

TOWN HALL 3 EAST MAIN ROAD PERU, MA 01235

**SELECT BOARD MEETING MINUTES: November 12, 2024, 6:00 P.M.**

Town Hall Meeting Room

Verne Leach, Chair Selectman  
Sam Haupt, Selectman  
Terry Walker, Town Administrator  
Dan Cawthron, Fire Chief

Public Attendees: Bonny DiTomasso, David Stuart, Hinsdale School Committee, Doug Haskins, Tom Irwin

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

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

**Item 3: State Recording status:** Town Administrator Walker, Selectman Leach under exemption E

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

**Item 5: Review and Approve BOS Meeting Minutes for 10/29/2024 and 10/15/2024 : Correction 10/28/2024.**

Selectman Leach motion to approve 10/28/2024 minutes pending changes, Selectman Munch second, 3-0.

TA Walker will have minutes from 10/15/2024 for the next meeting which were taken by Brian Forgeue, Recording Secretary.

**Item 6: Update of Departments:**

**Fire Chief:** Fire Chief Cawthron mentioned that the new Fire Truck is ready to be moved to Madigan's to install radios etc.

**Police Chief:** TA Walker provided an email from Police Chief Cullett. Please see attached. The Board briefly discussed a by-law for solicitors that Chief Cullett mentioned. Chief Cullett will get verbiage for the bylaw and bring before the BOS.

**Town Administrator: TA Walker mentioned the following:**

- Tax Collector Wendling reported to TA Walker that the tax bills will be mailed out on November 16<sup>th</sup> with a due date of December 16, 2024.
- Logan Brooks emailed a form for TA Walker to fill out for the new fire truck registration. TA Walker is unsure about the form. Should this form be filled out prior to MIIA insuring truck? Selectman Haupt will take care of the form.
- TA Walker had a question on how Jay Jewells would be paid for the entrance to the town hall. The Board suggested paying Jay with the remaining ARPA funds. The Board asked Jay to submit another invoice deducting the price of the gutters because the gutters have not been installed.
- TA Walker mentioned that she received an email from Assessor Koziara and the tax rate has been set at \$15.95.

- Jordan Meyer from MIIA has not responded on a date for inspecting town buildings. TA Walker will send another email to Jordan in regards to an inspection date for the town buildings.
- Green Communities Grant-TA Walker and Chief Cullett are working on a second narrative for the weatherization of buildings. One narrative was submitted for the project, but the Mini splits and weatherization narratives had to be separated. The second narrative will be submitted this week.

**Item 7: Discussion of town hall heat being serviced:** The Board of Selectmen asked TA Walker to secure 3 quotes for yearly servicing of furnaces. Some companies that may be interested are Pioneer Plumbing and heating, Laureyns United and Pittsfield Pipers. It was noted that the town hall has 3 furnaces, fire dept 1 furnace and highway garage 1 furnace.

**Item 8: Review the draft of Intermunicipal Agreement for the Joint Provision of Public Safety Communications, Dispatch and Operations services:** Selectman Haupt motion to accept draft of Intermunicipal Agreement and appoint Terry Walker, Town Administrator as a signatory, Selectman Munch second, 3-0. Selectman Haupt also mentioned that there is no obligation to purchase any equipment.

**Item 9: Discussion and possible vote to appoint Terry Walker as Recording Secretary:** Selectman Munch motion to appoint Terry Walker as Recording Secretary, Selectman Haupt second, 3-0 unanimous vote.

**Item 10: Update on the Community Center:** Steve Daigle from the Department of Labor submitted a Public Health report. Mr. Daigle is requesting an action plan from the Board of Selectmen and a report on how they are managing suggestions from his report. Selectman Haupt offered to respond to Mr. Daigle in an email.

**Item 11: Update on Town Hall entrance:** Jay Jewell mentioned that the town hall entrance is completed. The gutters will be installed by the middle of December. Jay also mentioned that he cannot install keypad without replacing door. Jay presented a \$5,456.00 quote for replacing the front door. The BOS did not vote on replacing the door because the keypad entry system could be placed on the left side of the door. Another avenue is to have RenuSet set up keypad on the existing set up. The Board would like the existing door painted and Selectman Leach wants the metal slot to be removed and seal the area. Jay Jewell presented the Board with a \$925.00 quote to install glass panels with a lock in the Town Clerk's office to secure the office. The Board of Selectmen did not discuss glass panels for the Town Clerk's office.

**Item 11: Review and approve Accounts Payable, Treasury Warrant and Payroll Warrant:** V08-2025

**Item 12: Public Input:**

Doug Haskins presented a quote for the salt shed from Home Decorators in Dalton. Since Highway Superintendent Russell is supervising the salt shed roof, he will be notified about the quote. The Board suggested TA Walker solicit more bids for the Salt Shed roof.

David Stuart, Hinsdale's Elected School Committee Member, mentioned that a public hearing will be held at Nessacus School at 7:00 p.m. on November 21<sup>st</sup>. The Hearing will be a question-and-answer session hopefully to get answers why 4 towns voted against the Regional School Agreement. Selectman Munch agreed with Mr. Stuart that the school agreement may have been voted down because residents did not understand the verbiage. Mr. Stuart mentioned that the school needs to know where the issues were and what is not working for the towns. At Peru's Annual Town Meeting town council didn't agree with the concept, Superintendent stating it was the law and town council stating there was an issue. David is here ultimately as a fact finding person and is available if anyone has questions. Selectman Haupt felt that if the wording is changed, the towns will not vote down the regional agreement. Mr. Stuart agreed that the towns need answers, and he will work with Senator Mark's office for clarification.

Tom Irwin, EMS Regional Study, needed Fire Chief Cawthron's signature on the EMS regional study. Mr. Irwin explained the study to Fire Chief Cawthron mentioning that the town is under no obligation, the study shows weak spots and hopefully decreasing response time. Tom Irwin stated that basically the report will show how the towns can do better. The Board suggested Fire Chief Cawthron and Tom Irwin get together so Dan can sign off on the EMS Regional Study

Selectman Munch feels that a 30amp double pull needs to be changed to a 15-amp standard breaker. Selectman Munch asked the board if Brian Lehtinen should be hired because this is a fire hazard. The Board agreed to hire Brian Lehtinen since this is a fire hazard.

**Item 13: Adjourn:** Selectman Leach made a motion to adjourn the 11/12/2024 BOS Meeting, Selectman munch second, Vote 2-0. The 11/12/2024 BOS Meeting adjourned at 7:44 P.M.

**Articles used:**

V08-2025 warrant

Email from Police Chief

Jay Jewell's quote on replacing front door

Jay Jewell's quote on installing glass panels in Town Clerk's office

Email from Assessors with tax rate

Draft Intermunicipal Agreement

Appointment letter for Terry Walker, Recording Secretary

*Terry Walker*  
*Town Administrator*

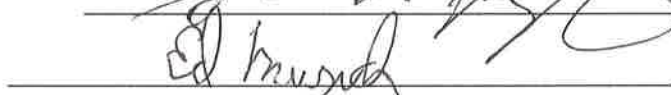
Verne Leach, Chairman



Sam Haupt, Selectman



Ed Munch, Selectman



Date Approved: 11-25-24

Received 11/26/2024  
Kim Leach, Town Clerk

## Town Administrator

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**From:** Bruce Cullett  
**Sent:** Friday, November 8, 2024 1:02 PM  
**To:** Town Administrator; Select Men; Sam Haupt; 'kinderhaus1@verizon.net'  
**Subject:** Report for Tuesday's meeting

I will be unable to attend the BOS meeting November 12<sup>th</sup> due to a conflict with the Western Mass Chiefs of Police trade show/meeting that evening. This email will serve as my update/report to the Board:

### Police Dept.

- On Monday, November 4<sup>th</sup> I provided you with a draft of the Intermunicipal Agreement for the Joint Provision of Public Safety Communications, Dispatch and Operations Services for your review and consideration and also provided a copy for the Fire Chief. A review of this draft is included on the November 12<sup>th</sup> meeting agenda. I recommend acceptance of the draft agreement as written.
- Over the last week, several residents have expressed concern over the door to door solicitation that Trinity Solar has been conducting throughout Peru. While many companies notify our Department in advance of this type of solicitation, we do not currently have any by-law that requires notice or the issuance of a permit for such solicitations. The BOS may want to consider proposing a new General By-Law similar to the one Dalton has in place that requires solicitors and peddlers to apply in advance for a permit to conduct such activities. The individuals would need to demonstrate that they represent a legitimate business that is recognized by the Commonwealth of Massachusetts as part of their application process. This would be effective in combatting the out of state "fly by night" paving companies, for example, that continue to exploit residents throughout our area.
- The mini split project still seems to be at a standstill. Please let me know what I can do to assist with getting this project underway.

### Emergency Management

- Have not yet received contract for 2024 EMPG. Please let me know if this contract is or has been received by someone else. We cannot purchase skid unit for UTV until this contract is executed.

### Building Committee

- The Feasibility Study Pre-proposal bidders' conference is scheduled for Wednesday November 13, 2024 at 11:00 a.m. I will be available to open up the building.

Thanks.  
Bruce

*Sincerely,*

# Proposal

Jay A. Jewell

13 Causeway Road

Peru, MA 01235-9818

413-329-9959

Gmcm11@live.com

Town of Peru  
Peru, MA 01243

**The following work is to be completed**

Replace the existing front entrance door with sidelights and transom

Remove the existing front entrance and bring it to the Town transfer station

Install the new steel entrance

Install new interior and exterior trim

Paint the interior and exterior of the new door

**The door panel will be left un-bored**

Amount: \$5,456.00                      % 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: Jay A Jewell

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: \_\_\_\_\_ Signature: \_\_\_\_\_

# Proposal

Jay A. Jewell

13 Causeway Road

Peru, MA 01235-9818

413-329-9959

Gmcm11@live.com

Town of Peru  
Peru, MA 01243

The following work is to be completed

Sliding glass panels with a lock at the clerk office

Install the new laminated glass panels with (2 tracks)  
The panels will have finger pulls and a lock

Amount: \$925.00 % 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: Jay A Jewell

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: \_\_\_\_\_ Signature: \_\_\_\_\_

## Town Administrator

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**From:** Assessors  
**Sent:** Monday, November 4, 2024 1:02 PM  
**To:** Town Administrator; Select Men; Tax Collector; Peru townclerk@townofperuma.com  
**Subject:** Tax Rate

JUST WANTED TO LET EVERYONE KNOW OUR TAX RATE HAS BEEN APPROVED TODAY AT \$15.95 PER THOUSAND. Yeah!!!

**INTERMUNIICPAL AGREEMENT  
FOR THE JOINT PROVISION OF PUBLIC SAFETY COMMUNICATIONS, DISPATCH  
AND OPERATIONS SERVICES**

DRAFT

**THIS AGREEMENT** is entered into by and between the Massachusetts State 911 Department (“State 911 Department” or “Department”) and the towns of Adams, Alford, Becket, Cheshire, Egremont, Florida, Hancock, Lanesborough, Lee, Lenox, Middlefield, Monterey, Mount Washington, New Ashford, New Marlborough, Otis, Peru, Richmond, Sandisfield, Savoy, Sheffield, Stockbridge, Tolland, Tyringham, Washington, and West Stockbridge (collectively referred hereinto as the “Parties” or singularly as the “Party”).

**WHEREAS** The Department and the Parties agree to continue with a regional emergency communications center (“RECC”) under the supervision and control of the Department to render 911 answering and emergency dispatch communications and operations services as appropriate to their joint and respective needs; and

**WHEREAS** The Department and the Parties are authorized to undertake this agreement pursuant to M.G.L. c 40, § 4A and §4D.

**NOW, THEREFORE,** The Department and the Parties in consideration of the covenants and mutual promises contained herein, hereby agree as follows:

**I. Introduction**

Public Safety is of paramount importance to the Department and Parties. The Department and Parties will continue to achieve the objective of preserving and protecting the lives, safety, and property of all Parties. The Department will be the primary recipient of all emergency police, fire, and EMS calls from or for the Parties, and will dispatch emergency responders appropriately, in accordance with the current or future agreed upon policies and procedures.

**II. Terms of Agreement**

This agreement shall take effect on xxx This agreement shall continue in effect for a period of ten (10) years from such date, or until xxx Such period may be extended for an additional term as agreed upon by the Department and some or all the Parties. Upon xxxx, effective date, this agreement shall supersede all agreements between the Berkshire County Sheriff’s Department and any of the Parties for 911 answering and emergency dispatch communications and operations services.

**III. Organizational Structure**

Up until the effective date of this agreement, the 911 center in Pittsfield, located in the Berkshire County House of Corrections, consisted of the Berkshire County Regional Emergency Communications Center under the supervision and control of the Berkshire County Sheriff. Upon the effective date of this Agreement and

thereafter, that center shall be known as the “Berkshire RECC” or “BRECC” and will be under control and supervision of the Department.

The employees of the Berkshire RECC shall be State 911 Department employees. The Department shall have the sole responsibility and authority to oversee, direct, manage, and supervise the operations of the BRECC, and to hire, set the compensation for, supervise, discipline, and terminate all BRECC personnel. Within the Department organization, the employees of the Berkshire RECC will be in a division known as the “State 911 Department PSAP Operations Division (POD) - West.” The Berkshire RECC will be known within the POD-West as POD-03.

#### **IV. Applicability**

This Agreement shall apply only to the administration and operations of the Berkshire RECC.

#### **V. Financial Responsibility**

Upon the effective date of this Agreement, those Parties of the former Berkshire County Regional Emergency Communications Center under the supervision of the Berkshire County Sheriff who have executed this agreement shall become members of the BRECC under the supervision of the State 911 Department. Such Parties shall bear no financial responsibility to support the administration and operation of the Berkshire RECC, including new equipment purchases and future capital improvements and related maintenance, and facility maintenance, and operation, during the term of this agreement. All new equipment and future capital improvements purchased with Department funds for the administration and operation of the Berkshire RECC shall be owned by the Department.

The Berkshire County Sheriff shall furnish and transfer to the Department, in accordance with the Commonwealth’s surplus property program requirements, all equipment, consoles, monitors, headsets, printer(s), fax machine(s), and other equipment paid for with Department grant funds and previously used by the Berkshire County regional Emergency Communications Center to provide 911 services. The Department shall be responsible for the maintenance of equipment furnished for its use and transferred to it by the Berkshire County Sheriff.

#### **VI. Advisory Boards**

Four (4) Advisory boards shall advise the Department on matters pertaining to the administration and operation of the Berkshire RECC. The Executive Advisory Board shall have decision-making authority regarding the issues outlined in section F below.

- A.** The Fire Advisory Board shall consist of the fire chiefs, or a designee, from each member community. The Board shall elect a Chair.

- B.** The Police Advisory Board shall consist of the police chiefs, or a designee, from each member community. The Board shall elect a Chair.
- C.** The Police and Fire Advisory Boards shall each meet at least semi-annually, but more frequently as necessary, and each shall advise the Department on operating policies and procedures for the operations of the Berkshire RECC. Such Advisory Boards also shall meet together as necessary.
- D.** The Administrative Advisory Board shall be comprised of either the Mayor, Town Manager, or Town Administrator of each member community. The Board shall elect a Chair. The Board shall meet at least semi-annually, but more frequently as necessary, and shall advise the Department on the budget and operation of the Berkshire RECC.
- E.** The Executive Advisory Board shall be comprised of the Chair of the Administrative Advisory Board, three (3) at large members from the Administrative Advisory Board, the Chair of the Police Advisory Board, three (3) at large members from the Police Advisory Board, the Chair of the Fire Advisory Board, and three (3) at large members of the Fire Advisory Board. The Executive Advisory Board shall elect a chair. The Board shall meet quarterly, or more or less frequently as necessary to advise the Department on the administration, budget, and operation of the Berkshire RECC, including the admittance of new members to the BRECC. The Board shall also advise the Department on the details of selecting, outfitting, and transitioning into a new facility in Berkshire County in conformance with applicable standards.
- F.** The Executive Advisory Board shall have the authority to:

  - 1)** Approve the annual operating and staffing plans of the Berkshire County RECC and changes thereto, in conformance with the applicable standards.
  - 2)** Approve operating policies that govern the operations of the Berkshire County RECC, in conformance with applicable standards.
- G.** The Director of POD-West, and/or other representatives from the Department shall be in attendance at all Advisory Board meetings. The Department reserves the right to review all decisions of the Executive Advisory Board to ensure consistency with the Department's operational and budgetary objectives and may make revisions or adjustments to those decisions consistent with those

objectives, as necessary. In addition, The Department shall decide matters before the Executive Advisory Board that result in a tie vote.

H. All Advisory Board meetings shall be conducted in accordance with the requirements of the Commonwealth's Open Meeting Law. A quorum of each Board shall be required to convene all meetings. A quorum of each Board shall consist of at least fifty (50) percent of its member representatives. Any motion offered for action by each board shall be deemed adopted when a majority of member representatives present and voting in favor of such action.

I. Member representatives who are not elected officials shall serve at the pleasure of their respective appointing authorities until they resign, or a successor is appointed.

#### **VII. Berkshire County RECC Services**

The Berkshire RECC shall provide core services for the Parties as listed in *Attachment A* of this Agreement.

#### **VIII. Records & Reports**

The Department shall ensure the creation and maintenance of all records and reports, including an annual report, pertinent to the business of the Berkshire RECC. All records shall be maintained in accordance with the requirements of the Commonwealth's Public Records Law. All records and recordings prior to the Department assuming operational control of the BRECC are the responsibility of the Berkshire County Sheriff's Department.

#### **IX. Admission of Additional Communities**

The Department, after consultation with the Executive Advisory Board, shall determine, in its sole discretion, whether to admit additional Communities to the Berkshire RECC, and the terms and conditions of such admittance.

#### **X. Withdrawal**

There shall be two (2) withdrawal options, as set forth below in sections A and B. Each option is independent of each other. Both options may be invoked by a party separately within the applicable timeframes.

A. Any Party may withdraw from this Agreement after two (2) years following the date of this Agreement (xxx, withdrawal date) by providing at least one (1) year written notice to the Department and the Executive Advisory Board of their intent to withdraw from the Berkshire RECC by xxx. There shall be no financial consequences to any Party who withdraws in compliance with this

provision if at the withdrawal date, it becomes part of a Regional PSAP or RECC that is operational on the withdrawal date, either at the Party's location or at another location, and such action does not result in an increase in the overall number of PSAPs in the Commonwealth. If this is not the case, or if the Party seeks to become a primary PSAP, then at the withdrawal date, the Party may be subject to financial consequences as determined by the Department. If, at the withdrawal date, the Party has not formed or joined an operational Regional PSAP or RECC as described above, or has not become a primary PSAP, then the written notice of withdrawal shall be deemed waived and the Party shall remain in the Berkshire RECC. In addition, at any time before xxx, a party, on its own, may rescind its written notice of withdrawal and shall remain in the Berkshire County RECC.

- B.** Any Party may withdraw from this Agreement after five (5) years following the date of the Agreement (xxx, withdrawal date) by providing at least two (2) years written notice to the Department, and the Executive Advisory Board of their intent to withdraw from the Berkshire RECC by xxx. There shall be no financial consequences to any Party who withdraws in compliance with this provision if, at the withdrawal date, it becomes part of a Regional PSAP or RECC that is operational on the withdraw date, either at the Party's location or at another location, and such action does not result in an increase in the overall number of PSAPs in the Commonwealth. If this is not the case, or if the Party seeks to become a primary PSAP, then at the withdrawal date the Party may be subject to financial consequences as determined by the Department. If at the withdrawal date, the Party has not formed or joined an operational Regional PSAP or RECC as described above, or has not become a primary PSAP, then the written notice of withdrawal shall be deemed waived and the Party shall remain in the Berkshire RECC. In addition, at any time before xxx, a Party, on its own, may rescind its written notice of withdrawal and shall remain in the Berkshire RECC.

#### **XI. Fiscal Year**

The fiscal year of the Berkshire RECC shall begin on July 1<sup>st</sup> and end on the following June 30<sup>th</sup>.

#### **XII. Amendment of Agreement**

The Department and/or the Parties may propose amendments to this Agreement by a two-thirds (2/3) vote of the Executive Advisory Board. Any such amendments are subject to the review and approval of the Department.

**XIII. Dissolution**

This Agreement shall dissolve upon the expiration of its terms unless otherwise extended for an additional term as agreed to by the Department and some or all Parties.

**XIV. Severability**

If any term or condition of this Agreement, or any application thereof, shall to any extent be held invalid, illegal, or unenforceable by the court of competent jurisdiction, the validity, legality and enforceability of the remaining terms and conditions of this Agreement shall not be deemed affected thereby unless some or more parties would be substantially or materially prejudiced.

**XV. Governing Law**

This Agreement shall be governed by, constructed, and enforced in accordance with the laws of the Commonwealth of Massachusetts and the parties hereto submit to the jurisdiction of any of its appropriate courts for the adjudication of disputes arising out of this Agreement.

**XVII. Entire Agreement**

This Agreement, including all documents incorporated herein by reference, constitutes the entire integrated agreement between the Department and the Parties with respect to the matters described. This Agreement supersedes all prior agreements, negotiations, representations, either written or oral. This Agreement shall not be modified or amended except by a written document executed by the Department.

THIS AGREEMENT is made by and between the Department and the Party's signatory hereto, each duly authorized.

***For the Massachusetts State 911 Department:***

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

***For the Town of Adams:***

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

***For the Town of Alford:***

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

***For the Town of Becket:***

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

***For the Town of Cheshire:***

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*For the Town of Florida:*

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

*For the Town of Hancock:*

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

*For the Town of Lanesborough:*

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

*For the Town of Lee:*

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

*For the Town of Lenox:*

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

*For the Town of Middlefield:*

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

*For the Town of Monterey:*

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

*For the Town of Mount Washington:*

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

*For the Town of New Ashford:*

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

*For the Town of New Marlborough:*

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

*For the Town of Otis:*

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

*For the Town of Peru:*

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

***For the Town of Richmond:***

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

***For the Town of Sandisfield:***

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

***For the Town of Savoy:***

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

***For the Town of Sheffield:***

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*For the Town of Stockbridge:*

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

*For the Town of Tolland:*

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

*For the Town of Tyingham:*

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

*For the Town of Washington:*

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

*For the Town of West Stockbridge:*

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

# Appendix A

## Core Services of the Berkshire RECC

- 1) 911 Public Safety Answering Point (PSAP)
  - a. Answer Emergency 911 calls
  - b. Answer Administrative (Business) line calls, with goal over time to have said calls vetted through an auto attendant system.
  - c. Monitor shared radio frequencies
  - d. Monitor Mutual Aid Radio frequencies (.) for situational awareness purposes
  - e. Dispatch Police, Fire, and/or EMS resources for all Communities of the Berkshire RECC, including mutual aid requests from other communities that are not part of the Berkshire RECC.
  - f. Emergency Notifications to utility companies, DPW, animal control, etc.
- 2) CJIS/Criminal record inquiries/Arrest packets for *ACTIVE CALLS FOR SERVICE*
- 3) Incident involvements for active incidents *IF CAD allows backfill*
- 4) Detail request -*FORWARDING NAME/NUMBER TO SINGLE POC FOR A DEPARTMENT*
- 5) Enter calls for service into the CAD
- 6) Entering NCIC, Warrants, Missing Persons, etc. *ON AN EMERGENCY BASIS ONLY*
- 7) CAD Administrator
- 8) CAD Statistics
- 9) Automatic text/email Fire Pages – As allowed by CAD.
- 10) Notifying DPW after hours – *TO A SINGEL POC ONLY*
- 11) Notifying ACO 24/7. -*ONE NOTIFICATION (TEXT, EMAIL, OR PHONE CALL)*
- 12) Requesting Tow companies respond as requested
- 13) Monitor IAMRESPONDING
- 14) Emergency Notifications System