

TOWN HALL 3 EAST MAIN ROAD PERU, MA 01235

**SELECT BOARD / FINANCE COMMITTEE JOINT MEETING MINUTES:**

**Tuesday, February 17, 2026 @ 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/Finance Committee Chairman  
Brandon Mascolo, Finance Committee  
Doug Haskins, Finance Committee  
Paul Hickling, Finance Committee  
Bonny DiTomasso, COA Director  
Valerie Bird, Health Agent  
Jonathon Mejias, Assessor

Public Attendees: James Kenney

**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 2/2/2026:** Selectman Munch motion to approve minutes pending changes, Selectman Haupt second, 2-0

**Item 6: Update from Departments:**

**Police Department:**

Chief Cullett mentioned that the water pump is being fixed on the new cruiser and it is still under warranty.

**Emergency Management Director:**

Bruce Cullett, EMD, mentioned that he does not have any updates on the EMPG grant.

**Highway Department:**

Superintendent Russell mentioned that Tim Davis passed his CDL test and Hoisting License tests. Superintendent Russell also mentioned that he is having problems with the 2019 International Truck. Justin mentioned that after reviewing the new personnel policy- it needs to include time and a half after 40 hours.

**Board of Health Agent:**

Valerie Bird, Health Agent mentioned that the housing case on North Road will be continued in March and the owner is making progress at his residence.

**Assessor:**

Assessor Mejias mentioned that 33% of the parcels in town do not have house numbers and that is one of the projects he is working on. Assessor Mejias will draft a letter notifying every one in town of the adjustments to their addresses. The draft letter will be brought before the BOS to be approved at the next meeting.

CAI Technologies' invoice was negotiated because the town did not receive a contract for FY26. The increase was \$850.00 and the town's portion is now \$400.00. The Assessors will submit a Reserve Fund transfer for \$400.00 to be discussed at the Finance Committee meeting next week.

Patriots software may need to be upgraded and converted to AP5 in the upcoming years. In the future, the Assessors may eliminate Patriots/Catalis and complete the work in house.

Chief Cullett asked Assessor Mejias if E911 will be notified of the renumbered lots on Curtin Road. Assessor Mejias mentioned that he will certainly notify E911. Chief Cullett mentioned that if the numbers change the owners need to be notified. Superintendent Russell mentioned that house numbers are not issued until a new construction project is underway. Assessor Mejias suggested the Highway Superintendent come to the Assessor's office to get house numbers. Health Agent Valerie Bird had questions on how vacant lots are given a number. Assessor Mejias mentioned that renumbering addresses is a directive from the Department of Local Services.

**COA:**

Bonny DiTomasso COA Director has received questionnaires with contact information from 60 seniors. These questionnaires were mailed out with tax bills. In addition, Bonny has distributed 20 pairs of ice cleats to the elderly which was funded by the COA formula grant. She is very pleased with the positive results received when interacting with our seniors.

**Maintenance:**

Ed Munch mentioned that the electrician is finishing still wiring the meeting room offices and Ed has been working on painting walls.

**Town Administrator:**

TA Walker mentioned that she is completing the MIIA grant close out letter. The grant funded the town hall septic line, Bluevoice for the police department and safety equipment for the highway department.

Final invoice for Guardian Energy in on tonight's warrant. TA Walker is working with Green Communities to close out the grant.

The Fire Department has an invoice for Fire Technologies in the amount of \$8,396.71. This invoice has been outstanding since October 2025. TA Walker placed on tonight's warrant to be paid. The balance in the Fire Department Expense account will be \$564.31 for the remainder of the fiscal year once this invoice is paid.

**Item 7: Discussion on changing the name of South Road Extension with James Kenney:** James Kenney questioned the procedure on changing the name of a town roadway. Highway Superintendent referred Mr. Kenney to the Massachusetts guidelines on how to change the name of a road in Massachusetts.

The BOS suggested a public hearing, a majority vote at ATM and drafting a letter to the residence on South Road Extension for their feedback. Mr. Kenney's proposal is to change South Road Extension to "Geer Farm Road". The name change is to honor a Revolutionary War Veteran that fought in the Revolutionary War. Mr. Kenney mentioned that South Road Extension had been Zigler Road and Smith Road before it was changed to South Road Extension. This was placed on hold.

**Item 8: Discussion on Town of Peru Assessor position:** Placed on hold. Applicant will be asked to take 101 course before he is hired.

**Item 9: 7:00 Finance Committee Joint Meeting:** Finance Committee joined the joint meeting at 7:00 p.m.

**Item 10: Finance Committee roll call:** Chairman Bruce Cullett present and called the joint meeting to order, Doug Haskins second, 4-0 --Paul Hickling present, Branden Mascolo present, Doug Haskins present,

**Item 11: Discussion of Fiscal Year 2026 and Fiscal Year 2027 Budget:**

Chairman Cullett mentioned that the Fire Department invoice for FY26 was an issue and asked why the invoice was not handled until February since the invoice was dated October 2025. Chairman Cullett mentioned that the Fire Chief should not have put the vendor in this position. Selectman Haupt mentioned that the fire chief did not notify him of the purchase and mentioned that this puts the association in a tough spot. Selectman Haupt will talk to the fire chief. Chairman Cullett mentioned that the Fire Chief needs to come to the next meeting because the town does not need to be put in a position where vendors are not paid for months. Fin Com member Haskins asked if the fire department members voted on the large purchase. Sam Haupt mentioned that the department did not have a board meeting. Chairman Cullett stated that if the fire chief cannot make the next meeting, he needs to delegate a person to be present.

**Budget received for FY27:**

Assessors expense level funded	\$ 1,000.00
Conservation Comm level funded	\$ 500.00
BRPC	\$ 746.26
Peru Library level funded	\$23,256.00
Council on Aging Exp level funded	\$ 1,000.00
Elderly Outreach level funded	\$ 650.00
Cemeteries level funded	\$ 500.00
Town Building Maint increased	\$ 15,000.00 increase of \$3,000.00
Partridge Field Playground level funded	\$ 1,500.00
Retirement Assessment	\$93,240.00 increase of \$29,440.00
Animal Control Exp level funded	\$ 1,000.00

**FY27:**

Tax Map (Assessors) \$2,200.00

Health Department- placed on hold

Building Maintenance increased by \$3,000 - additional projects at town and this includes maintenance at highway garage. Possibly a new water heater at town hall. Highway Superintendent mentioned the chimney at town hall needs repairs. Quotes will be needed to repair chimney.

TA Walker mentioned funding an audit since the last audit was completed in 2018. Not having an updated audit, was one of the reasons why our Accountant has resigned. Fin Com member Hickling asked TA Walker how often other towns have audits. She mentioned every one to two years.

TA Walker and Treasurer Wendling will contact Berkshire Retirement on the substantial increase. They feel this is an error.

The next scheduled Finance Committee meeting will be March 4, 2026, at 6:30 p.m. This will not be a joint meeting. The next joint meeting with the BOS will be on March 18<sup>th</sup>.

Chairman Cullett motion to adjourn at 7:50 p.m. Fin Com member Haskins second, 4-0. Fin Com meeting adjourned at 7:50 p.m.

**Item 12: Discussion on Accounting Department:** Placed on hold. TA Walker will revise the job description she presented to the BOS.

**Item 13: Set date and time for the Annual Town Meeting:** Selectman Leach motion to set the date and time for the ATM as June 6, 2026, at 6:00 p.m. Selectman Munch second, 3-0.

**Item 14: Set date and time for Petition Deadline for the Annual Town Meeting Warrant:** Selectman Leach motion to set the date as April 6, 2026, at 5:00 p.m. as the deadline for petitions, Selectman Munch second, 3-0.

**Item 15: Review and Approve accounts payable, Treasury Warrants, Payroll Warrants:** V16-2026

**Item 16: Public Input:** Bruce Cullett asked the BOS if they had made any progress on choosing a website. BOS will place on next agenda.

**Item 17: Adjourn:** Selectman Leach made a motion to adjourn 2/17/2026 BOS Meeting, Selectman Haupt second, vote 3-0. The 2/17/2026 BOS Meeting adjourned at 8:16 P.M.

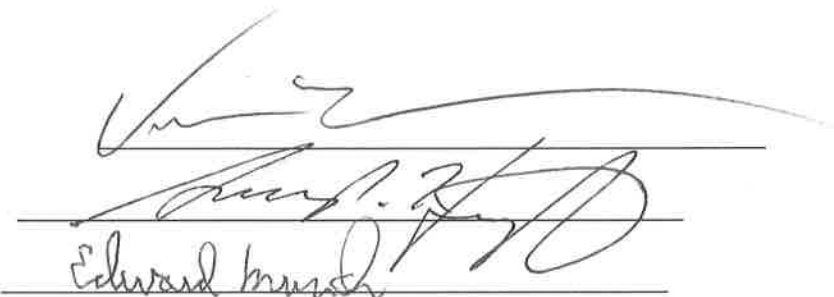
**Articles used:**  
2/2/2026 minutes  
Accountant job descriptions  
FY27 Spreadsheet

*Terry Walker*  
*Recording Secretary*

Verne Leach, BOS Chairman

Samuel Haupt, Selectman

Edward Munch, Selectman



Date Approved: 3-2-26

Bruce Cullett, Chairman Finance Committee \_\_\_\_\_

Paul Hickling, Fin Com \_\_\_\_\_

Doug Haskins, Fin Com \_\_\_\_\_

Brandon Mascolo, Fin Com \_\_\_\_\_

Samuel Haupt, Fin Com \_\_\_\_\_

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

Received 3-3-2026  
Kim Leach, Town

Line Item Number	Budget Item	FY 24 Allocation	FY 25 Proposed	FY 26 Proposed	FY 27 Proposed	Increase/(Decrease)	% change
10111.00	Legal	\$ 9,000.00	\$ 9,900.00	\$ 9,000.00		\$ (9,000.00)	-100%
10122.00	Town Administrator	\$ 30,900.00	\$ 35,000.00	\$ 40,000.00		\$ (40,000.00)	-100%
10122.01	Selectmen's Salary	\$ 10,725.00	\$ 11,046.75	\$ 11,378.15		\$ (11,378.15)	-100%
10122.02	Selectmen Expenses	\$ 2,500.00	\$ 2,000.00	\$ 2,500.00		\$ (2,500.00)	-100%
10122.06	Recording Secretary	\$ 5,500.00	\$ 5,000.00	\$ 5,150.00		\$ (5,150.00)	-100%
10123.00	Continuing Ed	\$ 6,530.00	\$ 3,000.00	\$ 3,000.00		\$ (3,000.00)	-100%
10124.00	IT	\$ 24,500.00	\$ 24,000.00	\$ 21,000.00		\$ (21,000.00)	-100%
10124.02	Website	\$ 1,930.00	\$ 1,930.00	\$ 3,000.00		\$ (3,000.00)	-100%
10135.00	Accountant Services	\$ 31,800.00	\$ 31,800.00	\$ 35,100.00		\$ (35,100.00)	-100%
10135.01	Town Auditor	\$ 1.00	\$ 1.00	\$ 1.00		\$ 1.00	100%
10141.00	Assessor Salary	\$ 24,691.00	\$ 25,431.00	\$ 28,380.63		\$ (28,380.63)	-100%
10141.01	Assessor Expenses	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ -	0%
10141.02	Assessor Services	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00		\$ (25,000.00)	-100%
10141.04	Tax Map Maintenance	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00		\$ (1,600.00)	-100%
10141.12	Assessor Computer	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00		\$ (2,400.00)	-100%
10141.25	Assessor Utility Appraisal	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00		\$ (3,500.00)	-100%
10145.00	Treasurer's Salary	\$ 12,730.80	\$ 13,112.72	\$ 15,600.00		\$ (15,600.00)	-100%
10145.02	Treasurer Expenses	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00		\$ (1,500.00)	-100%
10145.03	Bank Charges	\$ 100.00	\$ 100.00	\$ 100.00		\$ (100.00)	-100%
10145.04	Treasurer Tax Title Exp	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00		\$ (6,000.00)	-100%
10145.05	Annual Software	\$ 13,277.97	\$ 13,941.87	\$ 14,638.97		\$ (14,638.97)	-100%
10146.00	Tax Collector Salary	\$ 12,730.80	\$ 13,112.72	\$ 15,600.00		\$ (15,600.00)	-100%
10146.01	Tax Collector Expenses	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00		\$ (1,500.00)	-100%
10146.02	Tax Taking Charges	\$ 1,500.00	\$ 1,500.00	\$ 2,000.00		\$ (2,000.00)	-100%
10146.05	Tax Coll Computer Support	\$ 10,867.78	\$ 11,411.17	\$ 11,981.73		\$ (11,981.73)	-100%
10161.00	Town Clerk Salary	\$ 10,300.00	\$ 10,609.00	\$ 15,000.00		\$ (15,000.00)	-100%
10161.01	Town Clerk Expenses	\$ 2,200.00	\$ 2,200.00	\$ 2,000.00		\$ (2,000.00)	-100%
10161.02	Asst Town Clerk Salary	\$ 2,730.00	\$ 2,811.60	\$ 2,500.00		\$ (2,500.00)	-100%
10161.03	Election & Bd of Reg	\$ 5,850.00	\$ 5,850.00	\$ 3,500.00		\$ (3,500.00)	-100%
10171.00	Conservation Comm	\$ 400.00	\$ 400.00	\$ 400.00	\$ 500.00	\$ 100.00	25%
10172.00	BRPC	\$ 693.00	\$ 710.30	\$ 728.05	\$ 746.26	\$ 18.21	3%
10173.00	Board of Appeals	\$ 100.00	\$ 100.00	\$ 100.00		\$ (100.00)	-100%
10175.00	Officer's Mileage	\$ 2,000.00	\$ 1,500.00	\$ 1,500.00		\$ (1,500.00)	-100%
10175.01	USPS	\$ 3,500.00	\$ 4,000.00	\$ 4,200.00		\$ (4,200.00)	-100%
10175.02	Office Supplies	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00		\$ (2,000.00)	-100%
20212.00	Police Dept. Expenses	\$ 7,085.00	\$ 7,450.00	\$ 8,250.00		\$ (8,250.00)	-100%
20212.02	Police Wages	\$ 39,000.00	\$ 39,000.00	\$ 28,525.00		\$ (28,525.00)	-100%
20212.04	Police Cruiser Maint	\$ 3,500.00	\$ 3,500.00	\$ 3,850.00		\$ (3,850.00)	-100%
20212.08	Police Chief Salary	\$ 67,500.00	\$ 69,525.00	\$ 80,000.00		\$ (80,000.00)	-100%
20217.00	Internet	\$ 6,700.00	\$ 7,000.00	\$ 7,200.00		\$ (7,200.00)	-100%
20212.13	Police CHUBB Insurance			\$ 7,358.00		\$ (7,358.00)	-100%
20218.00	Emergency Management			\$ 1,000.00		\$ (1,000.00)	-100%
20220.00	Police Continuing Ed	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00		\$ (3,000.00)	-100%

20222.00	Vol FD	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ -	\$ -	\$ -	(25,000.00)	-100%
20222.01	Fire Chief Salary	\$ 2,525.00	\$ 2,500.50	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ -	\$ -	\$ -	(6,000.00)	-100%
20222.02	Fire Station Mortgage	\$ 1.00	\$ 14,338.13	\$ 14,045.50	\$ 14,045.50	\$ 14,045.50	\$ -	\$ -	\$ -	(14,045.50)	-100%
20222.04	Firemen's Building Maint	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ -	\$ -	\$ -	(2,000.00)	-100%
20222.11	Vol FD Insurance	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ -	\$ -	\$ -	(6,000.00)	-100%
20224.00	Hinsdale Ambulance	\$ 2,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ -	\$ -	\$ -	(3,000.00)	-100%
20226.00	Insp of Animals	\$ 950.00	\$ 978.50	\$ 1,007.25	\$ 1,007.25	\$ 1,007.25	\$ -	\$ -	\$ -	(1,007.25)	-100%
20292.00	Animal Control Salary	\$ 1,911.00	\$ 1,968.33	\$ 2,027.37	\$ 2,027.37	\$ 2,027.37	\$ -	\$ -	\$ -	(2,027.37)	-100%
20293.00	Animal Control Expense	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -	\$ -	(1,000.00)	-100%
30000.01	CBRS Operating/Transp	\$ 903,919.00	\$ 943,938.00	\$ 1,021,339.00	\$ 1,021,339.00	\$ 1,021,339.00	\$ -	\$ -	\$ -	(1,021,339.00)	-100%
30000.02	CBRS Capital	\$ 102,405.00	\$ 117,707.00	\$ 160,437.00	\$ 160,437.00	\$ 160,437.00	\$ -	\$ -	\$ -	(160,437.00)	-100%
30000.04	Smith Vocational Tuition	\$ 180,684.00	\$ 208,470.00	\$ 216,930.00	\$ 216,930.00	\$ 216,930.00	\$ -	\$ -	\$ -	(216,930.00)	-100%
30000.05	Voc Sch Transportation	\$ 41,180.40	\$ 43,027.20	\$ 88,380.00	\$ 88,380.00	\$ 88,380.00	\$ -	\$ -	\$ -	(88,380.00)	-100%
30610.00	Peru Library	\$ 19,265.00	\$ 21,243.00	\$ 23,256.00	\$ 23,256.00	\$ 23,256.00	\$ -	\$ -	\$ -	-	0%
30610.02	Communication Equip. PD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	0%
40100.00	Road Superintendent Salary	\$ 75,000.00	\$ 77,250.00	\$ 79,567.50	\$ 79,567.50	\$ 79,567.50	\$ -	\$ -	\$ -	(79,567.50)	-100%
40103.00	Highway Employee Wages	\$ 107,000.00	\$ 110,210.00	\$ 113,516.30	\$ 113,516.30	\$ 113,516.30	\$ -	\$ -	\$ -	(113,516.30)	-100%
40103.05	Temp Summer Help	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ -	\$ -	\$ -	(8,000.00)	-100%
40105.00	Highway Uniforms	\$ 3,700.00	\$ 3,700.00	\$ 3,800.00	\$ 3,800.00	\$ 3,800.00	\$ -	\$ -	\$ -	(3,800.00)	-100%
40200.00	Maint Hard Road Surfaces	\$ 28,000.00	\$ 28,000.00	\$ 28,000.00	\$ 28,000.00	\$ 28,000.00	\$ -	\$ -	\$ -	(28,000.00)	-100%
40204.00	Material Gravel Roads	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ -	\$ -	\$ -	(25,000.00)	-100%
40206.00	Road Machinery Maint	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ -	\$ -	\$ -	(25,000.00)	-100%
40208.00	Gas & Fuel	\$ 33,000.00	\$ 33,000.00	\$ 33,000.00	\$ 33,000.00	\$ 33,000.00	\$ -	\$ -	\$ -	(33,000.00)	-100%
40210.00	Town Highway & Bridges	\$ 16,750.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ -	\$ -	\$ -	(20,000.00)	-100%
40212.02	Highway Garage Mortgage	\$ 12,020.00	\$ 12,020.00	\$ 12,020.00	\$ 12,020.00	\$ 12,020.00	\$ -	\$ -	\$ -	(12,020.00)	-100%
40213.21		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	0%
40213.22		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	0%
40213.25	Hogweed Eradication	\$ -	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ -	\$ -	\$ -	(1,500.00)	-100%
40214.00	Tree Removal	\$ 20,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ -	\$ -	\$ -	(25,000.00)	-100%
40423.00	Snow Roads Public	\$ 90,000.00	\$ 90,000.00	\$ 95,000.00	\$ 95,000.00	\$ 95,000.00	\$ -	\$ -	\$ -	(95,000.00)	-100%
40424.00	Snow Roads Private	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ -	\$ -	\$ -	(500.00)	-100%
40500.00	Compactor	\$ 38,000.00	\$ 38,000.00	\$ 39,520.00	\$ 39,520.00	\$ 39,520.00	\$ -	\$ -	\$ -	(39,520.00)	-100%
40502.00	Northern Berk Solid Waste	\$ 2,866.00	\$ 3,178.48	\$ 3,178.48	\$ 3,178.48	\$ 3,178.48	\$ -	\$ -	\$ -	(3,178.48)	-100%
40503.00	Health Dept	\$ 15,500.00	\$ 16,000.00	\$ 15,172.00	\$ 15,172.00	\$ 15,172.00	\$ -	\$ -	\$ -	(15,172.00)	-100%
40504.00	Compactor Attendant	\$ 7,950.00	\$ 8,188.50	\$ 9,171.12	\$ 9,171.12	\$ 9,171.12	\$ -	\$ -	\$ -	(9,171.12)	-100%
50300.00	Council On Aging Expenses	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -	\$ -	-	0%
50302.00	Elderly Outreach Program	\$ 650.00	\$ 650.00	\$ 650.00	\$ 650.00	\$ 650.00	\$ -	\$ -	\$ -	-	0%
50303.00	Council On Aging Salary	\$ 1,200.00	\$ 1,236.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ -	\$ -	\$ -	(2,400.00)	-100%
50700.00	Cemetery Sexton Salary	\$ 500.00	\$ 515.00	\$ 750.00	\$ 750.00	\$ 750.00	\$ -	\$ -	\$ -	(750.00)	-100%
50700.01	Cemeteries	\$ 1,500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ -	\$ -	\$ -	-	0%
50900.00	Veterans Agent Salary	\$ 500.00	\$ 515.00	\$ 530.12	\$ 530.12	\$ 530.12	\$ -	\$ -	\$ -	(530.12)	-100%
50902.00	Veterans Services	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ -	\$ -	\$ -	(6,000.00)	-100%
60002.04	Town Building Maintenance	\$ 15,000.00	\$ 15,000.00	\$ 12,000.00	\$ 12,000.00	\$ 15,000.00	\$ -	\$ -	\$ -	3,000.00	25%
60002.05	Utilities Electric	\$ 12,500.00	\$ 12,500.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ -	\$ -	\$ -	(15,000.00)	-100%

60002.06	Utilities Heating	\$	16,500.00	\$	19,000.00	\$	17,000.00	\$	(17,000.00)	-100%
60002.07	Utilities Telephone	\$	1,500.00	\$	1,500.00	\$	1,800.00	\$	(1,800.00)	-100%
60002.25	Town Building Maint. Salary	\$	-			\$6,000		\$	(6,000.00)	
60002.4	Town Hall Cleaning	\$	3,900.00	\$	4,900.00	\$	4,900.00	\$	(4,900.00)	-100%
60004.10	Town Green Park Mowing	\$	6,450.00	\$	6,500.00	\$6,600.00		\$	(6,600.00)	-100%
60006.00	Partridge Field Playground	\$	1,500.00	\$	1,500.00	\$1,500.00	1500.	\$	(1,500.00)	-100%
70750.00	Interest on Loans	\$	1,000.00	\$	1,000.00	\$	15,000.00	\$	(15,000.00)	-100%
90206.00	Town Insurance	\$	41,559.00	\$	43,559.00	\$	44,800.00	\$	(44,800.00)	-100%
90208.00	Town Report	\$	2,000.00	\$	2,000.00	\$	2,000.00	\$	(2,000.00)	-100%
90912.00	BCRS Assessment	\$	58,841.00	\$	62,960.00	\$	63,240.00	\$	29,440.00	46%
90913.00	Mass Unemployment	\$	600.00	\$	600.00	\$	600.00	\$	(600.00)	-100%
90915.00	Medicare	\$	7,700.00	\$	6,300.00	\$	6,700.00	\$	(6,700.00)	-100%
90919.00	Health Insurance	\$	132,120.96	\$	142,450.56	\$	151,431.36	\$	(151,431.36)	-100%
95781.00	Reserve Fund	\$	-					\$	-	
	TOTAL	\$	2,507,989.71	\$	2,657,246.33	\$2,900,370.53	\$2,900,370.53	\$	-	0%

"2026"  
Town of Peru  
Job Description – Accountant

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**Purpose:**

Performs administrative, supervisory, and technical work to ensure the proper maintenance and balancing of the town's financial records, completion of all required reports, and proper preparation of financial transactions. Performs all other related work as required.

**Essential Duties and Responsibilities**

*(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.)*

Maintains the municipality's financial records, including a general ledger, and subsidiary ledgers. Ensures proper procedures are followed per MA General Laws and the Town's financial policies. Annually prepares various required reports to the DOR Director of Accounts.

Responsible for operating the accounting office; reviews bills and payrolls to ensure they are within budget and lawful expenditures, withholding payments if they are not lawful or from an approved appropriation.

Monitors appropriations for over-expenditure notifies Town Administrator and Finance Committee if one is near and takes necessary steps to rectify.

Provides assessors and department heads a written report detailing receipts from sources other than taxes, loans, and trust funds from the preceding fiscal year for use in the Tax Rate Recap.

Provides the Assessor with varied information for the current year tax rate setting process.

Reconciles cash and accounts receivable balances in the General Ledger with the appropriate department head.

Compiles an annual report stating receipts and expenditures for the past fiscal year from all funds.

Meets and collaborates with the Town Administrator regarding next fiscal year's budget-setting process.

Serves as the accounting software administrator. Monitors and maintains all software pertinent to the town's financial record keeping.

Monitors and maintains Fixed Asset Inventory for the Town in accordance with GASB 34 Statement.

Performs similar or related work as required, directed, or as the situation dictates.

Required to complete monthly IT web trainings through the Town's outsourced IT company.

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and other common office objects. Ability to view computer screens and work with details for extended periods. Must be able to communicate effectively in writing and orally—vision and hearing at or correctable to normal ranges.

**Job Environment:**

- Work is performed in office conditions; the noise level is moderate.
- Operates computer and general office equipment, such as calculator, copier, facsimile machine, and telephone.
- The employee has regular contact with the town departments, state and other agencies, and vendors.

§ The employee has access to information relating to employment contracts and legal discussions.

- Errors could result in delay or loss of service, monetary loss, or legal repercussions.

*This position description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements for the job change.*

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2019

## TOWN OF PERU

### ACCOUNTING OFFICER JOB DESCRIPTION

This is a part time, 10-12 hours/week, non-benefited position. The Accounting Officer should have knowledge of municipal accounting principals and be familiar with computer software and spreadsheets. A working knowledge of SOFTRIGHT accounting software is desirable.

Major responsibilities include:

1. Processing vendor warrants and paying bills: getting processed checks to the Treasurer on a timely basis.
2. Posting Payroll warrants
3. Posting Treasurer's receipts
4. Doing journal entries and maintaining the general ledger
5. Complete all required financial reports including those to state and federal agencies such as Year End Financial Statements and Schedule A.
6. Assist assessors in setting the tax rate
7. Reconcile cash accounts with the treasurer
8. Reconcile receivables with the tax collector
9. Free Cash certification
10. Prepare accountant's report for the Town Report
11. Report monthly appropriation and expenditure balances to the Board of Selectmen and to all departments
12. Be available for Selectmen's meetings, Annual Town Meeting and Special Town Meetings

## Town of Peru Seeking To Fill Town Accountant Position

The Town of Peru is looking to fill a vacancy effective June 1, 2019 for the Accounting Officer Position. This is a Part-Time, 8-10 hours per week, non-benefit position. Applicant must have municipal accounting and computer experience. Interested applicants can contact the Town Administrator for a Job description. Please submit a Resume with References to the Town Administrator at 3 East Main Road, Suite 100, Peru, MA 01235 or email to Town Administrator at [townadmin@townofperuma.com](mailto:townadmin@townofperuma.com). The Town Administrator phone number is 413 655-8312 ext 0.

The Town of Peru is an Equal Opportunity Employer

Posted April 26, 2019