

TOWN HALL 3 EAST MAIN ROAD PERU, MA 01235

SELECT BOARD MEETING MINUTES: November 24, 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
Valerie Bird, Health Agent

Public Attendees:

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

Item 2: Selectboard 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 11/17/2025. Selectman Leach motion to approve minutes as written, Selectman Munch second, 3-0

Item 6: Update from Departments:

Board of Health:

Hilltown CDC had called TA Walker regarding the situation at 6 North Road. Valerie was notified by Hilltown CDC and they both agreed that too much work is needed to make the home habitable and funding was denied. This property has already been condemned by the Board of Health. Valerie mentioned that Elder Protective Services is aware of the situation. Selectman Munch felt that Bonny DiTomasso should be involved. Valerie mentioned that they have a generator and the BOH does not want to make him unhoused. Selectman Leach asked if the furnace is running on a generator. Selectman Haupt wants every step documented so the town is not liable. Valerie mentioned this issue did go to court and was mediated with an agreement. The agreement was to allow inspections by town departments. The home does not have heat, running water, and no septic. Selectman Haupt would like to check with Bonny DiTomasso if help is declined. Selectman Munch would like to go through COA Director, Bonny DiTomasso first since something needs to be done immediately. Selectman Haupt agreed that time is of the essence.

Highway Department:

- Superintendent Russell mentioned that replacing the remainder of the guardrails on Route 143 will continue next week.
- The 2008 International has been repaired and the bill was in the vicinity of \$13,000. Justin mentioned that he and TA Walker will be writing a MassDot Equipment Grant for a new truck instead of writing the grant for a grader as previously reported. The 2008 International is 18 years old.
- Superintendent Russell mentioned that the Boy Scout Troop in Peru would like to take the returnable bottles and cans from the Transfer Station. Selectmen Leach doesn't think the Town of Peru has a Boy Scout Troop and told Superintendent Russell to have the scout leader call him. The BOS decided to have the Boy Scout troop and Scout leader attend a BOS meeting so the BOS can vote on this issue.
- Highway Superintendent Russell mentioned that the Cemetery flags are done.
- Also, the flashing yellow beacons and radar signs will be installed in the Spring.

Maintenance:

- Ed Munch reported that he has been painting the walls in the meeting room.
- He assisted with replacing the septic pipe and made a diagram of the fuel lines and the septic field. He will give a copy to TA Walker to place in the files under town hall maintenance.
- Ed mentioned that electric outlets are needed in the meeting room since we now have offices in the meeting room.
- Ed mentioned that town was grateful for a MIIA grant written by Chief Cullett and TA Walker to replace the septic line. TA Walker mentioned that the cost of replacing the septic line was \$4,000 and grant covered everything except for \$1,123.99.

Town Administrator:

- TA Walker mentioned that a resident on Bonny Lane needs a contractor to winterize her mobile home. The BOS mentioned that COA Director, Bonny DiTomasso should be notified.
- MIIA Representatives, Paul Bowlby and Jordan Meyer met with TA Walker and Chief Cullett to discuss the towns current policy, credits for training and future applications for the MIIA Risk Management Grant. Also, the formation of a Quarterly Safety Committee was set up. The Quarterly Safety meetings will be held with town officials and MIIA Representatives to maximize grant funding and earn credits for the town. These meetings will also help reduce our premiums with MIIA and the first meeting will be held on January 7, 2026. At 2:00 p.m.
- TA Walker reported that she has received two applicants for the Primary Assessor position.

Item 7: Discussion and possible vote to approve letter to the residents from the Council on Aging:

Selectman Leach motion to approve COA Director, Bonny DiTomasso's letter to all residents in Peru pending changes-date and letter on town letterhead, Selectman Munch second, 3-0.

Item 8: Discussion and possible vote on policies for sexual Harassment, Personnel Disciplinary, Metal Dumpster and Contacting Town Council:

- Sexual Harassment on hold
- Personnel Disciplinary on hold
- Metal Dumpster approved
- Town Council needs to be reviewed-on hold

Item 9: Discussion and possible vote on Website options: Selectman Leach mentioned that the Town of Savoy had approved an additional \$3,000 for their website which is Town Web Design in addition to the \$1,500 per year maintenance fee. Selectman Leach mentioned that the Town Clerk in Peru had contacted the Town Clerk in Windsor, the website in Windsor is free and the Town Clerk in Windsor manages the website. The Peru Town Clerk offered to do

Web Design for Webby which is a free website. The BOS agreed to pay \$3,518 to Civic plus which is the balance for FY26. The BOS agreed that paying \$4,800 to CivicPlus for FY27 is too expensive. This was placed on hold.

Item 10: Discussion and possible vote on Berkshire Law Enforcement Council Mutual Aid Agreement: Placed on hold.

Item 11: Public Input: none

Item 12: Review and Approve accounts payable, Treasury Warrant, payroll Warrant: V11-2026

Item 13: Adjourn: Selectman Leach made a motion to adjourn the 11/24/2025 BOS Meeting, Selectman Haupt second, Vote 3-0. The 11/24/2025 BOS Meeting adjourned at 7:15 P.M.

Articles used:

11/17/2025 minutes

V11-2026

Letter from Council on Aging Director, Bonny DiTomasso

Sexual Harassment, Personnel Disciplinary, Metal Dumpster and Contacting Town Council policies

Website options

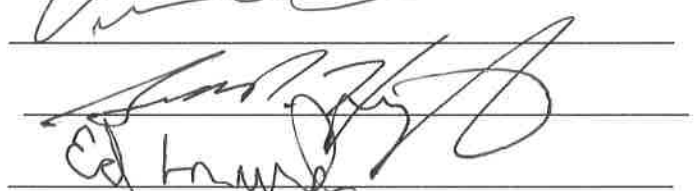
Terry Walker

Recording Secretary

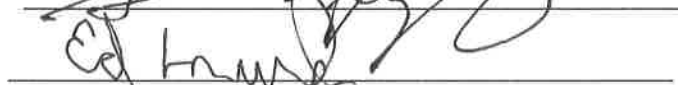
Verne Leach, Chairman



Samuel Haupt, Selectman



Edward Munch, Selectman



Date Approved: _____

Received 12-8-2025
Kim Leach, Town Clerk

Dear Peru Residents.

As your newly appointed Council on Aging Director, my goal is to reach out to all seniors in town to make you aware of services available and to inform you of upcoming COA events.

In order to improve communication, I am requesting that you update your contact information below. Any information you provide is optional and will be kept confidential.

Thank you very much.


Bonny Di Tomasso

Peru Council on Aging Director
3 East Main Road, Suite 115
Peru, MA 01235

Name: _____

Address: _____

Phone Number: _____

Email Name: _____

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.

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 per-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 succeeding 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

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



update

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 - 10th 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

Transfer Station Metal Dumpster Policy

Residents with a valid Transfer Station Permit may obtain items out of the metal dumpster provided that:

- The Transfer Station Attendant on duty grants the resident permission.
- The Item must be easy to obtain.
- The Item cannot be used for scrap metal (for cash) or sold to make a profit.
- The Transfer Attendant's decision is final.

Implemented 9/18/2023.

Review + approve 9/1/24

Board of Selectmen

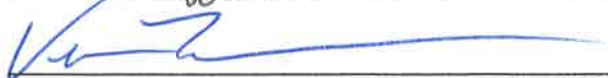
Douglas Haskins



Edward Munch



Verne Leach



Town of Peru

Legal Counsel Policy

I. INTRODUCTION

This policy establishes guidelines for all official interaction with Town Council and any other attorneys or legal organizations for all Town of Peru (“Town”) boards and commission members and employees. These guidelines are intended to designate the authority to contact legal counsel, and ensure an accurate, consistent and reliable flow of information to Town Council and any other attorney or legal organizations providing counsel to the Town. This policy shall be known as the “Town of Peru Legal Counsel Policy” and may be cited as such.

II. DEFINITIONS

For the purposes of this policy, the following terms, phrases, words and their derivations shall have the meanings ascribed to them in this section:

Town Counsel: Any attorney working on behalf of the Town of Peru. This may include the standard Town Counsel, a law firm serving as Town Counsel and any attorneys employed by said law firm, as well as attorneys hired by the Town’s insurance to provide work on behalf of the Town.

Legal Organization: Any organization that is affiliated with the Town of Peru and provides legal advice or services. This would include the attorneys that work on behalf of the insurance companies.

III. AUTHORIZED PERSONS

The persons authorized to directly access the Town’s designated legal counsel are the Chairman of the Board of Selectmen, the Town Administrator, and or other individuals authorized to contact counsel directly. All other boards, commissions and department heads shall go through the Town Administrator prior to contacting legal counsel.

IV. PROCEDURES

- 4.1 Chairmen who are authorized by this policy may contact Town Counsel directly only on official Town matters that directly relate to their official duties of their position and their board.
- 4.2 It is recommended that the authorized Chairmen check with the Town Administrator on legal issues to see if a legal opinion already exists for the matter before the board, prior to contacting legal counsel.

- 4.3 All other Board or Commission chairmen, department heads shall contact the Town Administrator regarding legal questions. In the absence of the Town Administrator, the Chairman of the Board of Selectmen shall be contacted.
- 4.4 Board of commission members, other than chairmen shall contact their respective chairman prior to contacting the Town Administrator.
- 4.5 The Town Administrator shall review the request, and determine if an opinion already exists and if so, forward the information on to the requesting board, commission or department head.
- 4.6 If the opinion does not exist, the Town Administrator or his designee shall contact legal counsel for advice on the matter.


V. DUTIES OF LEGAL COUNSEL

- 5.1 All attorneys and entities providing service to the Town shall:
 - A. Only take calls or correspondence from authorized individuals and if contacted by another member or employee, redirect that individual to their respective Chairman, or the Town Administrator.
 - B. Copy the Town Administrator on all correspondence to the various boards, commissions or department heads, with the exception of material that is specifically related to police matters.

VI. IMPLEMENTATION

- 6.1 To facilitate conduct in accordance with this policy, a copy of this policy shall be made available to town officials, legal counsel, employees, volunteers, board and commissions upon hiring, appointment or election to office and at such other times as may be necessary.

Board of Selectmen


 Bruce Cullett _____ 5-1-17
 Date


 Verne Leach _____ 5-1-17
 Date


 Edward Munch _____ 5/1/17
 Date

R + A date

Online Solutions to Make Your Life Easier



 **TOWNWEB® Proposal for a
Website & Communication Platform**

Prepared for
TOWN OF PERU, MA

Delivered on: November 07, 2025 | **Submitted by:** Karl Pacheco, Town Web Design, LLC | **Expiring on:** February 28, 2026

Town of Peru, MA Signature Page

At Town Web Design, LLC, we want to make sure that the Town of Peru, MA's new digital solutions be the last municipal digital solution that you'll ever need. You can be proud that your residents, tourists, and visitors will never say your municipal services are outdated.

The term of the contract is for four years.

The 1st year's fee: \$1,500.00

The 1st year's fee will be invoiced the day after the proposal is signed, and is due 30 days after invoicing.

The 2nd year's fee: \$1,500.00

The 3rd year's fee: \$1,500.00

The 4th year's fee: \$1,500.00

By signing this quote, you will get everything listed in the Pricing Details section of the proposal.

The three big benefits to you include:

1. Website and Communication Platform

Your residents can gain 100% transparency in municipal decision-making by elected officials. They can stay up-to-date on topics that are important to them. They will be able to get instant notifications whenever categories they've subscribed to have new items posted.

2. Payment Solution that Reduces Your Workload

Town Web's Online Digital Solution is the world's most advanced payment platform for local government. It allows anything to be paid using any funding source through any device. Our solution is built to slash the administrative workloads of busy staff across America. Likewise, it provides the convenience that millions of demanding citizens want to have.

3. 24x7 Technical Support that is "All-You-Can-Eat"

Your municipal staff at the Town of Peru, MA will love having us as your website provider because they will be able to rely on us for anything related to your website. All it takes is a call, email, or chat message (including Facebook Messenger) and we can help them with their question or issue, and for no additional charges, we can even post or edit something on their behalf. This type of support will save you and your staff time and money.



SIGNATURE

Bruce Cullett

Bruce Cullett, Town of Peru, MA, Town Supervisor

To accept this quote, you can electronically sign it above, or sign and fax it to 321-600-9008. Once we have a signed copy, we will email you an invoice. Once the invoice is paid, your Account Manager, Aleksandra, will contact you to schedule your Onboarding meeting!

Town of Peru, MA Proposed Pricing

Description	Price	Qty	Total
<p>Community Foundation</p> <p><i>Includes:</i></p> <ul style="list-style-type: none"> • Standard Web Design • Hosting & Domain Management • Standard Support • Subscription Management • Emergency Alerts • Digital Forms (up to 5) 			\$1,500/year
TOTAL ANNUAL FEE			\$1,500
TOTAL			\$1,500

The optional items, whose name starts with "opt", can be checked/unchecked in the online version of the proposal. Town Web's regular contract is three years. For the Town of Peru, MA, we are providing a four year contract

Town Administrator

From: Corey Abbate <corey.abbate@civicplus.com>
Sent: Friday, November 14, 2025 4:40 PM
To: Select Men; Town Administrator; Peru townclerk@townofperuma.com
Cc: Victoria Gonzalez
Subject: [EXTERNAL] RE: Peru, MA & CivicPlus Municipal Website - Migration Proposal Review

Howdy Verne, Terry & Kim,

Although we did not get a chance to connect today, I did want to pass along details to reference for your upcoming board meeting.

As discussed, I will seek approval from my supervisor regarding the \$3000 initial year price for the website. Currently your annual cost was set to be invoiced at \$3518.86, so I will need to follow up next week to determine if we can honor the price below that.

Here is a current breakdown of your migration project:

Current Annual Cost: 3518.86 - Renewal Hold 7/1/25

New Annual Total: 4862.50

- Waived Implementation Package (\$10000 Value)
- Content Migration: All publicly available content, verbatim, agendas & minutes
- Design Work: Standard Templated Design (Please make a final decision using the template options here: <https://cp-design.civicplus.com/153/Standard-Website-Examples>)
- Product Training: 3 seats in a group training session
- Guardian Security
- Web Central Starter - 12 Modules

Year 1 - Seek Approval \$3000, otherwise \$3518.86 is approved. – 7/1/2025 thru 6/30/2026

Year 2 - \$4862.50 (Renews annually on 7/1)

Timeline for Migration:

- 3 Weeks after Signing a Contract - Kickoff Meeting w/ Project Manager
- 15 weeks from Kick-off to Launch (current average)
- During this time, your org will maintain access to your current town website

During our meeting today, Verne and I discussed the increased annual cost for the migration (\$4862.50). If this is not a price point that your team can commit to, please let me know if you decide to consider alternative options for hosting your website. If so, we can work with your team on issuing a pro-rated invoice for early 2026 then we can revisit whether or not your team would like to move forward with CivicPlus or ultimately decide to seek a different website provider.

Thanks,

Corey Abbate, CPRP (he/him/his)