

PERU BOARD OF SELECTMEN MEETING
Town Hall Community Center, 3 EAST MAIN RD
Monday, July 7, 2025 @ 6:00pm updated time 6:30pm

1. Call to order
2. Selectboard Roll Call
3. State recording status
4. Pledge Alliance to the Flag
5. Review and Approve BOS Meeting Minutes for 6-30-25
6. Update from Departments

7. Discussion and possible vote on Catalis Assessment Services contract

8. Update on PermitEyes

9. Update on Transfer Station dumpster

10. Discussion and possible vote on appointing Kim Leach as Council on Aging Director
Discussion and possible vote on appointing Bonny Ditomasso as Council on Aging Director
11. Discussion and possible vote on FY25 yearend budget
12. Review and Approve accounts payable, Treasury Warrants, Payroll Warrants

13. Public Input
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.

Verne Leach, Chairman

Posted July 2, 2025 @ 5:50pm
Kim Leach, Town Clerk

updated 7/2/2025 @ 6:10 pm K.L.

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Official posting: Peru Town website: www.townofperuma.com.

Verne Leach, Chairman

Posted July 2, 2025 @ 5:50pm

Kim Leach, Town Clerk

TOWN HALL 3 EAST MAIN ROAD PERU, MA 01235

SELECT BOARD MEETING MINUTES: July 7, 2025, 6:30 P.M.

Town Hall Community Center

Verne Leach, Chair Selectman
Samuel Haupt, Selectman
Edward Munch, Selectman
Terry Walker, Recording Secretary
Bruce Cullett, Police Chief
Justin Russell, Highway Superintendent
Nanette Mone, Board of Health

Public Attendees: Bonny DiTomasso

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 recording, Selectman Leach recording 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 6/30/2025: Selectman Leach motion to put 6/30/2025 minutes on hold, Selectman Munch second, 3-0. hold

Item 6: Update from Departments:

Police Department:

Chief Cullett mentioned that he is in the process of registering the trailer for the UTV. The live scan machine is installed; however, a connectivity issue needs to be corrected on the CJIS side. The Chip Seal project on Middlefield Road will begin tomorrow and will be completed in two days.

Board of Health:

Nanette Mone would like permission to draft a letter and send to all residents regarding emergency situation. The letters will be sent with the tax bills and residents will be asked for a list of items needed during an emergency- oxygen, generators etc.

Town Administrator:

TA Walker mentioned that the Hogweed eradication had taken place on June 28th. See attached email from Chris Polano Grant for Swap Shop was submitted to Micaela Guglielmi at DEP and we were notified that we should receive funding in 30 days.

Selectman Munch mentioned that he will be attending the annual meeting for Berkshire Solid Waste, and he hopes to get an answer about the missing dumpsters at the Transfer Station.

Selectman Leach mentioned that the agenda items need to be emailed to him prior to Wednesday evening so the agenda can be posted 48 hours before the meeting.

Selectman Haupt mentioned that anyone that emails the town should send documents in compatible Microsoft formats so that they can be opened without difficulty.

Item 7: Discussion and possible vote on Catalis Assessment Services Contract: Selectman Leach motion to accept Catalis Assessment contract, Selectman Haupt second, 3-0. Contract signed by Chairman Leach.

Item 8: Update on PermitEyes: Selectman Leach spoke with Building Commissioner, Tim Sears and PermitEyes is all set. Tim Sears will send info to Town Clerk Leach to be placed on the town website. Chief Cullett inquired if all inspectors had been trained to use PermitEyes. Selectman Leach mentioned that Tim Sears, Building Commissioner, will set up training.

Item 9: Update on Transfer Station dumpster: Placed on hold.

Item 10: Discussion and possible vote on appointing Kim Leach as Council on Aging Director; Discussion and possible vote on appointing Bonny DiTomasso as Council on Aging Director: Selectman Leach recused himself for obvious reasons and Selectman Haupt was appointed Chairman. Kim Leach was not present but submitted a letter of interest to the Town Administrator. Bonny DiTomasso was in attendance and provided a cover letter and resume to TA Walker. Selectman Munch mentioned that the resume was the same as previously presented to the Select Board. Selectman Haupt felt that Bonny DiTomasso had significant experience and a lot of interaction with residents in town. He feels that Bonny is qualified for this position. If Bonny is appointed, she will be provided with a key, code to access building, fax machine and a space to meet in confidentiality. Selectman Munch mentioned that if Bonny is appointed, he will make sure she has a key and equipment to do her job. Furthermore, Selectman Munch mentioned that employee issues will be dealt with as a board. Selectman Haupt asked Selectman Leach if he had questions. Selectman Leach asked Bonny what she had accomplished in the two months she was appointed as the COA director. Bonny explained that she had interacted with various COA directors and had dealt with several issues but was unable to do a lot because she did not have access to the building. Selectman Leach stated that there had been a misunderstanding with the key. Selectman Haupt ended the conversation regarding the key and stated the Board was moving forward. Bonny Tomasso stated that her position as a Shine counselor was not a conflict interest with the COA director's position. Selectman Haupt stated that he appreciated Kim Leach's interest and effort put into her letter of interest and he felt she would do a good job in the position. However, Selectman Haupt is disappointed with how this situation panned out. Selectman Haupt mentioned that Bonny DiTomasso has significant experience in this field and made a motion to appoint Bonny DiTomasso as the new Council on Aging Director, Selectman Munch second, Selectman Haupt, yes vote, Selectman Munch yes vote, Selectman Leach recused himself. Vote 2-0. Selectman Leach presented Bonny DiTomasso with a key to the front door and a code to the building. TA Walker will arrange for a time for IT to meet with Bonny to set up her computer and Bonny will talk to Treasurer Wendling about a phone. Bonny plans to pursue grant funding for the town.

Item 11: Discussion and possible vote on FY25 year-end budgets: The BOS briefly reviewed the Expenditure Report, and all ATM special articles will be encumbered.

Item 12: Review and Approve Accounts Payable, Treasury Warrants, Payroll Warrants: V28-2025

Item 13: Public Input: none

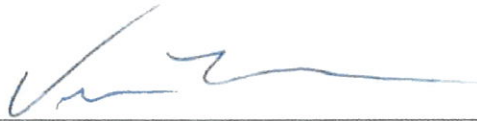
Item 14: Adjourn: Selectman Leach made a motion to adjourn the 7/7/2025 BOS Meeting, Selectman munch second, Vote 3-0. The 7/7/2025 BOS Meeting adjourned at 7:32 P.M.

Articles used:

- Minutes- 6/30/2025
- Warrant- V28-2025
- FY25 year end Expenditure Report
- Catalis Contract
- Kim Leach letter of interest (COA Director)
- Bonny DiTomasso letter of interest and resume (COA Director)

Terry Walker
Recording Secretary

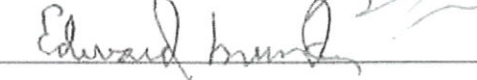
Verne Leach, Chairman



Samuel Haupt, Selectman



Edward Munch, Selectman



Date Approved: 7-21-25

Received August 6, 2025
Kim Leach, Town Clerk

Town Administrator

From: barnyardview63@aol.com
Sent: Wednesday, July 2, 2025 4:12 PM
To: Town Administrator; Sam Haupt; Ed Munch
Cc: Barnyardview63
Subject: [EXTERNAL] Interest in the Council on Aging Position

Dear Selectman Munch and Selectman Haupt,

July 2, 2025

I'm expressing my interest in being appointed to the Town of Peru's Council on Aging position.

I feel I can serve the seniors of Peru in a caring and professional manor and will advocate for them and work to ensure that their needs are being met. I think communication with seniors is extremely important to understand specific needs. By offering a range of services, from health and wellness programs to social activities, I think varied needs can be addressed effectively.

I plan to work with the Hinsdale Council on Aging Members when needed. Their meetings are once a month, which I would like to attend. I'm aware that senior programs are offered in Hinsdale for our Peru Seniors, but I would also like to reach out the seniors in Peru to see what other programs or interests they'd like to see here in Peru. I think a meet and greet held at the Peru Community Center would be a great idea also.

If appointed as the Council on Aging Director, one of my first actions would be to send a letter to all seniors in Peru to announce my appointment along with my contact information such as the Council on Aging email address and home phone number. My contact will also be on the town website and the Peru Live Wire Newsletter, as other Council on Aging Directors have done in the past. I would be using the Peru Community Center for a place of contact for seniors and myself; I'm also willing to go to people's homes if they need me to.

In closing, I feel I have a lot to offer to our seniors.
I appreciate your time in considering me for this vital position.
Thank you,

Kim A. Leach

93 East Main Rd
Peru, MA. 01235

#413-464-7866
Barnyardview63@aol.com

Letter of Interest - Council on Aging Director Position

July 2, 2025

Dear Peru Selectboard,

After much thought, I have decided to re-apply to the Council on Aging Director Position as I am confident I can make a positive contribution to the overall well-being of Peru seniors.

Please note that to be successful in this position, it requires key and code access to the Town of Peru and full support of the Selectboard.

My resume is on file with the Town.

**Sincerely,
Bonny DiTomasso**

BONNY DITOMASSO
33 South Rd
Peru, Massachusetts 01235
413-441-2390

OBJECTIVE

To integrate my varied professional experience into the role of Council on Aging Director

EDUCATION and PROFESSIONAL CERTIFICATIONS

Bachelor of Arts, Western New England College
SHINE Certified since 2012

EXPERIENCE

ELDER SERVICES OF BERKSHIRE COUNTY, Pittsfield, MA
HOME AND COMMUNITY BASED PROGRAMS SUPERVISOR
October 2015 — October 2021

- Responsible for coordinating and participating in outreach events for the Berkshire Aging and Disability Resource Consortia.
- Responsible for fulfilling the requirements of programs administered by the Executive Office of Elder Affairs including: Option Counseling, Volunteer Services, Information and Referral Services, Massachusetts Family Caregiver Support Program, and the Senior Community Services Employment Program.
- Responsible for preparing and maintaining budgets for agency programs.
- Administer the Farmer's Market Coupon program and compile reconciliation reports for the Massachusetts Department of Agricultural Resources.
- Served as a Member of the Berkshire Senior Editorial Board.
- Coordinated programming and host the monthly Berkshire Senior Television show on PCTV.
- Served as Recording Secretary for the Agency's Board of Directors.

MONEY MANAGEMENT, SENIOR COMMUNITY SERVICES EMPLOYMENT PROGRAM,
AND SHINE PROGRAM COORDINATOR **July 2012 — October 2015**

- Responsible for fulfilling the requirements of three programs administered by the Executive Office of Elder Affairs.
- Recruited and trained volunteers for the Money Management and SHINE programs.
- Supervised volunteers for the Money Management and SHINE programs.
- Performed outreach activities at community organizations.
- Prepared training presentations for community outreach activities.
- Prepared and submitted statistical reports to the Executive Office of Elder Affairs.

BERKSHIRE HOUSING DEVELOPMENT CORPORATION, Pittsfield, MA
LEASING MANAGER **August 2002 – July 2012**

- Ensured compliance with HUD 202/8 programs by completing tenant recertifications and submitting vouchers for payment through TRACS.
- Responsible for processing potential applicants for senior/disabled housing based on tenant selection plans.
- Resolved tenant-landlord issue via informal meetings in coordination with Property Managers, Resident Service Coordinators, Resident Managers, and Service Providers.
- Served as Berkshire Housing's agent in court proceeding and related to pending evictions and coordinate payment plans with Property Managers and Accounting staff.
- Performed crisis intervention in resolving issues surfaced during in person interviews with recertifying tenants.
- Coordinated referrals to local agencies to obtain services for in place tenants to ensure ongoing independent living.
- Completed leases for approved applicants to ensure minimal vacancy losses.
- Submitted vacancy claims to HUD to reduce vacancy loss.
- Completed requirements to maintain Certified Occupancy Specialist status.
- Achieved satisfactory scores on all HUD/MHFA property management reviews.

- Monitored delinquencies, sent out delinquency notices and served as Berkshire Housing's representative in evictions.

FLEET BOSTON FINANCIAL, Boston, MA

RISK OFFICER TEAM LEADER

July 1983 — January 2002

- Responsible for reviewing branch adherence to branch policies, procedures, and regulations in a 630 branch network.
- Over saw branch conversions through mergers, acquisitions, and divestitures including divestiture of branches to newly formed First Mass and Sovereign New England banks.
- Coordinated compliance with branch branding on new construction of branch locations.
- Served as local coordinator for corporate business resumption/branch recovery team for Connecticut, Rhode Island and Western, MA.
- Provided on-site support for complex problem-solving to branch banking network.
- Prepared monthly trend analysis reports to Senior Management.
- Participated in Y2K readiness project representing Retail Management.
- Served as regional coordinator for conversion/integration issues and contributed on conversion/integration walkthroughs.
- Identified potential areas of risk/liability and presented analysis of trends/solutions to Retail and Corporate Division risk councils.
- Provided on-site support to branch management absorbed through acquisitions and mergers.
- Designed, implemented, and administered scored internal audit programs for the Consumer Loan Division, Collection Division, and Retail Division encompassing an 18 branch network.
- Design, implemented, and administered scored security examinations of branches within the Retail Division.
- Prepared quarterly and annual presentations for risks/trends to the bank Board of Directors.
- Developed, implemented, and maintained a formal bank security program in compliance with Regulation P and conducted annual security training.
- Served as liaison between law enforcement agencies and the bank in investigations of frauds, robberies, and larcenies.
- Prepared budget projections and negotiated contracts with vendors of security products on behalf of Senior Management.

REFERENCES

Available on Request



ERIC A KINSHERF, CPA

116 State Road #8, P. O. Box 791
Sagamore Beach, MA 02562
Phone: (508) 833-8508 Fax: (877) 262-0416

YEAR-END LINE TRANSFER REQUEST

TOWN OF PERU

TO THE OFFICE OF THE ACCOUNTANT:

Request is hereby made for the following transfer between departmental appropriations in accordance with Chapter 77 of the Acts of 2006 amending Chapter 44, Section 33B (non-expiring), of the Massachusetts General Laws:

Transfer From Account Name	Transfer From Account #	Transfer To Account Name	Transfer To Account #	Amount
Health Ins.	90919.00	Utilities Electric	60002.05	893.74
Health Ins	90919.00	Town Ins. All	90206.00	623.00
Snow Rd Private	40424.00	Snow Rds Public	40423.00	500.00
Health Ins	90919.00	Utilities Telephone	60002.07	135.44
Health Ins	90919.00	Compactor	40500.00	2,000.00

Reason for Transfer: increases not anticipated.

[Signature]
Signature of Department Head

7/7/25
Date

[Signature]
Signature of Board of Selectmen

7/7/25
Date

[Signature]
Signature of Finance Committee

7/9/25
Date

ASSESSMENT SERVICES ORDER FORM

CUSTOMER INFORMATION

Customer: Peru, MA Phone: (413) 655-8312
Primary Contact: Susan Koziara Address: 3 East Main Road
Peru, MA 01235
Email Address: assessors@townofperuma.com
Billing Contact: Same as Above ACH:
Billing Email: PO Required: PO No.: _____
Billing Phone: Tax Exempt:

Catalis Representative: Jeff Leone, jeff.leone@catalisgov.com (781) 476-2035

AGREEMENT TERM

Start Date: 7/1/2025
End Date 6/30/2028

BILLING SUMMARY

- Each Fiscal Year, this project will be invoiced in (4) equal payments of \$6,250.00 each on the following schedule: (July 1st, September 30th, December 31st and March 31st.)
- Invoices are due thirty (30) days after the date of the invoice.

PRICING

Pricing below is valid through 7/1/2025. Pricing is subject to change after this date.

Assessment Fees

	Fees
Fiscal Year 2026 Assessment Services	\$25,000.00
Fiscal Year 2027 Assessment Services	\$25,000.00
Fiscal Year 2028 Assessment Services	\$25,000.00
Total Fees:	\$75,000.00

SCOPE OF WORK

In consideration of the compensation set forth herein, the Catalis Tax & CAMA agrees to provide the following services in compliance with the Massachusetts Department of Revenue regulations, as they currently exist.

A. Certification – Fiscal Year 2026:

1. Provide an on-site update of the progress of all building permits and will make the necessary changes to the property record cards. Catalis will enter all changes into the AssessPRO System.
2. Analyze and evaluate the data on those improved parcels located throughout the Town that have sold in Calendar Years 2023 to 2025. The purpose of this analysis is to validate arm's-length sales and inventory status as of date of sale.
3. Analyze all vacant land sales that occurred during calendar years 2023 to 2025.
4. In the event that there are not enough valid land sales to help determine the value of land as of January 1, 2025, then development of land residuals to conform to any Department of Revenue requirements will be provided.
5. Analyze all available income and expense statements for the purpose of applying the income approach to the Commercial and Industrial properties. A minimum of two (2) approaches to value will be utilized on the Commercial and Industrial property where applicable.
6. Adjust all value tables, depreciation tables, land tables, and any other requirements of the system, to insure equitable assessments on all Real and Taxable Personal Property for fiscal year 2026.
7. Field review Real Property for valuation consistency and make the necessary property valuation changes to reflect the following: location, quality of construction, condition of improvements, depreciation, or any other obvious physical changes not previously recorded.
8. Generate all required spreadsheets, reports, or other documentation necessary for the "Certification" by the Massachusetts Department of Revenue for the valuation date of January 1, 2025.
9. Complete all the above on or before October 1, 2025.

B. Taxable Personal Property for Fiscal Years 2026, 2027 and 2028

1. Analyze the Forms of List returned by the owners of the existing Taxable Personal Property and validate the information by reviewing the data in the Personal Property system and making the necessary changes to the tax base.
2. Review the telecommunication and gas line companies listing submitted by the Department of Revenue and update the taxable inventory accordingly.
3. Manually research local phone book and business listings for verification of existing and potentially new Taxable Personal Property accounts.
4. All potentially new Taxable Personal Property accounts will be visited for determination of taxability status each fiscal year.
5. All new Taxable Personal Property accounts discovered will be listed, priced and added to the tax base each fiscal year.

6. All businesses determined to be exempt from taxation during the discovery program will be entered into the Personal Property system for future reference.
7. If the MUNICIPALITY requires additional Personal Property inspections of the existing accounts, quotes will be provided upon requests.

C. Interim Year Valuation Adjustments - Fiscal Years 2027 and 2028:

1. Provide an on-site update of the progress of all building permits and will make the necessary changes to the property record cards. Catalis will data enter all changes into the AssessPRO System.
2. Analyze and evaluate the data on those improved parcels located throughout the Town that have sold in the previous year and are pertinent for each of the "Interim Year" valuation adjustments. The purpose of this analysis is to validate arm's-length sales and inventory status as of date of sale for proper analysis and calculation table adjustments.
3. Analyze all applicable vacant land sales.
4. Analyze all available income and expense statements for the purpose of adjusting, if necessary, the income approach on all Commercial and Industrial Properties where applicable.
5. Adjust all value tables, depreciation tables, land tables, and any other requirements of the system (LA-15) to insure equitable "Interim Year" valuation adjustments on all Real Property for fiscal years 2027 and 2028.
6. Generate all required documentation necessary to support the "Interim Year" valuation adjustments" of the Real property in compliance with the Massachusetts Department of Revenue regulations, as they currently exist.

General Conditions:

1. The COMPANY will meet and work with the Chief Assessor as necessary in gathering, analyzing, and inputting data.
2. The COMPANY will be responsible for the data entry of all changes to residential property and Personal Property record cards, including the annual Income and Expense statements and Forms of List returned by the Commercial, Industrial and Personal property owners.
3. The MUNICIPALITY will be responsible for all mailings and postage.
4. The services shall be rendered for a contract period of 36 months, beginning on July 1, 2025, and ending on June 30, 2028. Dates may be changed by mutual written agreement between the MUNICIPALITY and the COMPANY.
5. The COMPANY's work will reflect a complete knowledge of the requirements of the Commissioner of Revenue for "Certification", "Interim Year" valuation adjustments and Massachusetts laws, whether of statutory or judicial origin, and any other law or regulation relating to property tax assessment administration.

6. 504 Valuations are not included in this project and will be quoted separately upon request.

Compensation

In consideration of the services to be performed by the COMPANY, the MUNICIPALITY shall pay the COMPANY the following amount:

Seventy-Five Thousand Dollars
\$75,000.00

Level funded over (3) fiscal years

FY2026: \$25,000.00

FY2027: \$25,000.00

FY2028: \$25,000.00

Optional/Additional:

- ATB: \$3,500.00 per day
- 504 Valuations: \$2,000.00 per account

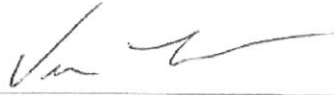
TERMS AND CONDITIONS

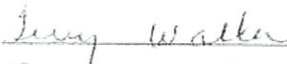
1. **Independent Contractor.** The Contractor acknowledges and agrees that they are an independent contractor and not an employee, partner, or agent of the Customer. The Contractor shall not be entitled to Customer benefits, including, but not limited to, health benefits, paid leave, or participation in the Customer's retirement or equity programs.
2. **Taxes.** The Contractor is responsible for the payment of their own federal, state, and local taxes, including income tax, self-employment tax, and any other applicable taxes. The Customer will not withhold taxes from the Contractor's compensation.
3. **Confidential Information.** The Contractor shall not disclose or use any confidential information of the Customer, including but not limited to proprietary business information, trade secrets, customer data, marketing strategies, and other non-public information obtained during the engagement, for any purpose other than fulfilling their obligations under this Agreement.
4. **Ownership & Intellectual Property.** Any work product, including intellectual property, created by the Contractor during the engagement shall be considered "work made for hire" and shall be the exclusive property of the Customer. The Contractor hereby assigns all rights to such work product to the Customer.
5. **Term and Termination**
 - 5.1. **Effective Date:** The effective date of this Agreement shall be the date upon which the Agreement is signed and executed by the Contractor and Customer.
 - 5.2. **Duration.** Agreement will continue until the end of the Agreement Term noted on the Order Form.
 - 5.3. **Termination:** Either party may terminate this Agreement with written notice if the other party breaches any material provision of this Agreement. Termination does not relieve either party from their obligations accrued prior to termination.
6. **Indemnification.** The Contractor shall indemnify, defend, and hold the Customer, its officers, directors, and employees harmless from any and all claims, liabilities, damages, costs, and expenses, including reasonable attorney's fees, arising out of the Contractor's work under this Agreement or any breach of the Agreement by the Contractor.
7. **Insurance.** The Contractor will maintain a Liability Insurance policy.
8. **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the state of Massachusetts.
9. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties and supersedes all prior or contemporaneous agreements, understandings, and representations.
10. **Miscellaneous**
 - 10.1. **Amendment.** This Agreement may only be amended in writing and signed by both parties.
 - 10.2. **Notices.** All notices, requests, demands, or other communications under this Agreement shall be in writing.
 - 10.3. **Assignment.** The Contractor may not assign or transfer this Agreement or any rights or obligations hereunder without the prior written consent of the Customer.

ACCEPTANCE

By signing below, signatories represent that they are validly authorized to enter into this Order Form and accept their terms and conditions. The Order Form is dated effective and shall be considered binding upon execution ("Effective Date") by and between both parties.

PERU, MA

By: 
Name: VERNE LEACH
Title: SELECT BOARD CHAIR
Date: 7-7-25

By: 
Name: Terry Walker
Title: Town Administrator
Date: 6/30/25

CATALIS TAX & CAMA, INC:

By: _____
Name: Steve Ashbacher
Title: Executive Vice President
Date: _____