

TOWN HALL 3 EAST MAIN ROAD PERU, MA 01235

SELECT BOARD MEETING MINUTES: January 6, 2025, 6:00 P.M.

Town Hall Meeting Room

Verne Leach, Chair Selectman
Sam Haupt, Selectman
Ed Munch, Selectman
Terry Walker, Town Administrator
Bruce Cullett, Police Chief
Justin Russell, Highway Superintendent
Dan Cawthron, Fire Chief

Public Attendees: Mitch Lacker – Renatus Solutions (IT Provider)
Jay Jewell, Building Committee member
Doug Haskins, Building Committee member
Ruth Calacay, Building Committee member

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

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

Item 3: State Recording status: TA Walker, 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 12/23/2023

Selectman Haupt motion to approve 12/23/2024 minutes, Selectman Munch second 2-0
Selectman Leach recused himself since he did not attend the meeting.

Item 6: Update of Departments:

Fire Department:

Fire Chief Cawthron mentioned that the new fire truck is at Madigans and the new fire truck should be delivered by the end of this week. Chief Cawthron mentioned that Tuesday night they plan to strip the rescue truck and wondered where he should put the rescue truck. Selectman Haupt would like to deem the rescue truck as surplus and try to sell it on auctions international. Next week's agenda the BOS plan to deem the rescue truck as surplus. Selectman Leach mentioned that in the meantime the rescue truck could be parked behind the fire house.

Highway. Superintendent Russell reiterated the expense of being called out for snow flurries and snow squalls. It is estimated that being called out after hours, after the roads have been treated, is between \$2,000-\$3,000 every time they are called out. Also, both Internationals are down, and the parts will arrive tomorrow.

Police Department: Chief Cullett mentioned that the remaining ARPA funds have been earmarked for outfitting the UTV and replacement batteries and pads for the AED's. Police Chief Cullett had a question about an individual performing community service on December 14th at the transfer station. Chief Cullett asked if the Board of Selectmen provided

authorization for the community service work at the transfer station. Selectman Munch stated that he knew nothing about a person performing community service at the transfer station. Chairman Leach stated that one Selectman had provided authorization and pointed to Selectman Haupt. Chairman Leach said that he received the request and forwarded it to Selectman Haupt. Selectman Haupt stated that he vetted the request through the individual's probation officer. Chief Cullett stated that, if given the opportunity, would have adamantly discouraged allowing the individual to perform community service at the Town's transfer station. Chief Cullett elaborated stating that this individual has a long history of unsavory conduct and is consistently uncooperative in frequent interactions with Police Officers. Chief Cullett strongly urged the BOS to bring this type of discussion into a public meeting so that interested parties can provide input. Chief Cullett mentioned that the same individual attempted to gain permission to conduct community service from Highway Superintendent Russell and Superintendent Rusell did not engage. Selectman Munch stated that he was unaware of this individual doing community service at the transfer station and asked Selectman Leach why this wasn't brought before the Board of Selectmen. Selectman Leach mentioned that he brought this issue to Selectman Haupt. Selectman Munch reiterated that this should have been brought before the BOS and he doesn't want this to happen again. Selectman Munch felt that it was a liability to have this individual do community service. Selectman Haupt stated that he had contacted this individual's probation officer and the issue of liability had been taken care of. Selectman Haupt stated that this individual is not a risk to the community. Selectman Haupt felt comfortable enough with the probation officer mentioning that this individual was under Selectman Leach's supervision at all times. Selectman Haupt respects Chief Cullett's suggestion, and the BOS will do better in the future.

Chief Cullett requested a list of transfer station permits from Town Clerk Leach and has not received the list. Selectman Munch wants a copy in the transfer station shed and felt that Chief Cullett should also have a list. Chief Cullett stated that he has encountered individuals dumping trash while the transfer station is closed and mentioned that checking their permit status is one of the first steps in an investigation. Selectman Leach mentioned if it is outside transfer station hours then it is illegal dumping. Selectman Leach handed Chief Cullett a list of transfer station permit holders.

Chief Cullett mentioned that the most recent list he has for licensed dogs is dated December 2023 and has requested an updated list on several occasions. Selectman Leach mentioned that the specialized software was installed December 2024 and the Chief should be getting updated lists. Chief Cullett mentioned the importance of getting updated dog lists when he picks up loose dogs and stray dogs.

Library:

Library Director mentioned that the new Library Director was hired and will start on February 1, 2025.

Town Administrator:

TA Walker clarified the certified mail from Charter Communications (Nancy Black) was picked up by Treasurer Wendling. This certified letter was regarding upcoming price changes. (Please see attached letter).

Item 7: Discussion and possible vote on quotes on servicing town furnaces: Selectman Leach was under the impression from KP Law that prevailing wage was not needed to service a furnace. Chief Cullett suggested the BOS search mass.gov for their opinion since the state oversees prevailing wage. Selectman Leach asked Selectman Haupt to discuss prevailing wage with KP Law. Placed on hold.

Item 8: Discussion and possible vote on hiring shredding company for Town Hall per (Sue Koziara) head assessor request: Selectman Leach asked TA Walker to send a copy of the retention schedule to all departments. Once all departments have separated their paperwork, then the shredding company could be hired. Some documents need written approval from Boston in order to dispose certain documents. Chief Cullett mentioned that the town hall is running out of storage space and shredding certain documents is a great idea. Highway Superintendent Russell mentioned that there may be a DEP grant to pay the shredding company.

Item 9: Discussion and possible vote on request for Permittees requirements: TA Walker mentioned that there is a \$500.00 balance in the IT computer account. Tim Martin, Plumbing Inspector, needs a laptop to install Permittees software. Mitch, from Renatus, mentioned that the town has purchased 5 new desktops, and they are in the server room. The board also asked if Renatus could install a security code on the front door. Mitch mentioned that they should call Citizen Security to install keypad entry system. Selectman Leach asked Chief Cullett to contact Citizen Security.

Item 10: Discussion and possible vote on RFG'S recommendations for feasibility study: Bruce Cullett mentioned the Building Committee met on December 11th and three firms had responded. Copies of proposals were distributed to all members for their review and ranking the firms. The Committee met on January 2nd, ranked the three firms in order and unanimously voted to recommend that the BOS award the Feasibility Study contract to Austin Design Cooperative since it was the best fit for the town. Austin Design had presented detailed projects in the Town of Cummington, Town of Goshen and other neighboring towns. The committee felt that Austin Design has completed projects similar in scope and is very much in tune with towns the size of Peru. Austin Design is situated in Brattleboro, VT and Greenfield, MA and uses Tighe and Bonde Engineers in Westfield, MA. Bruce spoke with other towns since they provided a list of references. Selectman Munch motion to accept the recommendation of the building feasibility committee, Selectman Leach second, 3-0. Bruce mentioned that Austin Design had sent a sealed fee proposal. The fee proposal was given to TA Walker when the proposals were opened and the fee proposal has not been viewed or considered by the Building Committee. The BOS opened the fee proposal and read the amount of \$50,000 aloud. The Board of Selectmen felt that there is no need to negotiate because \$50,000 was appropriated at Annual Town Meeting for the study. Selectman Munch motion to accept fee proposal, Selectman Leach second, 3-0. TA Walker will notify bidders. A public meeting will be held with departments heads and town residents to obtain feedback and recommendations for the feasibility study.

Item 11: Discussion and possible vote on Swap Shop grant: Selectman Munch is in favor of a Swap Shop because it will reduce the amount of trash at the transfer station. He mentioned that he has spoken to a lot of residents, and they are all in favor of a Swap Shop. Selectman Munch understands ample space is a factor of another building at the transfer station. Selectman Leach mentioned that lots of residents are in favor of a Swap Shop. Highway Superintendent Russell asked the BOS where they planned on putting the Swap Shop and he felt that there isn't any room for another shed. Selectman Leach motion to approve the Swap Shop grant as long as there is room for the building, Selectmen Munch second, 3-0. TA Walker was instructed to sign the grant and return to Linda Cernik.

Item 12: Discussion and possible vote to set up meeting with Jordan Meyer from MIIA: TA Walker and Chief Cullett met with Paul Bowlby and Jordan Meyer for the yearly MIIA meeting. Jordan Meyer is willing to evaluate all buildings and Chief Cullett volunteered as the liaison to do a walk through. TA Walker also mentioned that the replacement for older vehicles through MIIA is cash value.

Item 13: Discussion on hiring a maintenance person: Bruce Cullett presented the board with a recommendation for hiring a maintenance person. Selectman Leach felt that he was unsure about a maintenance person because they would be rarely used and felt that \$35.00 per hour is too much money. Bruce felt that \$35.00 per hour was a good rate of pay for someone competent and knowledgeable about a variety thing including: maintenance and cleaning. Selectman Munch is in favor of creating a position and would like to apply for the job. Selectman Haupt is in favor of a maintenance person that would also clean the buildings and outside landscaping. This was placed on hold although Selectman Munch mentioned that we need a maintenance person and wants on next week's agenda. Selectman Haupt asked TA Walker to get job descriptions from other towns.

Item 14: Public Input: none

Item 15: Review and approve Accounts payable, Treasury Warrant and Payroll Warrant: W14-2005

Item 16: Adjourn: Selectman Leach made a motion to adjourn the 1/6/2025 BOS Meeting, Selectman Munch second, Vote 3-0. The 1/6/2025 BOS Meeting adjourned at 7:22 P.M.

Articles used:

- V14-2025
- 12/23/2024 minutes
- Email from Bruce Cullett-Maintenance person
- Swap shop grant
- FRP's Feasibility Study
- Certified mail from Charter Communications

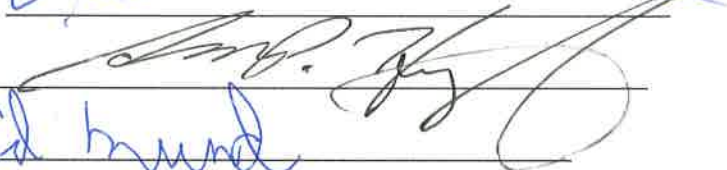
Terry Walker

Recording Secretary

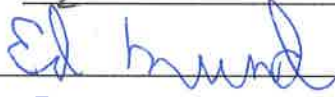
Verne Leach, Chairman



Sam Haupt, Selectman



Ed Munch, Selectman



Date Approved: 1-21-25

Received January 22, 2025
Kim Leach, Town Clerk

Town Administrator

From: Bruce Cullett
Sent: Monday, December 30, 2024 10:58 AM
To: Town Administrator; Select Men; 'kinderhaus1@verizon.net'; Sam Haupt
Cc: Highway Department
Subject: Town Buildings Maintenance Person

I've been giving some thought to the idea of hiring a maintenance person that was mentioned during the last BOS meeting, and I believe it is something that would really benefit the Town without really costing us anything more than we typically appropriate for building maintenance. I think the needs of our buildings could easily occupy a competent maintenance person approximately 20 hours per month. Whether that is 5 hours a week or 10 hours every two weeks....whatever is needed that should remain flexible. The individual should possess their own basic tools and be able to work independently on small projects. This position would not include cleaning services other than cleaning up behind their own work in a building.

I believe the ideal candidate would have experience in the building trades and familiarity with HVAC, Electrical, Plumbing, and Life Safety systems as well as having proven skills in carpentry, masonry, painting, landscaping, and troubleshooting typical building maintenance issues. At a minimum, the individual should have OSHA 10 certification, lead in construction training, and asbestos awareness training. Many of the issues the maintenance person will encounter will include the need to procure and oversee the work of licensed specialty contractors so they should have relevant experience with that as well. I believe an appropriate budget for this part time non-benefited position would be \$700/month or \$8400 per year paid on an hourly basis of \$35/hr.

Work order requests could be submitted by Department Heads and a list of priorities could easily be maintained for the maintenance person by the TA and/or Selectboard. I'm submitting this as food for thought. Happy New Year.

Bruce

Sincerely,

*Bruce W. Cullett
Chief of Police / EMD*

*Peru Police Dept.
3 East Main Road, #106
Peru, MA 01235
Ph: 413-655-8377
Fax: 413-655-2144*



Commonwealth of Massachusetts
Executive Office of Energy & Environmental Affairs

Department of Environmental Protection

100 Cambridge Street Suite 900 Boston, MA 02114 • 617-292-5500

Maura T. Healey
Governor

Kimberley Driscoll
Lieutenant Governor

Rebecca L. Tepper
Secretary

Bonnie Heiple
Commissioner

December 17, 2024

Terry Walker
Town Administrator
Town of Peru
3 East Main Road, Suite 100
Peru, MA 01235

Dear Mr. Walker:

Congratulations! It is my pleasure to inform you that the Massachusetts Department of Environmental Protection (MassDEP) has awarded the Town of Peru Recycling Dividends Program funds under the Sustainable Materials Recovery Program. The Town of Peru has earned 12 points and will receive \$4,200. Your municipality has also been awarded \$6,000 in funding for Drop Off Equipment for a Reuse Swap Shop.

The Sustainable Materials Recovery Program (SMRP) was created under 310 CMR 19.300-303 and the Green Communities Act, which directs a portion of the proceeds from the sale of Waste Energy Certificates to recycling programs approved by MassDEP. This year, we are awarding more than \$4 million in SMRP funding to 285 municipalities and regional groups.

Recycling programs play a vital role in limiting our dependence on landfills and incinerators, reducing greenhouse gas emissions, and supporting economic activity in the Commonwealth. Recycling Dividend Program funds foster investment in local programs including recycling equipment, organics diversion, outreach and education, pilot programs, school recycling, toxics reduction, and more. Please refer to the [RDP Approved Expenses List](#) for more information. MassDEP has invested in developing nationally recognized tools to assist municipalities with reducing recycling contamination and improving public awareness of smart recycling practices. We encourage you to utilize the [Recycling IQ Kit](#) and [Recycle Smart MA](#) website and to consult with your MassDEP [Municipal Assistance Coordinator](#) for assistance in implementing these best practices.

To accept your grant award, please sign and return the attached RDP Contract via email to Cathy Doodnauth at Cathy.Doodnauth@mass.gov before **February 15, 2025**. After we receive your signed RDP contract, funds will be sent to your community. Also see the enclosed Checklist for instructions related to the Drop Off Equipment for a Swap Shop Shed grant. The receipt of grant funds is contingent upon the grantee being able to certify that it will comply with the Massachusetts General Laws, including G.L. c. 40A, § 3A, the MBTA Communities Act. Compliance with the MBTA Communities Act is determined by the Executive Office of Housing and Livable Communities.

Should you have any questions, please email Rachel Smith at Rachel.Smith@mass.gov. Thank you for your continued commitment to recycling and waste reduction in Massachusetts.

Sincerely,

Bonnie Heiple, Commissioner



Town of Peru

Building Assessment & Needs Committee

Bruce Cullett, Chairman
Jay Jewell, Member
Ruth Calaycay, Member
Doug Haskins, Member
Justin Russell, Member

Evaluation of Applicants

Peru Town Hall/Community Center/Library Feasibility Study RFQ

In accordance with the Town of Peru's Designer Selection Procedures adopted September 16, 2024, the Building Assessment & Needs Committee reviewed responses submitted to the Feasibility Study RFQ outlined above and ranks the firms in order of qualifications as follows:

- | |
|---|
| 1. AUSTIN DESIGN COOPERATIVE, INC. |
| 2. CLARK GREEN + BEK ARCHITECTURAL DESIGN |
| 3. SSV ARCHITECTS |

The Building Assessment & Needs Committee notes that all three firms listed above satisfied the requirements of the criteria outlined in the Feasibility Study RFQ and demonstrated their qualifications and experience within their respective proposals. However, after careful consideration and review the Committee recommends that the Peru Selectboard award the contract to:

AUSTIN DESIGN COOPERATIVE

Bruce Cullett Bruce Cullett Jay Jewell Jay Jewell
Ruth Calaycay Ruth Calaycay Doug Haskins Doug Haskins
Justin Russell Justin Russell Date: January 2, 2025

FEE PROPOSAL for:

**Peru Town Hall/Community Center/Library
Feasibility Study**

3 East Main Road, Peru, MA 01235

Submitted to:

Town of Peru

3 East Main Road, Suite #100, Peru, MA 01235

ATTN:

Ms. Terry Walker

Town Administrator



December 10, 2024

Fee Proposal

Austin Design Cooperative, Inc., and subconsultants will complete the work for this study for a fee of **Fifty Thousand Dollars (\$50,000)** as broken down in the table below:

Description	Firm	Fee
Architectural <ul style="list-style-type: none"> • Review Prior Studies, Plans, and Reports • Needs Assessment • Building Assessment • Alternatives, Scenarios, and Facilities Improvement Plan 	ADCoop	17,400.00
Cost Estimating	EJP Estimating	2,000.00
Structural, Civil, MEP <ul style="list-style-type: none"> • Survey • Building Assessment 	Tighe & Bond	5,600.00 25,000.00
Total Fee		\$50,000.00

Any additional work not included in this contract shall be performed at the request of the owner at the following hourly rates unless amendments or additional contracts are agreed upon.

Hourly Rates

Project Manager (Tom Chalmers): \$165

Designer/Draftsperson: \$155



Nancy M. Clark
Director of Government Affairs

December 16, 2024

Re: Charter Communications – Upcoming Changes

Dear Municipal Official:

At Charter, we value our customers and work hard to keep prices as low as possible. Despite our best efforts, rising costs have impacted our prices, and we are passing through the increased programming fees charged by the TV networks we carry.

Customers are being notified via bill message regarding the following price changes that will take effect on or after January 15, 2025. In line with our commitment to provide clear and simple pricing, we are rounding many of our services by \$0.01 per month. For customers who may be paying a promotional price, the retail price does not take effect until the end of the promotional period.

Spectrum Service/Product	Price Change
Anime Network	Will increase by \$0.01 per month
Carnegie Hall+	Will increase by \$0.01 per month
Eros Now	Will increase by \$0.01 per month
Gaiam TV	Will increase by \$0.01 per month
here! TV subscription	Will increase by \$0.01 per month
Stingray Karaoke	Will increase by \$0.01 per month
Too Much for TV (Mature)	Will increase by \$0.01 per month
Russian View Premium	Will increase by \$0.01 per month
Hebrew View	Will increase by \$0.01 per month
NGN View	Will increase by \$0.01 per month
Vietnamese View	Will increase by \$0.01 per month
Filipino View	Will increase by \$0.01 per month
Jade World View	Will increase by \$0.01 per month
Taiwanese View	Will increase by \$0.01 per month
Mandarin View	Will increase by \$0.01 per month
Korean View	Will increase by \$0.01 per month
Punjabi View	Will increase by \$0.01 per month
Filipino Channel	Will increase by \$0.01 per month
Adult Programming (Multiple Networks)	Will increase by \$0.01 per month
Single Digital Video Recorder Service	Will increase by \$0.01 per month
Multiple Digital Video Recorder Service	Will increase by \$0.01 per month
Soft Reconnect	Will increase by \$0.01 per month

Spectrum Service/Product	Price Change
Additional Statement Copy	Will increase by \$0.01 per month
Spectrum India View Premium	Will increase by \$0.01 per month
Arabic View	Will increase by \$0.05 per month
Spectrum TV Essentials	Will increase by \$1.01 per month
Music Choice Karaoke	Will increase by \$1.01 per month
Music Choice Relax	Will increase by \$1.01 per month
ALLBLK	Will increase by \$1.01 per month
Spectrum Legacy Digital Adapters	Will increase by \$1.50 per month
Spectrum NPP/SPP Digital Receivers	Will increase by \$1.50 per month
Spectrum Cable Cards	Will increase by \$2.00 per month
Spectrum TV Select	Will increase by \$2.01 per month
Spectrum TV Silver	Will increase by \$2.01 per month
Spectrum TV Gold	Will increase by \$2.01 per month
Spectrum TV Select Signature	Will increase by \$2.01 per month
Spectrum TV Select Plus	Will increase by \$2.01 per month
Spectrum Mi Plan Latino	Will increase by \$2.01 per month
Spectrum Mi Plan Latino Silver (Grandfathered)	Will increase by \$2.01 per month
Spectrum Mi Plan Latino Gold (Grandfathered)	Will increase by \$2.01 per month
Spectrum Lifestyle Plan (Grandfathered)	Will increase by \$2.01 per month
Spectrum Lifestyle Plan Silver (Grandfathered)	Will increase by \$2.01 per month
Spectrum Lifestyle Plan Gold (Grandfathered)	Will increase by \$2.01 per month
Spectrum TV Choice (Grandfathered)	Will increase by \$2.01 per month
Spectrum SPP Limited Basic (Grandfathered)	Will increase by \$2.01 per month
Broadcast TV Surcharge	Will increase by \$2.25 per month
Spectrum SPP Limited Basic	Will increase by \$4.00 per month
Monthly Wire Maintenance Elimination (Legacy Charter Customers)	
Max (A La Carte)	Will increase by \$1.00 per month
Max (Inclusion)*	Will decrease by -\$9.00 per month
Paramount+ with Showtime (Inclusion)*	Will decrease by -\$5.00 per month
AMC+ (A La Carte)	Will increase by \$1.01 per month
AMC+ (Inclusion)*	Will decrease by -\$5.99 per month
Starz	Will increase by \$1.01 to \$2.00 per month

*Due to Spectrum's ongoing negotiations with programmers, some streaming content is now included in customers' Spectrum TV package, resulting in a price decrease.



Nancy M. Clark
Director of Government Affairs

December 30, 2024

Re: Charter Communications – Upcoming Change

Dear Municipal Official:

This letter will serve as notice that on or around January 31, 2025, Spectrum Northeast, LLC ("Spectrum"), will launch AXS TV in high definition on Expanded Basic, Select Signature and Standard Tiers, on channel 299 or 850 on the channel lineup serving your community.

If you have any questions, please feel free to contact me at 508-365-6655 or via email at Nancy.Clark@charter.com.

Sincerely,

A handwritten signature in black ink that reads "Nancy M. Clark". The signature is written in a cursive, flowing style.

Nancy M. Clark
Director, Government Affairs
Charter Communications



Nancy M. Clark
Director of Government Affairs

Pursuant to the FCC's "all-in pricing" order, Charter has aggregated the cost of video programming including for broadcast retransmission consent, regional sports programming, and other programming-related fees.

We remain committed to providing excellent entertainment services in your community. If you have any questions, please feel free to contact me at 508-365-6655 or via email at Nancy.Clark@charter.com.

Sincerely,

A handwritten signature in cursive script that reads "Nancy M. Clark".

Nancy M. Clark
Director, Government Affairs
Charter Communications