

TOWN HALL 3 EAST MAIN ROAD PERU, MA 01235

**SELECT BOARD MEETING MINUTES: November 10, 2025, 6:00 P.M.**

Town Hall Meeting Room

Verne Leach, Chair Selectman  
Samuel Haupt, Selectman  
Edward Munch, Selectman  
Terry Walker, Recording Secretary  
Justin Russell, Highway Superintendent  
Bruce Cullett, Police Chief  
Bonny DiTomasso, COA Director  
Sharon Greule, Library

Public Attendees:

**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 10/27/2025**

Selectman Leach motion to approve 10/27/2025 minutes pending changes, Selectman Munch second, 3-0

**Item 6: Update from Departments:**

- Highway Superintendent Russell mentioned that the guardrails on Route 143 will be installed the week of November 24<sup>th</sup> weather permitting.
- The culvert on North Road is between 8-9 feet, which is less expensive to replace than a bridge which is a 10-foot span. Justin will send information to Terry Walker, they will write a culvert grant and submit it to the DER and MassDot. If two grants are written and awarded, one will be rejected.
- Justin mentioned that he and TA Walker will be writing a MassDot Equipment grant for a new grader. The grant will finance at least 2/3 of the cost.
- The 2008 International needs repairs. The truck is 18 years old, and the cost of repairs will be around \$4,100 plus the labor will be \$1,500.00.

**Police Department:**

- Chief Cullett mentioned that the firearms training for the towns of Peru, Hinsdale and Windsor took place on November 1<sup>st</sup>. Firearms training takes place twice a year.
- Chief Cullett requested an agenda item on Monday, December 8<sup>th</sup> at 6:30 p.m. to recognize two officers with lifesaving commendations. Officer Ryan Kresiak of the Peru Police Department and Sgt. Dominick Crupi of the Hinsdale Police Department preformed lifesaving measures on an individual on the evening of October 27<sup>th</sup> and saved his life.

**Finance Committee Chairman:**

- Chairman Cullett presented the BOS with a proposal from Town Web Design the company that the Town of Savoy uses for their website. The cost is less than half that was quoted by Civic Plus. The cost for the next four years is \$1,500.00 per year and Civic Plus is \$4,800.00 per year. Selectman Leach mentioned that last week the BOS voted to go with Civic Plus. Selectman Haupt mentioned that the vote was for FY26 and Civic Plus's quote for FY27 is \$4,800 and the quote for Town Web Design is \$1,500.
- Chairman Cullett asked when the tax rate would be set and what is the date for the classification hearing.

**Council on Aging Director:**

**COA Director Bonny DiTomasso mentioned that:**

- She took a BRTA bus and gave a tour of town hall to the BRTA staff, BRTA transportation has a lift and may be used by residents for purposes other than medical. Applications for this transportation are available at the Peru COA office.
- Bonny noted that the Meet and Greet was not widely attended, residents who did not attend commented that they did not know the event was occurring as they do not access the Peru Live Wire. Sharon Gueule mentioned that she would have attended the Meet and Greet but she did not know about it. Furthermore, the only notice Bonny saw prior to the event was posted inside the town hall on the bulletin board. She feels this is not readily accessible to residents as town hall is only open for limited hours. Selectman Munch mentioned that it would be helpful for community events to be more visible to the community via the exterior electronic sign. Selectman Munch suggested giving the COA Director access to the electronic sign or giving Town Administrator Walker access to the sign. Bonny stated as the COA Director, she is in need of a comprehensive resident list from the town clerk including name, address, current phone number and email address if applicable. Bonny stated that other town clerks have a wonderful list of residents with names, addresses and phone numbers. Selectman Munch reiterated that more than one person should have access to the electronic sign. BOS suggested Bonny write a letter to all seniors and mail along with the tax bills.
- Lastly, Bonny will be meeting the family of a disabled person on Tuesday, November 12<sup>th</sup> at their home as part of her COA hours.

**Maintenance:**

- Ed Munch has been painting the walls in the meeting room.
- Since the BOS decided to make the bathrooms unisex, Ed is installing signs on the doors.
- Selectman Leach asked Ed about hot water in the bathrooms. Ed said he didn't have time because he only works 5 hours per week.
- The door in the lady's bathroom is fixed and now closes properly.

**Sam Haupt:**

Sam mentioned that the Woodlands Initiative is sending written testimony to the House and Senate on pilot reform.

**Town Administrator:**

TA Walker mentioned that the town was awarded a \$8,097.01 MIIA Risk management Grant. Replacing the septic line at town hall was written into the grant. The total for replacing the septic line is \$4,000 the balance for the town is \$1,123.

**Library:** Sharon: Gruele mentioned that Superior propane is supplying propane to the library. She wanted to know if she should change to Mirabito since they were awarded the county bid and wondered if the library would get the municipal rate. Superintendent Russell mentioned that Sharon should discuss this with Superior propane and the difference is only one cent.

BOS asked TA Walker to contact Superior propane to remove their propane tanks. Selectman Munch will get a reading on the tanks tomorrow for a credit on fuel left in the tanks. Superintendent Russell mentioned that these tanks need to be removed before it snows.

**Treasurer:**

Treasurer Wendling asked the BOS how Assessor Mejias would be paid for the extra hours. Selectman Haupt told Jonathon to keep track of his hours. Treasurer Wendling mentioned that Jonathon had an extra 12 hours. The board agreed to pay him \$34.00 per hour.

**Item 7: Discuss and possible vote on a letter to residents for the requirements to plow private roads:** Selectman Leach motion to accept and sign the letter to residents for the requirements to plow private roads, Selectman Munch second, 3-0. TA Walker was asked to get addresses from the Town Clerk and mail letters to residents.

**Item 8: Discussion and possible vote on policies for the Highway Department Employees, Sexual Harassment and Personnel Disciplinary:**

Selectman Leach motion to approve Highway Department Employee policy with the addition: after 10 years of employment- 4 weeks' vacation and an employee's signature page, Selectman Haupt second, 3-0. This was placed on hold until changes are made.

**Sexual Harassment-** A new document needs to be created with the correct address and date. Placed on hold.

**Personnel Disciplinary:** Selectman Leach mentioned that a date is needed. Superintendent Russell mentioned the job performance section is 90 days not 6 months. TA Walker asked if the BOS wanted everything compiled in one handbook. Selectman Leach mentioned that he does not want one handbook. Placed on hold.

**Item 9: Discuss and possible vote on reviewing and posting for the Primary Assessor Position:** Selectman Leach felt that the job description for the primary assessor should be reviewed and some changes made. Selectman Haupt would like a short version of the ad to be published on the MMA website. TA Walker will revise the job description and create a short version for the next BOS meeting on 11/17/2025. Selectman Munch asked if they were reviewing the resume the BOS had received.

**Item 10: Public Input:** Bruce Cullet asked if the classification hearing could be posted before Monday.

**Item 11: Review and approve accounts payable, Treasure Warrants, Payroll Warrants: V10-2026**

**Item 12: Adjourn:** Selectman Leach made a motion to adjourn the 11/10/2025 BOS Meeting, Selectman Munch second, Vote 3-0. The 11/10/2025 BOS Meeting adjourned at 7:26 p.m.

**Articles used:**

V10-2026

10/27/2025 minutes

Letter regarding plowing private roads

Highway Department employee policy

Sexual Harassment policy

Personnel Disciplinary policy

Head Assessor job description

*Terry Walker*

*Recording Secretary*

Verne Leach, Chairman



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Samuel Haupt, Selectman



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Edward Munch, Selectman



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Date Approved: 11/17/25

Received 11-18-2025  
Kim Leach, Town Clerk

*Town of Peru  
Massachusetts*



*Town of Peru, 3 East Main Road, Peru, Massachusetts 01235*

## **Plowing private right of ways (Private Rds.)**

**November 10, 2025**

The Board of Selectmen and Highway Department have been working together discussing the plowing of Private Roads. This is a follow up from the previous letters dated August 10, 2020, and October 24, 2022.

It has been decided that the Highway Department will not plow roads that are in unsatisfactory condition for the town owned equipment. Unsatisfactory conditions are as follows: Overgrown brush within 10 feet of the road and 15 feet above the road, unlevel road surfaces with large potholes, washouts, rocks or ledge protruding through the surface, exposed drainage pipes, exposed drain structures, etc.. The roads must be a flat level surface above or equal to the shoulder.

### **The following must be repaired prior to plowing:**

- **Cornell Lane:** All brush and tree limbs must be cleared back 10 feet and 15 feet above the road. The road surface must be brought up to a level grade, even or above the shoulder. All rocks, ledge, drainage pipes, potholes and washouts must be covered with gravel. All dead trees, limbs and stumps must be removed from the shoulders of the road.
- **Garnet Mountain Lane:** All brush and tree limbs must be cleared back 10 feet and 15 feet above the road. The road surface must be brought up to a level grade, even or above the shoulder. All rocks, ledge, drainage pipes, potholes and washouts must be covered with gravel. All dead trees, limbs and stumps must be removed from the shoulders of the road.

**Cornell Ln and Garnett Mountain Ln are plowed from the intersection of South Rd and Cornell all the way through to the intersection of Garnett Mountain Ln and South Rd. The plow truck will not plow one and not the other as the road is not safe for a plow truck to turn around in the middle of either road.**

- **Greylock Circle:** All brush and tree limbs must be cleared back 10 feet and 15 feet above the road. The road surface must be brought up to a level grade, even or above the shoulder. All rocks, ledge, drainage pipes, and potholes must be covered with gravel. All dead trees, limbs and stumps must be removed from the shoulders of the road.
- **Hill Rd and Hillside Rd** All brush and tree limbs must be cleared back 10 feet and 15 feet above the road. The road surface must be brought up to a level grade, even or above the shoulder. All rocks, ledge, drainage pipes, and potholes must be covered with gravel. All dead trees, limbs and stumps must be removed from the shoulders of the road.

**The current condition of Pine Rd in Hinsdale prevents the Peru plow trucks from accessing Hill Rd and Hillside Rd. Pine Rd is severely washed out exposing a cast iron manhole frame and cover. Peru trucks will not plow Pine rd in its current condition. Peru plow trucks will not drive through an unplowed road to access Hill Rd and Hillside Rd.**

**All Private Rds:** Along with the conditions outlined in the letter, the roads must be maintained throughout the winter months. During heavy snow and ice events tree branches must be removed so that the plow trucks can safely travel through the roads. The travel surface must be maintained throughout the winter and clear of muddy or frozen ruts and potholes.

Currently none of the private roads are in satisfactory condition for Peru plow trucks to plow them. Conditions must be repaired prior to the need to plow.

Any comments, questions, or concerns please contact the Town of Peru Highway Department or the Town of Peru Selectboard.

Highway Dept: 413-655-8224

Selectmen: 413-655-8312

**Board of Selectmen**

**Verne Leach** 

**Ed Munch** 

**Sam Haupt** 

**Highway Superintendent**

**Justin Russell** 

*Town of Peru  
Massachusetts*



**Town of Peru Highway Department  
Policy and Procedures**

**Trial Period**

The first three months of your employment will constitute a trial or probationary period. Upon completion of this period, your performance will be reviewed by the Board of Selectmen. A satisfactory review may mean that you will become a permanent employee.

**Employee Rating and Promotion**

Following the trial period and evaluation, and every year thereafter on July 1<sup>st</sup> of the new Fiscal Year, a raise may be given at the discretion of the Board of Selectmen.

**Working Hours**

The work week shall begin at 12:00am on Sunday and end at 11:59pm the following Saturday. Normal working hours shall be 6:00am to 2:30pm Monday through Friday. These hours are subject to change during snow and ice season or for any other reason.

**Pay Day and Payroll Deductions**

Pay day will be Friday. Employees shall be paid every two weeks for work performed during the preceding two weeks. Under State and Federal Laws, the Town of Peru is required to withhold a portion of your weekly earnings to pay your mandatory Deferred Compensation/Berkshire County Retirement, Federal and State Income Taxes, and Medicare taxed. By January 31<sup>st</sup> of each year, you will receive a statement (W-2) of your total earnings and taxes withheld for the preceding year.

**Absence from Work and Tardiness**

It is necessary that employees report to work regularly and on time. Tardiness and absence from work interferes with efficiency of operations. If you must be absent from work or late, you are required to advise the Highway Superintendent as early as possible, unless there is an emergency. Chronic absenteeism will not be excused unless there is a valid reason. Repeated absence or tardiness will be grounds for disciplinary action, including the possibility of dismissal.

**Vacation**

Vacation must be used by June 30<sup>th</sup> of that Fiscal Year unless other arrangements have been made:

After 6 months - 1 week  
After 2 years- 2 weeks  
After 5 years- 3 weeks

- Vacation with pay shall be credited on July 1<sup>st</sup> at the beginning of the Fiscal Year
- Employees must give two weeks' notice for vacation time unless approved by the Highway Superintendent
- Vacation time will not be carried over to the next Fiscal Year
- Vacation must be used by June 30<sup>th</sup> of that Fiscal Year

**Wages and Benefits**

**Full-time employees:** Employees who normally work 40hrs/week. Full-time employees qualify for benefits such as vacation time, paid holidays, personal days, sick leave and insurance benefits.

**Part-time employees:** Employees who work on a temporary/part-time basis for the Highway Department. Part-time employees do not qualify for benefits. Part-time employees are temporary employees and are hired on an "as needed" basis according to the workload.

**Holidays**

All full-time employees shall be entitled to the following paid holiday:

New Year's Day  
Martin Luther King Day  
President's Day  
Patriots Day  
Memorial Day  
Juneteenth

Fourth of July  
Labor Day  
Columbus Day  
Veteran's Day  
Thanksgiving  
Floating Holiday-Day after Thanksgiving  
Christmas Day

If employees are required to work on holidays, they shall receive 1.5 times their regular pay rate plus the paid holiday time. Holiday compensation shall be paid for each of the above-mentioned holidays to all employees who:

- Have completed their trial period
- Have worked during the week in which the holiday occurs, unless that week is a week of their vacation.
- Have worked the scheduled day before and after the holiday. The failure to work on their assigned days will result in the employee forfeiting the holiday pay.

### **Pay Scale**

Starting pay for all new employees shall be based on their qualifications. There shall be a 90-day probationary period for all new employees.

### **Personal Days**

Three personal days shall be granted to each full-time employee after one year of employment. Personal days may not be taken in conjunction with holiday time or vacation time. Personal days require at least one week's notice in advance and approved by the Highway Superintendent. Emergency situations will be granted immediately.

### **Sick Time**

Four sick days will be granted to each full-time employee after one year of employment.

### **Employee Lunch Period**

Each employee shall be granted an unpaid lunch period of 30 minutes during the workday. Times may vary according to the work schedule.

### **Coffee Break**

A 15-minute break shall be granted for each 4 hours worked. Therefore, one 15-minute break will be granted each morning. If the workday extends beyond 2:30pm an additional 15-minute break may be allowed depending on the length of the day.

### **Insurance**

The Town of Peru will pay 80 percent of the cost of health and life insurance (as of the date of this document). The Town reserves the right to increase or decrease the Town share.

### **Bereavement Paid Leave**

Employees who have completed their trial period shall receive a leave of absence not to exceed five working days in the event of a death in their immediate family. Employees eligible shall receive their regular straight time pay for actual time lost from normal the normal work week. Immediate family shall include the spouse, child, parent, grandparent, siblings, mother in-law, and father in-law. Paid funeral leave may not be taken before the date of death. Time lost from work due to the death in the family shall not be included in the employee's total working hours when computing overtime pay. One day funeral leave shall be granted for all other direct family members such as cousin, aunt, uncle, etc.

### **Maintenance and Care of Equipment**

Employees will be working with expensive equipment either owned or rented by the Town. It is important to take care of and maintain the equipment. Careless treatment or neglect of equipment may result in unnecessary expenses for the Town. Employees will be held responsible for damage done to equipment by carelessness or negligence and in certain circumstances to be determined by the Selectmen, will be expected to reimburse the Town for such damages. The Selectmen may also take disciplinary action which may result in dismissal.

### **Town Equipment**

No town equipment shall be used for personal use.

### **Clothing**

Employees are required to wear steel-toed work boots. Uniforms are provided after the completion of the probationary period. An additional \$400 dollar boot/foul weather clothing allowance will be granted after the completion of the probationary period.

### **Stealing**

Stealing any property belonging to the Town of Peru, a fellow coworker, or any supplies will not be tolerated. Any employee who steals or attempts to steal such property will be subject to immediate discharge and prosecution as may be permitted by law. (Please refer to the Town of Peru Disciplinary Policy)

### **Narcotics and Barbiturates**

Since there are many State and Federal laws regulating the distribution and use of narcotics and barbiturates, the Town of Peru has established strict proceedings concerning them. Any such employee who reports to work using these drugs or used such

drugs during working hours will be subject to disciplinary actions, including the possibility of dismissal. (Please refer to the Town of Peru Disciplinary Policy)

**Alcohol**

Any employee who reports to work under the influence of alcohol or uses alcohol during the working hours or keeps alcohol on the property shall be subject to disciplinary action including the possibility of dismissal. (Please refer to the Town of Peru Disciplinary Policy)

**Standards of Conduct**

Certain conduct is of such serious nature that immediate dismissal may be warranted without warning or discipline. Certain conduct may be grounds for a written warning and possible disciplinary action. The specific conduct described in this manual does not include all the grounds for disciplinary action or discharge. These are illustrations of the type of conduct which should be avoided. (Please refer to the Town of Peru Disciplinary Policy)

**Examples of such conduct:**

- Discourteous treatment of the public or fellow employees.
- Deliberate damage to equipment or property.
- Failure or refusal to properly perform assigned duties
- Insubordinate, antagonistic attitude, misconduct, or threat of violence
- Frequent absenteeism without permission
- Use of or possession of alcohol or drugs during working hours

Any violation of any of these policies and procedures will result in disciplinary action according to the Town of Peru's Personnel and Disciplinary Policy

By signing and dating below, the employee acknowledges they have read and understand their job description and Town of Peru's Policy and Procedure. The employee also acknowledges that they have received a copy of this document. This coupled with your hire letter shall be the basis for your terms of employment.

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

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

**Revised: 11/10/2025**

# Town of Peru

Board of Selectmen, P.O. Box 479, Hinsdale, MA 01235



## SEXUAL HARASSMENT POLICY OF THE TOWN OF PERU

### I. Introduction:

It is the goal of the Town of Peru to promote a work place that is free of sexual harassment. Sexual harassment of employees occurring in the workplace or in other settings in which employees may find themselves in connection with their employment is unlawful and will not be tolerated by this organization. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated. To achieve our goal of providing a work place free from sexual harassment, the conduct that is described in this policy will not be tolerated and we have provided a procedure by which inappropriate conduct will be dealt with, if encountered by employees.

Because the Town of Peru takes allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy will set forth our goal of promoting a work place that is free of sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for work place conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

### II. Definition of Sexual Harassment:

In Massachusetts, the legal definition for sexual harassment, is this: "Sexual harassment" means sexual advances, request for sexual favors, and verbal or physical conduct of a sexual nature when:

- a. submission to or rejection of such advances, request or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or,
- b. such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

Under these definitions, the following conduct would constitute sexual harassment:

- Unwelcome sexual advances: whether they involve physical touching or not
- Direct or implied request for sexual favors in exchange for actual or promised job benefits such as favorable reviews,
- Salary increases, promotions, increased benefits, or continued employment;
- Assault or coerced sexual acts.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexual oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a work place environment that is hostile, offensive, intimidating, or humiliating to male or female workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its persuasiveness:

- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexual suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences; and
- Discussion of one's sexual activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated by this organization.

### **III. Complaints of Sexual Harassment:**

If any of our employees believes that he or she has been subjected to sexual harassment, the employee has the right to file a complaint with the Town of Peru. This may be done in writing or orally by contacting the:

Board of Selectmen  
Town of Peru  
PO Box 479  
Hinsdale, MA 01235  
(413) 655-8312

The Board of Selectmen is also available to discuss any concerns you may have and to provide information to you about our policy on sexual harassment and our complaint process.

### **IV. Sexual Harassment Investigation:**

When we receive the complaint we will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Our investigation will include a private interview with the person filing the complaint and with witnesses. We will also interview the person alleged to have committed sexual harassment. When we have completed our investigation, we will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of the investigation.

If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct, and where it is appropriate we will also impose disciplinary action.

### **V. Disciplinary Action:**

If it is determined that inappropriate conduct has been committed by one of our employees, we will take such action as is appropriate under the circumstances. Such action may range from counseling to termination from employment, and may include such other forms of disciplinary action as we deem appropriate under the circumstances.

**VI. State and Federal Remedies:**

In addition to the above, if you believe you have been subjected to sexual harassment, you may file a complaint with either or both of the government agencies set forth below. Using our complaint process does not prohibit you from filing a complaint with these agencies.

1. The United States Equal Employment Opportunity Commission (EEOC)  
10 Congress Street - 10<sup>th</sup> Floor  
Boston, MA 02114 (617) 565-3200
  
2. The Massachusetts Commission Against Discrimination (MCAD)  
Boston Office  
One Ashburton Place - Room 601  
Boston, MA 02108
  
- Springfield Office  
424 Dwight Street - Room 220  
Springfield, MA 01103 (413) 739-2145

**VI. Acknowledgment of Receipt of Policy:**

I acknowledge receipt of the Sexual Harassment policy from the Town of Peru and I have read its contents.

Employee: \_\_\_\_\_

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

Witness: \_\_\_\_\_

# Town of Peru

## Personnel Disciplinary Policy

### I. INTRODUCTION

The provisions contained in this Personnel Disciplinary Policy apply to all employees of the Town of Peru ("Town"). Elected and appointed officials (including board and committee members) and volunteers are covered by these policies to the extent applicable, particularly with respect to Standards of Conduct. Employees covered by an individual employment contract or collective bargaining agreement are subject to these policies to the extent that the policies do not conflict with said contract or agreement, in which case the contract or agreement shall govern.

This Personnel Disciplinary Policy ("Policy") shall be administered by the Board of Selectmen who may establish procedures as necessary to fulfill this charge. The Board of Selectmen may from time to time make and issue interpretations and regulations and may make exceptions consistent with the provisions of the Policy and necessary for its administration.

Each provision of this Policy shall be construed as separate to the extent that if any part of it shall be held invalid for any reason, the remainder shall continue in full force and effect.

### II. PERFORMANCE EVALUATIONS

The Town will conduct regular performance evaluations of all employees. The purposes of such evaluations are to provide:

- An annual report of progress and improvement
- Identification of any deficiencies or weaknesses
- Positive recognition of strengths and special abilities and an opportunity to improve deficiencies and enhance strengths
- An opportunity to discuss ways and means for improvement, as well as identify training needs
- A performance record which may become part of documentation used in making personnel actions
- An opportunity to discuss job description(s) and employee concerns

Employees on probationary employment status shall be evaluated at the midpoint of probationary period, usually after six (6) months of employment, and then approximately two weeks prior to the end of their probationary period, at which time the employee shall be advised of their future employment status with the Town.

All employees shall be evaluated at least once a year in June. Department Heads, after consultation with the Town Administrator, may choose to evaluate employees on a more frequent basis.

90 days

The employee and the Department Head shall each separately complete an *Employee Performance Evaluation Form* approved by the Town Administrator, which will be considered pre-evaluation forms. Each employee will also be given a copy of her/his job description prior to completion of the pre-evaluation form.

Upon completion of the pre-evaluation *Employee Performance Evaluation Forms*, the employee and Department Head shall arrange for a conference. During the conference, the employee and Department Head will discuss each section of the pre-evaluation. Following this discussion, the Department Head shall complete a new *Employee Performance Evaluation Form*. The discussion should focus on the employee's job performance with a focus on those duties set forth in the relevant job description. If there is a disagreement on an employee's job performance, the Department Head's comments shall take priority in completing the *Employee Performance Evaluation Form*. The employee shall then have an opportunity to provide written comments in response to the Department Head's assessment. Both the Department Head and the employee shall then sign the completed *Employee Performance Evaluation Form*.

If suggested job description modifications result from the evaluation, they shall be documented and forwarded to the Town Administrator for review.

The completed *Employee Performance Evaluation Form* shall be forwarded to the Town Administrator for review. Thereafter, the signed *Employee Performance Evaluation Form* will be placed in the employee's personnel file.

## **EMPLOYEE TERMINATION**

The Town expressly reserves the right to dismiss an employee from his/her employment following due process of first providing written notice and conducting a hearing. Dismissal may result from the following actions: serious insubordination, theft, serious illegal or destructive acts while on the job, and any other reason deemed appropriate by the Town Administrator or Hiring Authority. If circumstances warrant, the employee may be placed on paid administrative leave pending the outcome of an investigation and the hearing.

## **III. PERFORMANCE IMPROVEMENT**

It is the Town's objective to work with all employees who are experiencing difficulty with their conduct or job performance in an effort to resolve problems before they become unmanageable and to retain the individuals as productive employees.

In instances where job performance or conduct, including, but not limited to, excessive tardiness, absenteeism, or insubordination, calls for corrective action, the following steps will be taken:

- The Department Head, Hiring Authority and/or the Town Administrator will properly define the complaints against an employee

- Depending on the situation, the Board of Selectmen and/or Hiring Authority may request to meet with the employee
- Discuss the problem with the employee
- Provide the employee with an opportunity to improve her/his conduct or performance

#### **IV. PROGRESSIVE DISCIPLINE**

The Town is committed to following the steps set forth below. However, these disciplinary steps may be altered depending on the seriousness and frequency of the issue. Nothing contained in these policies and procedures shall preclude the Town from dismissing an employee if warranted by the circumstances.

##### **Step 1: Oral Discussion**

The Department Head and/or Town Administrator shall meet with the employee whose performance or conduct is unsatisfactory and outline the problem(s). The employee will be encouraged to contribute in identifying the cause(s) of the problem(s). The objective of the discussion will be to help the employee bring her/his performance or conduct to a satisfactory level. During this meeting emphasis will be placed on informality, open-mindedness, and the unemotional exchange of factual information. The Department Head will make an informal record of all points discussed.

At the end of the meeting, or shortly thereafter, the Department Head and/or Town Administrator shall discuss a plan of action with the employee, as well as the time frame within which such improvements must take place.

##### **Step 2: Written Warning**

If the oral discussion in Step I does not correct the problem(s) in the timeframe set by the parties, a more formal meeting will be held between the Department Head and/or Town Administrator and the employee. Prior to this meeting, the Department Head and/or Town Administrator will prepare a Written Warning address all outstanding problem(s). This document will reiterate what was discussed during the first meeting.

The Department Head and/or Town Administrator and the employee will review the Written Warning, listing areas of inadequate performance or poor conduct, point by point. Before the Step 2 meeting is concluded, the Department Head and/or Town Administrator shall outline the disciplinary action that will be taken against the employee, and the employee will be given the Written Warning, which shall identify the problem(s), expected performance or behavioral change(s), length of time to correct the problem(s), and the likely consequences of failure to remedy the problem(s).

At the conclusion of the Step 2 meeting, the employee will be asked to sign the Written Warning to confirm the parties' discussion. If the employee refuses to sign the Written Warning, the

Department Head and/or Town Administrator will make note of the refusal. Copies of the Written Warning will be provided to the employee, Town Administrator, Department Head, and the employee's personnel file.

### **Step 3: Suspension**

If the Written Warning at Step 2 fails to correct an employee's misconduct or poor performance, he/she may be suspended, with or without pay, for a period of days or indefinitely. The purpose of a suspension is to serve as a final warning to an employee that continued misconduct or poor performance may result in discharge, and may be imposed only when prior warnings or reprimands have not succeeded in resolving the problem. For cases of serious misconduct, suspension may be the first disciplinary action taken.

In cases where the Board of Selectmen determines that an employee should be suspended for a period of more than five (5) days, the employee shall be granted a hearing before the Board of Selectmen prior to the imposition of the suspension. All suspensions shall be reduced to writing and include a description of the events leading to the discipline, and shall be forwarded to the Board of Selectmen for inclusion in the employee's official personnel file.

### **Step 4: Termination**

An employee on suspension due to poor job performance and who fails to demonstrate required improvement during the suspension period shall have her/his employment with the Town terminated. Such employee shall be provided written notice of, and the Board of Selectmen shall conduct a hearing on, the proposed termination.

Employees on suspension for reasons other than job performance, such as conduct or insubordination, may be subject to employment termination if improvements are not observed within a reasonable time.

Termination based on poor performance shall occur after the procedures delineated in a Performance Improvement Plan have been followed.

## **V. SEPARATION FROM TOWN SERVICE**

Separation from employment with the Town of Peru may result from service retirement, disability retirement, resignation, termination or layoff.

- **Service Retirement:** Voluntary separation after having satisfied the age and length of employment requirements of the applicable County or State Retirement System. Employees will follow applicable procedures for applying for retirement benefits.
- **Disability Retirement:** Voluntary separation necessitated by an injury or illness, which renders the employee incapable of performing her/his usual job. Prior to separation, an employee shall draft a memorandum to the Department Head and Town Administrator

advising of the disability ruling, date of termination, supporting documentation, and a ruling by the appropriate board verifying the disability and approving the retirement.

- **Employee-Initiated Resignation:** Voluntary separation for any reason other than service or disability retirement. An employee wanting to leave Town employment in good standing shall provide a written resignation to her/his Department Head and Town Administrator at least fourteen (14) calendar days prior to the effective date of resignation. The resignation letter will include the proposed effective date of resignation. The employee shall remain available to work for the two-week period following submission of a separation notice. The Town Administrator may grant exceptions to this time requirement.
- **Employer-Initiated Resignation:** Separation from employment suggested by the Department Head and Town Administrator to permit the employee to resign in lieu of termination.
- **Termination:** See discussion above.
- **Layoff** of an employee may be initiated by the Town because of lack of work, lack of funds, or other changes that have taken place. Every effort will be made to transfer an employee to another department in lieu of layoff when a position is open for which the employee qualifies. The Town shall provide an employee with as much advance notification as practical prior to layoff, except in case of emergency.

## Acknowledgement of Receipt

As the Town Administrator, I certify that I have provided a copy of the **Town of Peru's Personnel Disciplinary Policy** to the employee for review.

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

As the employee, I certify that I have received a copy of the **Town of Peru's Personnel Disciplinary Policy**. By signing this acknowledgement, I verify that I have received and reviewed a copy of the Policy, and further understand that the Policy may be amended from time to time

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please return this signed page to the Town Administrator for inclusion in the employee's personnel file. The employee shall be provided a copy of this signed page upon request.

# Town of Peru

## Primary Assessor Job Description

### GENERAL SUMMARY:

The Town of Peru, MA is in search of a Primary Assessor to serve as the Town's main point of contact for Assessing services. Peru, is a town of approximately 815 residents, is 26 sq. miles in size and is located in Central Berkshire County. Peru has 804 parcels of property including 347 single family homes. Real and Personal property taxes amounted to \$1,345,670 for FY '22.

The Primary Assessor serves under the administrative direction of the Board of Selectmen via the Town Administrator and oversees the Town's Assessing Department operations. This position is responsible for overseeing highly complex duties that require considerable judgment in placing valuations on real and personal property. The Principal Assessor is responsible for maintaining accurate systems and reporting information in accordance with Massachusetts General Laws and applicable Town By-laws.

This position serves as the primary staff member responsible for comprehensive administrative and technical duties, office administration, and excellent customer service. The Primary Assessor is responsible for the direct oversight of employees assigned to the Town of Peru by the Contracted Company providing Assessing Services to the Town.

This position is a part-time non-benefitted position that may require attendance at Board of Selectmen meetings up to 2 times per month as needed. It would be expected that the Primary Assessor would be available for office hours on a bi-weekly basis to assist residents as the need arises. Attendance at the Annual Town Meeting in June is required.

### ESSENTIAL JOB FUNCTIONS:

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Responsible for overseeing all real and personal property assessment and valuation functions. Responsible for the commitment of real estate and personal property taxes, motor vehicle and boat excise taxes, and betterment assessments to the Tax Collector.
- Responsible for managing the day-to-day administrative and technical operations of the Assessing Department, utilizing knowledge of Massachusetts General Laws pertaining to assessing practices.
- Responsible for overseeing the classification of all properties; compiles data for preparation of required forms to determine tax liability of the various classes of property.
- Conducts research and evaluates conditions and trends related to real property values and estimates of market value changes.

- Assists Board of Selectmen and Town Administrator and others in projecting future revenues in support of budgeting process.
- Oversees the preparation of and may be required to present a variety of spreadsheets reflecting Assessing Data for the Town of Peru.
- May be required to complete building permit reviews and examine a variety of deeds, maps, and building plans to obtain required information to evaluate all taxable property.
- Responsible for preparing and maintaining a variety of files and records related to assessing and appraising activities including charts, maps, abatement documents and other files and documents.
- Responds to a variety of inquiries, requests, and complaints from property owners and others related to assessment policies, procedures, tax abatements, exemptions, and related issues.
- Assists the Board of Selectmen to provide advice on matters relating to the classification process.
- Coordinates the ongoing cyclical inspection programs for real estate and personal property in accordance with Department of Revenue standards.
- Administers processing of all real estate and personal property value changes due to cyclical inspections, building permits, condo conversions and plans and subdivisions.
- Assists taxpayers and the general public with technical information related to assessing of real estate and personal property and the overall functions of the Assessing Department.
- Serves as direct liaison to the Massachusetts Department of Revenue (DOR) regarding assessing matters.
- Contacts DOR directly on legal and other issues relating to assessing.
- Independently researches abatement and exemption applications and makes recommendations to ensure timely notification of taxpayers and other Town departments, as required.
- May be required to represent the Town of Peru before the Appellate Tax Board with regard to appeals that have been filed with that Board.
- Oversees and maintains the Town's overlay account.
- Ensures that processes and reports conform to regulatory standards and deadlines as established by Massachusetts General Laws.
- Prepares the tax recapitulation sheet to determine and set the annual tax rate, prepares information for the Board of Selectmen for the annual tax classification hearing.
- Oversees the submission of all required forms to the DOR through their Gateway Program.
- Prepares the annual budget for the Assessing Department and prepares and maintains spreadsheets of office expenditures relating to the budgetary line items.
- Prepares official meeting notices, schedules official business for the public meetings, creates information packets, prepares and oversees the minutes of meetings and related correspondence, maintains and monitors the Assessors calendar to ensure compliance with legally required deadlines, and maintains related files accordingly.
- Maintains effective working relationships with other Town departments and boards, the Department of Revenue and other state and local agencies and the general public.

- Responsible for achieving and maintaining designation(s) from the Massachusetts Association of Assessing Officers (MAAO) and responsible for attending professional meetings to stay abreast of changes in the assessing field.
- May attend user group meetings for Vision and MUNIS. Performs other similar or related duties as required, or as situation dictates.

### **PREPARATION, SKILL, KNOWLEDGE & ABILITIES:**

- Education and Experience Bachelor's degree in business administration, real estate or other related field and seven years or more of progressively responsible experience in the valuation of property for tax purposes, including five years of supervisory experience, or any equivalent combination of education and experience which provides the requisite knowledge, skills and abilities for this position.
- Ability to complete Massachusetts Assessors 101 Training within 12 months of hire date.
- Knowledge, Ability and Skill Duties require comprehensive technical knowledge of assessing practices as regulated by Massachusetts General Laws, financial record keeping and automated office administration.
- Experience with specialized assessing software such as Patriot AssessPRO, and the DOR Gateway program is desired.
- Ability to obtain the Massachusetts Accredited Assessor designation (MAA).
- General knowledge of building, construction and zoning codes, surveying, mapping and deeds.
- Requires the ability to exercise the judgment, decisiveness and creativity required for problem resolution and for handling a variety of other situations that may arise.
- Ability to recognize and analyze factors which influence the values of properties.
- Ability to establish and maintain a variety of records to assemble and organize data and prepare various technical and financial reports.
- Ability to lead, monitor and supervisor a group of employees to achieve goals that contribute to the growth of the employees, the department, and the organization.
- A track record of positive field work experience, especially as pertains to commercial valuation is desired.
- May be required to perform field inspections and measure and inspect properties. Must possess a valid motor vehicle driver's license.

### **WORKING CONDITIONS, EXPECTATIONS, AND PHYSICAL DEMANDS:**

Most work is performed under typical office conditions and requires the ability maintain regular office hours during the business week, to use a computer and other standard office equipment requiring eye-hand coordination and finger dexterity.

This position is a part-time non-benefitted position that may require attendance at Board of

Selectmen meetings up to 2 times a month or as needed. It would be expected that the Primary Assessor would be available for office hours on a bi-weekly basis to assist residents as the need arises. Attendance at the Annual Town Meeting in June is required.

Some work is performed in the field and requires the ability to assess property in various terrains and requires stooping, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing/listening, seeing/observing, and may include light physical labor, including lifting objects up to 10 pounds.

The Town of Peru is an Equal Opportunity Employer that recruits and hires qualified candidates without regard to race, religion, sex, sexual orientation, age, national origin, ancestry, citizenship, disability or veteran status. Minorities are encouraged to apply.

Please send a letter of interest and resume to:

[townadmin@townofperuma.com](mailto:townadmin@townofperuma.com)

James Welch

Town Administrator

3 E Main Rd.

Peru, MA 02135