Russell also mentioned that 3 feet of ice fell on the generator, and he had the generator fixed.

Selectman Cullett received an email from MMA stating that there will be a Western Mass Seminar in Holyoke on Saturday, 4/1/2023. He and Highway Superintendent Russell will attend the seminar which will be addressing Chapter 90 and rural Western Mass issues.

Selectman Cullett submitted an Invitation to bid for Vocational School Transportation to the following.

- Dufour
- Lecrenski Brothers
- First Student, Inc.

The bid requests are for the 2023/2024 school year and are due on April 17, 2023, by 6:00 p.m. Selectman Cullett also mentioned the Selectboard has signed and mailed a letter to Kimberly Wetherell and a copy to the Attorney General's Office for the alleged OML violation they received from Kimberly Wetherell.

Police Chief Cullett nothing to update with the Police Department.

Item 7: Discussion and possible vote on Quote for securing town offices from Jay Jewell: Selectman Leach motion to accept quote for securing town offices from Jay Jewell, Selectman Haskins second, 3-0

Item 8: Discussion and possible vote on Updated Municipal Pavement Program Agreement for Route 143 in Peru: Selectman Cullett motion to sign Updated Municipal Pavement Program Agreement for Route 143, Selectman Leach second, unanimous vote 3-0 to sign agreement. It was noted that the estimated cost for the project is \$2,774,000.00

Item 9: Discussion and Interview Terry Walker for Town Administrator Position: Peru's Administrative Assistant, Terry Walker, interviewed for the Town Administrator's position. Selectman Cullett wondered why Ms. Walker would want to work for the Town of Peru. Ms. Walker mentioned that she has worked for the Town of Peru for nearly two years and her experience in Peru has been very enjoyable. She also stated that after working in several towns she finds the Board of Selectmen in Peru to be the most compatible board she has ever worked with. She sees the board putting the interest of the town first, the board is very knowledgeable of their duties, the board handles each situation very calmly and shows respect for the public and co-workers. Selectman Leach asked Ms. Walker what she thinks could be improved in Peru. Ms. Walker felt that the Town Administrator spending more hours at Town Hall would enhance the position and she felt that writing grants should be a top priority. Selectman Leach asked about procurement training. Ms. Walker has worked with procurement laws and the National Registry when purchasing items in other towns. She is willing to take all the training needed to become the Chief Procurement Officer. Selectman Haskins asked if Ms. Walker would be available for departmental monthly meetings. Ms. Walker stated she would definitely hold monthly meetings because this is a very powerful tool for a town to run smoothly and teamwork is the key to being successful. Although Ms. Walker has never worked in the assessing department, she assisted Amy Davidson, Assessor, file paperwork with the Division of Local Services that had not been filed since 2005. Selectman Haskins asked Ms. Walker if she would be willing to work both jobs, Town Administrator and Administrative Assistant, if she is hired until they can hire another Administrative Assistant. Ms. Walker said she would definitely stay on board as the Administrative Assistant. She mentioned that when she became the Administrative Assistant in 2021 her first task was to type minutes that were 12 weeks behind. This was very tedious, and she would never want a new hire to be subject to such an overwhelming task. Ms. Walker said she will absolutely stay on as the Administrative Assistant until someone else is hired. In 2010, Ms. Walker was instrumental in completing the EO418 and the Commonwealth Capital Application for Peru. The Commonwealth Capital Plan is part of the Town's Master Plan and the points received qualified the town for grant funding.

The following are some of the Towns where she was awarded Strap and MassWorks grants.

- Town of Shelburne \$ 998,000
- Town of Monterey \$1,000,000
- Town of Heath \$1,000,000
- Town of Blandford \$ 500,000
- Town of New Marlborough \$ 500,000
- Town of Becket \$ 500,000
- Town of Goshen \$ 500,000

CERTIFICATES:

- Passed Accountant's Legal Exam on Mass General Law
- Berkshire Community College -Grant Writing
- OSHA Certified

- Bondable
- Certificate of Completion 2016 State Election-Silver Medal Award
- Baystate Road Scholar-MassDot
- Police Department-Law Enforcement Firearms Legal Update Seminar
- Road System Management Software Workshop-Maine DOT- certified in New England
- Massachusetts Water Works Association -Regular Update Meeting
- Mass Rural Water Association Training-Ozone 101
- Certificate of Appreciation for dedicated service-Blandford Police Department
- University of Massachusetts, Amherst, MA--Ma Municipal Auditors & Accountants Assoc., Inc
- Certificate of Training -Northeast Regional Tax Collectors' and Treasurers' Assoc, Lake Placid, NY.
- Certificate for Dedication & Hard Work-New Marlborough Fire & Rescue
- Fundraising and running 5K races for Susan Komen Race for the Cure

EXPERIENCE:

- Grant Writer awards totaling \$6,405,170.37
- Town Treasurer
- Town Accountant/Accounting Officer
- Town Clerk
- Assistant to Tax Collector
- Water Department Administrator
- Road Analysis Coordinator
- Zoning Board of Appeals Secretary
- Planning Board Secretary
- Highway Department Secretary

Ms. Walker has worked in several towns in Massachusetts for the last 42 years and feels her experience in municipal government makes her a good candidate for the position as Town Administrator. She is available to devote as much time that is necessary to perform all responsibilities as the Town Administrator.

Item 10: Discussion and possible vote on repair for the Peru Fire Engine:

Fire Chief Pelkey mentioned that Freightliner is still waiting on parts. Chief Pelkey will notify Selectboard of any progress. Placed on hold.

Item 11: Discussion of FY24 Budget: Some discussion on the following items:

- Public Health Alliance- Jim Welch may have the figures- placed on hold.
- ARPA funds - once the books are closed, we will have the correct figure. \$4,600 has been spent this year but the funds from last year have not been rolled over. Plus, the deposits are not entered.
- Fire Department budget was discussed with the Finance Committee. Selectman Cullett needs a more detailed budget and hopefully Fire Chief Pelkey can give an overview on Thursday, March 30th at the joint BOS and Fin Com meeting.
- Berkshire Retirement shortfall will be handled at the end of the year.
- The COA overage was corrected by a journal entry to the correct account.
- Highway Superintendent Russell mentioned that the pump needs to be replaced on the diesel tank which would cost between \$1,000-\$2,000. Selectboard agreed this would be on the Free Cash wish list. Superintendent Russell also mentioned that flags need to be purchased.
- Selectman Cullett will reach out for the following budgets: MIIA, IT and Spectrum.
- On Thursday, March 30th Fin Com Chairman Hickling will have the spread sheet updated for the joint meeting and the boards will review miscellaneous budgets.
- Budgets needed:

1. Historical
2. Cemetery
3. Assessors
4. COA
5. Accountant
6. SoftRight accounting software
7. Health Insurance
8. Town Insurance
9. Retirement
10. Unemployment
11. Medicare
12. Berkshire Solid Waste, Superintendent Russell mentioned that Linda is working on a quote.

Scanners: Highway Superintendent Russell is in desperate need of a scanner at the Highway Garage. He wondered if the scanners had been ordered when Jim Welch mentioned that that new scanners were recommended for all departments by the accounting firm. Fire Chief Pelkey does not need a scanner at the fire house. Administrative Assistant, Terry Walker, mentioned that IT set up scanning capabilities on the copier/printer and the town hall does not need a scanner.

Selectman Cullett mentioned that MIIA's Risk Management inspection at the Fire House and Town Hall will take place on April 12, 2023. Fire Chief Pelkey and Highway Superintendent Russell will be available for the walk through.

Item 12: Public Input: None

Item 13: Review and Approve Accounts Payable, Treasury Warrants and Payroll Warrant: None

Item 14: Adjourn: Selectman Leach made motion to adjourn the 03/27/2023 BOS Meeting, Selectman Cullett second, Vote 3-0. The 03/27/2023 BOS Meeting adjourned at 7:08 P.M.

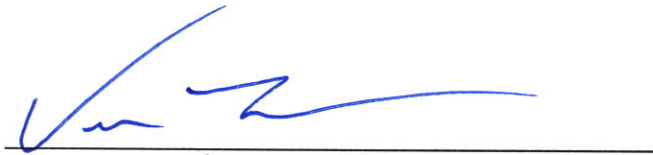
Articles used:

- Minutes- 03/20/2023
- Jay Jewell quote
- Municipal Paving agreement
- Terry Walker cover letter, resume and awards
- FY24 Budget Requests
- Invitation to Bid-Vocational School Transportation

Respectfully Submitted,

Terry Walker
Administrative Assistant

Verne Leach, Chairman



Doug Haskins, Selectman



Bruce Cullett, Selectman



Date Approved: 4-3-23

RECEIVED
 APR 04 2023
 Kim Leach
 TOWN CLERK
 TOWN OF PERU

Proposal

Jay A. Jewell

13 Causeway Road

Peru, MA 01235-9818

413-329-9959

Town of Peru
Peru, MA 01243

The following work is to be completed

Interior partitions at the clerk and assessors offices

Install new framing

Install new drywall and trim to match the existing

Install new solid core 6 panel doors, 36" at the clerks office and a 32" at the assessors office

Install new lever entry sets on both doors

Paint the new material and doors to match existing

Total \$3,100.00

Amount: \$3,100.00 % down, interim payments and Balance upon completion
payable to Jay A. Jewell to be discussed

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alterations or deviations from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control, Owner to carry fire, tornado, and other necessary insurance.

Authorized Jay A. Jewell

Signature: _____

Note: This proposal may be
Withdrawn by us if not accepted within
30 days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of acceptance: 3/27/23 Signature: _____

Municipal Pavement Program Project Agreement

Agreement Number: 121468

This Municipal Pavement Program Agreement ("Agreement") is entered into this _____ day of _____, 2023, by and between the Massachusetts Department of Transportation, a body politic and corporate and a public instrumentality of the Commonwealth of Massachusetts duly established and existing pursuant to M.G.L. Chapter 6C, as amended, having a principal place of business at Ten Park Plaza, Boston, Massachusetts, 02116 (hereinafter called "MassDOT", and the City/Town of Peru , (the "Municipality").

WHEREAS, MassDOT desires to assist Municipality by repairing or replacing the pavement along Route 143 , a state number roadway owned by the Municipality in the County of Berkshire , in said Commonwealth; and

WHEREAS, the Parties have agreed to the Scope of work for said roadway construction described in Exhibit A (the "Project"); and

WHEREAS, the total estimated construction costs for the Project is \$ 2,774,421.38 , as described in Exhibit B, (the "Preliminary Estimate Form"); and

WHEREAS, the Project is to be financed by funds provided by MassDOT through the Municipal Pavement Program, as authorized by the 2021 Transportation Bond Bill; and

WHEREAS, the Parties have reached an agreement as to the apportionment of work and expense necessary for the completion of the Project.

NOW THEREFORE, in consideration of the obligations contained herein and other good and valuable consideration, the receipt of which is hereby acknowledged, MassDOT and the Municipality hereby agree, each with the other, as follows:

1.0 DIVISION OF WORK

1.1 MassDOT

MassDOT shall provide by its own contractors and/or subcontractors ("Contractors") all necessary labor, materials, and equipment and other services to construct said Project in accordance with the attached Scope of Work (Exhibit A), and the Preliminary Estimate Form (Exhibit B).

1.2 Municipality

Municipality shall be responsible for the following: (a) applying for and maintaining in full force and effect any and all permits and approvals required for the construction of the Project; (b) acquiring, in its own name, in accordance with applicable regulations and laws, all permanent and temporary rights of way necessary to support construction activities; and (c) performing all necessary community outreach activities needed to support construction including, but not limited to, abutter notifications, community meetings, and detour notifications.

2.0 DIVISION OF EXPENSE

2.1 MassDOT

MassDOT shall be responsible for all construction costs associated with the Project, except as provided in Section 2.2 below.

2.2 Municipality

Municipality shall be solely responsible for all costs and expenses associated with the acquisition of rights of way, permitting, and community outreach activities necessary to perform its obligations hereunder. Notwithstanding anything contained herein to the contrary, Section 2.2 shall survive any expiration or termination of this Agreement.

3.0 FINAL COMPLETION AND FUTURE MAINTENANCE

The Municipality's representative shall be made available to attend MassDOT's final inspection of the Contractors' work of the Project. When all punch-list items identified as part of the final inspection are addressed to the satisfaction of MassDOT ("Final Completion"), MassDOT shall notify the Municipality in writing that the Project has been completed. Upon such notification, the Municipality shall, at its own expense, continue to be solely responsible for the maintenance and upkeep of all property associated with the Project and the costs thereof.

4.0 EXPIRATION DATE AND TERMINATION

This Agreement will expire on June 30, 2024. This Agreement may also be terminated by mutual agreement of the Parties, upon such terms and conditions as the Parties may mutually agree upon. Such termination shall be effective in accordance with a written agreement by the Parties. Termination under this section shall not constitute a waiver of the rights of either Party to damages or other remedies related to this Agreement, except to the extent that the mutual agreement terminating this Agreement so specifies.

5.0 MISCELLANEOUS

6.1 Notices

MassDOT:

MUNICIPALITY:

6.2 Governing Law and Severability

This Agreement shall be governed by the laws of the Commonwealth of Massachusetts, without regard to principles of conflicts of law or choice of laws. In the event that any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be declared to be invalid or unenforceable, then the remainder of this Agreement or the application of such term or provision to other person or circumstances, other than those as to which it would become invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

6.3 No Third-Party Beneficiaries

This Agreement shall not be construed to create any third-party beneficiary rights in favor of any other parties or any right or privilege for the benefit of any other parties.

6.4 Counterparts

This Agreement may be executed in multiple counterparts, each of which shall be an original and all of which shall constitute one and the same instrument.

[THIS SPACE INTENTIONALLY BLANK; SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the day and year first written.

MASSACHUSETTS DEPARTMENT OF
TRANSPORTATION

MUNICIPALITY

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Legal Certification

This will certify that the Municipality has complied with all applicable State Laws and its By-Laws and Ordinances as they apply to this Agreement and that this Agreement is a valid, binding agreement with the Municipality.

By: _____

Date: _____

Name: _____

Title: _____

Certificate of Signatory

This will certify that the below named individuals are duly authorized and empowered to execute and deliver this Agreement on behalf of the Municipality.

Name: _____

Title: _____

Name: _____

Title: _____

Date: _____

Attest (Signature): _____

Title: _____

EXHIBIT LIST

Exhibit A – Scope of Work & Locus Map

Exhibit B - Preliminary Estimate Form

Scope of Work

Municipal Paving Program

Peru

Route 143

From Hinsdale/Peru Town Line to the Peru/Worthington Town Line

Approximately 4.5 Miles

Massachusetts Department of Transportation is proposing to conduct roadway resurfacing of the section of Route 143 under the Municipal Paving Program. There is no roadway widening planned for this work.

Roadway Construction-

On Route 143 the proposed roadway work will include removing 2" of existing pavement, and when necessary, additional areas of failed binder material will be removed, and a new course of binder will be installed. The final top surface will consist of a 2" lift of new asphalt.

Drainage-

Drainage structures in the roadway will be adjusted or rebuilt with new ones as needed.

Pavement Markings & Safety-

The roadway will be striped with recessed markings at an 11-foot road width. Additionally center-line milled rumble strips will be installed as a part of a safety measure. Center-line rumble strips will not be installed in the 35 MPH section through the center of town.

Roadway Edge Treatment-

The edge of the roadway will receive either topsoil at lawn areas or pavement millings at all other locations.

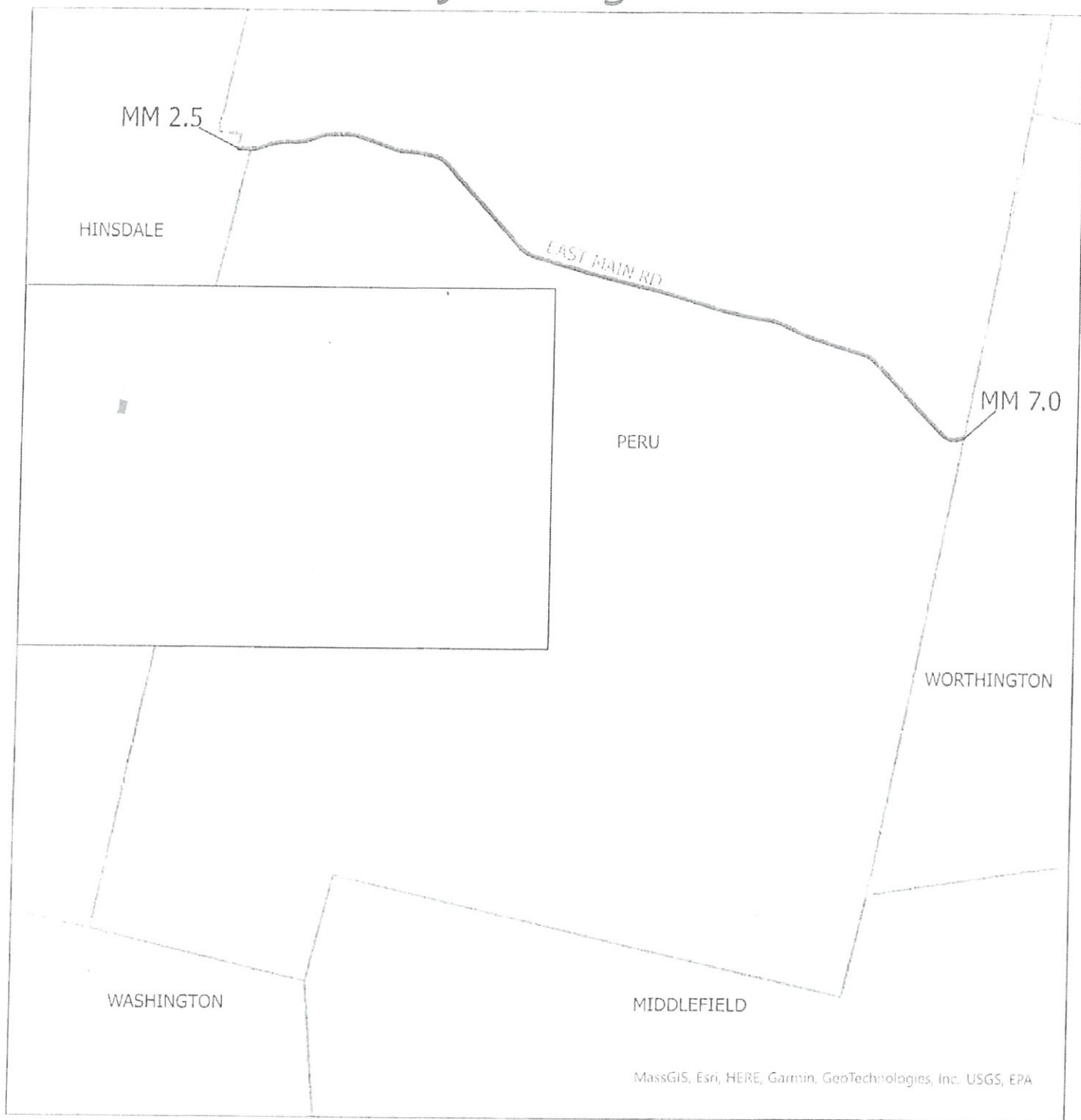
Guardrail-

No Guardrail work is planned.

Environmental-

Erosion controls will be placed as needed in wetland and buffer zones. Any required environmental permits will be obtained by the town.

MassDOT Municipal Pavement Program Project Segment



District: 1
Town: Peru
Route Number: SR143
Total Project Length (by mile markers): 4.5 Miles



| Contract # 118713 | | | Peru Route 143 | | | |
|-------------------|----------|------|---|--------------|-----------------------|--|
| Item No. | Quantity | Unit | Item | Unit Price | Amount | |
| 141.1 | 4 | CY | TEST PIT FOR EXPLORATION | \$120.00 | \$480.00 | |
| 220 | 100 | EA | DRAINAGE STRUCTURE ADJUSTED | \$335.00 | \$33,500.00 | |
| 220.2 | 30 | FT | DRAINAGE STRUCTURE REBUILT | \$400.00 | \$12,000.00 | |
| 221.1 | 8 | EA | FRAME AND COVER - SECURED | \$950.00 | \$7,600.00 | |
| 222.1 | 100 | EA | FRAME AND GRATE - MASSDOT CASCADE TYPE | \$975.00 | \$97,500.00 | |
| 223.2 | 108 | EA | FRAME AND GRATE (OR COVER) REMOVED AND DISCARDED | \$1.00 | \$108.00 | |
| 402.13 | 30000 | FT | PAVEMENT MILLING MULCH FOR SHOULDERS | \$5.00 | \$150,000.00 | |
| 415.2 | 92556 | SY | PAVEMENT FINE MILLING | \$5.10 | \$472,033.33 | |
| 450.231 | 10366 | TON | SUPERPAVE SURFACE COURSE - POLYMER 12.5 (SSC - 12.5 - P) | \$142.25 | \$1,474,595.11 | |
| 450.52 | 900 | TON | SUPERPAVE LEVELING COURSE - 9.5 (SLC - 9.5) | \$142.25 | \$128,025.00 | |
| 451 | 100 | TON | HMA FOR PATCHING | \$1.00 | \$100.00 | |
| 452 | 6479 | GAL | ASPHALT EMULSION FOR TACK COAT | \$6.00 | \$38,873.33 | |
| 477.2 | 23800 | FT | MILLED RUMBLE STRIP (TYPE C) | \$1.15 | \$27,370.00 | |
| 570.2 | 2000 | FT | HOT MIX ASPHALT CURB TYPE 2 | \$11.50 | \$23,000.00 | |
| 702 | 100 | TON | HMA FOR SIDEWALK OR DRIVEWAY | \$185.00 | \$18,500.00 | |
| 748 | 1 | LS | MOBILIZATION | \$10,000.00 | \$10,000.00 | |
| 751 | 125 | CY | LOAM FOR ROADSIDES | \$75.00 | \$9,375.00 | |
| 765 | 2500 | SY | SEEDING | \$0.95 | \$2,375.00 | |
| 767.121 | 8700 | FT | SEDIMENT CONTROL BARRIER | \$4.00 | \$34,800.00 | |
| 850.41 | 80 | HR | ROADWAY FLAGGER | \$62.00 | \$4,960.00 | |
| 851.1 | 25 | DAY | TRAFFIC CONES FOR TRAFFIC MANAGEMENT | \$50.00 | \$1,250.00 | |
| 852 | 368 | SF | SAFETY SIGNING FOR TRAFFIC MANAGEMENT | \$16.00 | \$5,888.00 | |
| 854.016 | 95200 | FT | TEMPORARY PAVING MARKINGS - 6 INCH (PAINTED) | \$0.25 | \$23,800.00 | |
| 854.036 | 956 | FT | TEMPORARY PAVING MARKINGS - 6 INCH (TAPE) | \$1.85 | \$1,768.60 | |
| 859 | 2000 | DAY | REFLECTORIZED DRUM | \$0.20 | \$400.00 | |
| 862.506 | 47600 | FT | PAVEMENT MARKINGS, RECESSED WET REFLECTIVE (6 INCH WHITE LINE) | \$1.85 | \$88,060.00 | |
| 863.506 | 47600 | FT | PAVEMENT MARKINGS, RECESSED WET REFLECTIVE (6 INCH YELLOW LINE) | \$1.85 | \$88,060.00 | |
| 999.001 | 20000 | S | TRAFFIC POLICE | \$1.00 | \$20,000.00 | |
| | | | | TOTAL | \$2,774,421.38 | |

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the day and year first written.

MASSACHUSETTS DEPARTMENT OF
TRANSPORTATION

MUNICIPALITY

By: _____

By: 

Name: _____

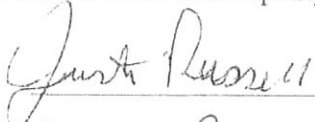
Name: VEANE LEACH

Title: _____

Title: SELECTBOARD CHAIR

Legal Certification

This will certify that the Municipality has complied with all applicable State Laws and its By-Laws and Ordinances as they apply to this Agreement and that this Agreement is a valid, binding agreement with the Municipality.

By: 

Date: 3-27-23

Name: Justin Russell

Title: Highway Superintendent

Certificate of Signatory

This will certify that the below named individuals are duly authorized and empowered to execute and deliver this Agreement on behalf of the Municipality.

Name:  Title: SELECTBOARD CHAIR

Name: Justin Russell

Title: Highway Superintendent

Date: 3-27-23

Attest (Signature): 

Title: Selectman

Town of Peru

Invitation to Bid – Vocational School Transportation

The Town of Peru seeks bids for the following school transportation routes for the 2023/2024 school year.

Transportation Specifications (per day)

Peru (multiple pick up locations) to/from Smith Vocational & Agricultural High School (Northampton)

Bids should specify daily rate and additional fees. Bidders must meet all state requirements for transporting school children. Sealed bids clearly marked "SCHOOL TRANSPORTATION BID" will be accepted until 6:00 PM by the Peru Select Board on Monday April 17, 2023. Bids will be opened and read aloud at the Select Board's meeting at 6:30 PM that evening (April 17, 2023) The Peru Select Board reserves the right to accept or reject any or all bids that would be in the best interest of the Town based on total estimated cost of the services to be provided as well as the capacity of each vendor to provide the requested services.

Please mail bids to:

Peru Board of Selectmen

Town of Peru

3 East Main Road

Peru, MA 01235

Contact Person:

Bruce Cullett, Selectman, bcullett@townofperuma.com

Sent to:

- 1. DuFour*
- 2. Lecrenski Brothers*
- 3. First Student, Inc*

3/26/23

Terry L. Walker



Town of Peru
3 East Main Road
Peru, MA 01235

January 30, 2023

Board of Selectmen,

I am very interested in your Part Time Town Administrator Position. I have been employed in several towns in Massachusetts for over 41 years. I feel that my skills, years of experience and training make me a good candidate for your PT position.

My experience includes: Administrative Assistant to the Board of Selectmen, public relations, I type 100 wpm, assisted with budgeting process, recording town meeting votes, Tax Title process, land court, public relations, knowledge regarding OML violation process, preparing all tax recap sheets, bank deposits, submitting by-law changes to AG's Office, securing BAN, RAN AND GAN Notes, bank investments, balancing budgets, working with Bank Advisors, Payroll, Vendor invoice coding, Chapter 90 reimbursements, working with retirement boards, census, voter registration ,birth records, death records, marriage intentions and filing with Boston.

I have worked in Municipal Government since 1981, I am bondable, OSHA certified, I passed the legal exam on Mass General law, and attended seminars/ training required by the state. While I was a Town Treasurer, I attended an international conference at Lake Placid, NY for Town Treasurers in the U.S. and Canada. I was chosen to represent Massachusetts. As a Grant Writer, I have been awarded nearly \$7,000,000 in federal and state grants.

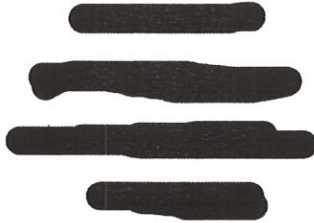
Thank you in advance for considering me as a candidate and I feel I would be an asset for the Town of Peru.

Sincerely,

A handwritten signature in cursive script that reads "Terry L. Walker".

Terry L. Walker

Terry L. Walker



TOWN OF MONTEREY

Monterey, MA

Town Clerk/Grant Writer

Road Analysis Coordinator

08/17/2016-11/30/2022

\$1,000,000 + grant awards MassWorks

TOWN OF PERU

Peru, MA

Administrative Assistant (10 hours/ week)

11/15/2021 to present

TOWN OF SHELBURNE

Shelburne, MA

Grant Writer/Grant Administrator

1/1/2019-present

Road Analysis coordinator

\$1,000,000 grant award MassWorks

TOWN OF CONWAY

Conway, MA

Grant Writer/ Road Analysis

11/15/2018-2020- (COVID)

LEVIS OUTLET

Lee, MA

Sales/ Stylist

4/24/2016-4/24/2020 (COVID)

| | |
|--|------------------------------|
| TUNXIS CLUB, INC. | Tolland, MA |
| Weekend sous chef | 1981-present |
| | |
| TOWN OF BLANDFORD | Blandford, MA |
| Grant Writer/ DPW Secretary | 3/1/2011-6/28/2013 (retired) |
| Water Dept Admin, Emergency Management Secretary | |
| Road Analysis Coordinator, Chapter 90 | |
| \$500,000 grant award MassWorks | |
| | |
| TOWN OF CHESTER | Chester, MA |
| Accountant | 2009-2010 (lay off) |
| | |
| TOWN OF MIDDLEFIELD | Middlefield, MA |
| Accountant, Admin Assistant, Grant Writer | 09/01/2006-05/31/2011 |
| DPW Secretary, Emergency Management Secretary | |
| FEMA liaison, Chapter 90 | |
| DPW Grant Awards \$70,000+ MEMA | |
| | |
| TOWN OF NEW MARLBOROUGH | New Marlborough, MA |
| Treasurer/Accounting Officer | 02/01/2000-06/30/2006 |
| Grant Writer, Assist Town Clerk | |
| DPW Secretary, Emergency Management Secretary, | |
| Grant Awards \$625,000 MassWorks | |
| | |
| TOWN OF TOLLAND | Tolland, MA |
| Treasurer/ Accounting Officer | 1981-2000 |
| Grant Writer, | |
| Grant Awards \$50,000+ | |

TO: Town of Peru
FROM: Terry L. Walker
DATE: March 27, 2023
RE: Grant Awards

Awarded Forest Fire Fighting Grant - \$7,519.50 - Fall 2001/ Town of New Marlborough
Awarded STRAP Grant -\$500,000.00 -February 4, 2004 Town of New Marlborough
Awarded \$5,112.00 MEMA Grant-Snow Removal President's Day 2003 New Marlboro
Awarded \$2,500 Grant-Conway School/ Town of New Marlborough.
Awarded Homeland Security Grant -\$13,000.00-received FY05/New Marlboro
Awarded US Rural Assistance Grant-\$5,500.00-received FY05/New Marlboro
Awarded Status of Roads Grant - \$5,000.00-received FY05New Marlboro
Awarded Snow Emergency - MEMA-\$10,000.00 received FY05/ New Marlboro
Awarded FEMA Grant- \$42,000.00/Town of Tolland
Awarded Community Policing Grant \$12,000.00- in 1999/Town ofTolland
Awarded Community Policing Grant \$12,000.00- in 2000/Tolland
Awarded DARE Grant \$5,000.00 returned to state absence of Dare Officer-1999
Awarded Snow Emergency - MEMA-\$14,000.00 FY06/New Marlboro
Awarded \$5,000.00 MIIA Loss Control Grant/Town of Middlefield
Awarded STRAP Grant - \$500,000.00 October 2010/Town of Goshen
Awarded Ice Storm 2008 \$65,959.66/Town of Middlefield
Awarded STRAP Grant -\$500,000.00 -Jan 2010/Town of Becket
Awarded Snow Emergency-MEMA -\$10,000.00/ Middlefield 2011
Awarded Snow Emergency -MEMA -\$13,000.00/Town of Blandford Jan 2011
Awarded Snow Emergency-MEMA- \$9,000.00-Town of Blandford Oct. 2011
Awarded Tropical Storm Irene- \$496,768.21 /Town of Blandford May 2012
Awarded STRAP Grant - \$500,000.00 October 2010/Town of Blandford
Awarded Police Grant - \$4,900.00 -Town of Blandford (bullet proof vests)
Awarded \$548,000.00 Chapter 90 Road projects
Awarded Click it or Ticket Grant \$2,500.00/Blandford
Awarded Drug and Alcohol Prevention Grant \$2,500.00/Blandford
Awarded \$1,000,000.00 Mass Works Grant/Town of Heath 2014
Awarded \$50,000.00 private grant/FD Training Facility - Monterey 2016
Awarded \$1,000,000.00 Mass Works Grant/Town of Monterey 2018
Awarded \$11,000.00 Council on Aging Grant Monterey 2018
Awarded \$6,000.00 Council on Aging Grant Monterey 2019
Awarded \$39,911.00 Monterey Police Dept. 2020 (Base radio ,2 mobile &2 portable radios)
Awarded \$7,000.00 Monterey Town Clerk 2020
Awarded \$1,000,000.00 MassWorks Grant Town of Shelburne 2021

Total Federal and State Grants \$6,405,170.37

CERTIFICATE of COMPLETION

Terry L Walker, Town Clerk
Monterey, MA

HAS SUCCESSFULLY COMPLETED THE FOLLOWING COURSE ON SEPTEMBER 29, 2016

2016 STATE ELECTION PREP/VRIS ENHANCEMENTS

A 3 Hour course approved for 0.75 CMC Education or 0.75 MMC Advanced Education points by IIMC.



A handwritten signature in black ink, appearing to read "Terry L Walker".

X

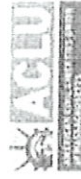
SIGNED, [Signatory Name], [Signatory Title]

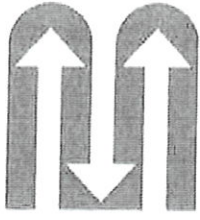


*Massachusetts Election Modernization Coalition presents the
Silver Medal Award to the Town of*

Monterey

for providing substantial Early Voting opportunities to its citizens.





Baystate Roads Program

Recognizes the participation of

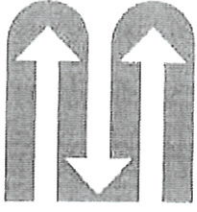
Terry L. Walker

At the workshop on **Complete Streets, Municipal Right of Way & Title VI**

Held at: **Lenox** on **May 16, 2013**



massDOT



Baystate Roads Program

Recognizes the participation of

Terry Walker

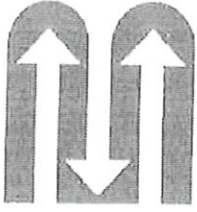
At the workshop on Gravel Roads

Held at: Stockbridge on 5/07/2010



Christy J. Ahern

MASSACHUSETTS
EXECUTIVE OFFICE
OF TRANSPORTATION



Baystate Roads Program

Recognizes the participation of

Terry Walker

At the workshop on Road Math

Held at:

Northampton

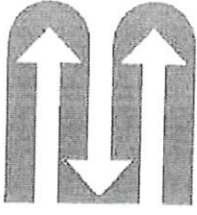
011

3/25/2010



MASSACHUSETTS
EXECUTIVE OFFICE
OF TRANSPORTATION





Baystate Roads Program

Recognizes the participation of

Terry Walker

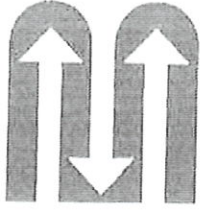
At the workshop on Presentations to Public Boards

Held at: Northampton on 10/08/2009



Christy J. A. ...

...



Baystate Roads Program

Recognizes the participation of

Terry Walker

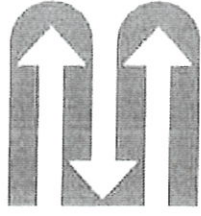
At the workshop on **Budgeting for Public Works Departments**

Held at: **Northampton** *on* **9/24/2009**



Christy J. Alvarado

Terry Walker



Baystate Roads Program

Recognizes the participation of

Terry L. Walker

At the workshop on **Snow & Ice Operations**

Held at: **Pittsfield** on **October 9, 2013**



massDOT

The Baystate Roads Program recognizes

Terry Walker

On this 12th day of January, 2015
as a

Baystate Roads Scholar



Dr. Christopher Annadjan



Massachusetts Firearms Seminars


Certificate of Achievement

Terry Walker

has successfully completed our 1999 Law Enforcement

Firearms Legal Update Seminar

held in Springfield, Massachusetts this 16th day of September 1999


Ronald C. Glidden, Instructor
MAF Seminars



America's Most Exciting Bank™

Recognition of Volunteer Service

Relay for Life Springfield
2010
6/6/2010

Food Drive - 2010-
9/13/2010



Presented to

Terri Walker



For participating in the **Employee Volunteer Program**
and demonstrating the R.I.G.H.T. core values.

Handwritten signature of Peter J. Lafayette in cursive.

Peter J. Lafayette
Foundation Executive Director

Handwritten signature of Michael P. Daly in cursive.

Michael P. Daly
President and CEO

THE MAINE LOCAL ROADS CENTER

Presents this Certificate of Record to

TERRY WALKER

for Successful Completion of

"Road System Management Software" Workshop

on

September 14, 2011
Presque Isle, Maine

Professional Development Hours (P.D.H.) = 6 hours



U.S. Department of Transportation
Federal Highway Administration

A handwritten signature in cursive script, reading "Peter Loughlin".

Director Maine Local Roads Center



Massachusetts water works association

This is to certify that
Terry L. Walker
has been awarded 2.0 TCHs on January 26, 2012
for successfully completing the
Massachusetts Water Works Association course entitled
Regulatory Update Meeting
Course No. MWWA 12-001

Jennifer Pederson, MWWA
Kimberly Duprey, MWWA
Proctors & Affiliation

Kenneth L. Kimmell, MassDEP Commissioner,
Yvette DePeiza, MassDEP; Anita Wolovick, MassDEP
Instructor(s)

Mass Rural Water Association

Certificate of Completion

Awarded To

Terry Walker

For Training In

OZONE 101

MRW 13-02

2 TCH

Blandford, MA March 5, 2013



Training Specialist

Certificate of Appreciation

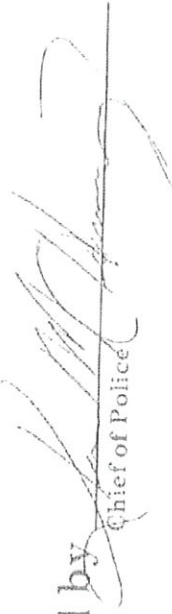
BLANDFORD POLICE DEPARTMENT

to

Terry L. Walker

*In appreciation of your dedicated service
toward making this a safer and
more wholesome community.*

Awarded by



Chief of Police

Date





University Conference Services

awards

this Certificate of Completion to

Terry Walker

Middlefield



for participation in

MA MUNICIPAL AUDITORS & ACCOUNTANTS ASSOC., INC.

30th ANNUAL EDUCATION PROGRAM

March 15 - 17, 2010

at the

University of Massachusetts at Amherst

Marilyn A. Matthews

MMAAA-President

Richard S. Egan

Director, University Conference Services

Certificate of Training

Awarded to

Terry Walker

In Recognition of Successful Completion of the

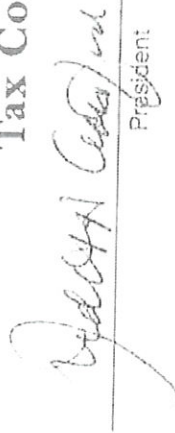
Continuing Education and Professional Development Program Conducted

September 12 – 15, 2004 in Lake Placid, New York

by the

Northeast Regional

Tax Collectors' and Treasurers' Association


President

Connecticut
Delaware
District of Columbia
Maine


Secretary

New Brunswick
Nova Scotia
Ontario
Quebec





The Commonwealth of Massachusetts
 Executive Office of Energy and Environmental Affairs
 100 Cambridge Street, Suite 900
 Boston, MA 02114-2119

Deval L. Patrick
 GOVERNOR

Timothy P. Murray
 LIEUTENANT GOVERNOR

Ian A. Bowles
 SECRETARY

Tel: (617) 626-1000
 Fax: (617) 626-1181

December 29, 2008

Ms. Terry Walker
 [REDACTED]

Dear Ms. Walker:

The review of the FY09 Commonwealth Capital application for PERU has been completed. Your community received a score of **13**, a reduction of 8 points from the score requested. This score is based on the following changes to your application:

| Criterion # | Change to Score |
|-------------|--|
| 5 | 0 points awarded, this is a reduction of 4 points. Zoning is not of the type required for points under this criterion, rather it is open-ended large lot zoning. |
| 23 | 0 points awarded, this is a reduction of 4 points. Bylaw is not specifically LID. |

The Patrick Administration appreciates your submission of the Commonwealth Capital application and applauds your efforts to make PERU a more sustainable community.

Sincerely,

Kurt Gaertner
 Executive Office of Energy and Environmental Affairs
 Kurt.Gaertner@state.ma.us
 617-626-1154