

TOWN HALL 3 EAST MAIN ROAD PERU, MA 01235

**SELECT BOARD MEETING MINUTES: March 2, 2026 @ 6:00 P.M.**

Town Hall Meeting Room

Verne Leach, Selectman  
Samuel Haupt, Selectman  
Edward Munch, Selectman  
Terry Walker, Recording Secretary  
Bruce Cullett, Police Chief  
Justin Russell, Highway Superintendent

Public Attendees: Branden Mascolo

**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 2/17/2026.** Selectman Leach motion to approve minutes pending changes, Selectman Munch second, 3-0.

**Item 6: Update from Departments:**

**Highway Department:**

- Highway Superintendent Russell gave an update on paying Foresight for Engineering. The Nature Conservancy does not think they can bill Foresight directly. Justin mentioned that we may have to wait until after ATM to pay Foresight, but Alison mentioned that BRPC may be able to pay Foresight and TNC would reimburse BRPC. The Board of Selectmen voted in favor of submitting agreement 3-0.
- Justin mentioned that the letter of support for Berkshire Regional Planning Commission was to investigate where ghost dams are located and if the town has any that should be removed.
- Alison from BRPC will attend a BOS meeting to discuss unpaved roads projects how to apply for grants for projects on unpaved roads. The unpaved roads grants are through MassDot.
- Justin mentioned that there is a salt shortage in District 1 although he has one more load of salt.
- Highway employee Tim Davis has an injury, and he is waiting for a doctor's note allowing him to go back to work.
- Highway Employee Policy: Justin mentioned that paragraph #4 regarding overtime has been updated. Selectman Munch motion to accept update to overtime, Selectman Haupt second, 3-0
- Highway Superintendent over time. Justin would like to see OT change to 40 hours per week, presently OT for the highway superintendent is over 45 hours. Selectman Haupt motion to treat all the highway employees in the same manner and OT for the highway superintendent will be after 40 hours, Selectman Munch second 3-0.
- Justin mentioned that the last mile on South Road is in terrible condition and he is planning on using Chapter 90 money for the repaving project. Justin mentioned that there is \$715,431.97 in Chapter 90 funds and the FY apportionment is \$257,966.47. Once he uses \$150,000 towards the new truck, the balance in Chapter 90 will be around \$800,000.

**Town Administrator:**

TA Walker mentioned that she attended a Zoom debriefing with the Governor's office regarding Disaster Relief for the February 22<sup>nd</sup> and February 23<sup>rd</sup> blizzard. Statewide \$13,638,039 is available and \$627,066 will be allocated to cities and towns in Berkshire County. More information will be available at a later date.

Green Communities Grant- Guardian Energy has been paid in full and the town has until September 2026 to use the remaining funds for energy improvements to town buildings.

**Sam Haupt:** Sam mentioned that Governor Healey has not appointed members to the Pilot Commission but is hopeful he is appointed as a member.

**Item 7: Discussion and possibly vote on public letter from the Assessor:** Placed on hold.

**Item 8: Interview with Branden Mascolo for Assessor position:** Selectman Leach mentioned that Linda Bradley from DLS stated that once Branden is appointed has one year to complete Assessor Course 101. Branden agreed to take the online course once he is hired. Branden is very interested in the Assessor position, and his resume is attached to the minutes.

**Item 9: Discussion on Accounting Department:** Selectman Munch would like to leave this position open to an individual and a firm. If this is outsourced to a firm an RFP needs to be sent out. Selectman Haupt had revisions to TA Walker's updated job description. TA Walker mentioned that the RFP from 2022 cannot be located on the TA's computer or in the files. Placed on hold.

**Item 10: Discussion and possible vote on town website host "Town Web" for Peru's website:** Selectman Leach motion to go with Town Web, Selectman Munch second, 3-0. The quote of \$1,500 expired on February 28, 2026, and TA Walker was asked to acquire a new quote. Placed on hold.

**Item 11: Discussion and possible vote to appoint Branden Mascolo to the Assessor position:** Selectman Leach motion to appoint Branden Mascolo to Assessor position pending Branden takes Course 101 within the year, Selectman Munch second, 3-0. TA Walker will notify Treasurer Wendling the salary will be the appropriation at Town Meeting divided by 52 weeks then divided by 2 hours per week. The BOS mentioned that Branden will also be filling out a time sheet.

Selectman Leach motion to recess at 6:37 p.m., Selectman Munch second, 3-0

Selectman Leach motion to recall meeting at 7:58 p.m. Selectman Leach present, Selectman Haupt present, Selectman Munch present

**Item 12: Review and Approve accounts payable, Treasury Warrant, payroll Warrant:** V18-2026

Selectman Leach questioned overtime for Chief Cullett. It was decided by the BOS that Chief Cullett should go on calls if he is needed. Chief Cullett made it known that if the BOS didn't want him to respond to holiday and night calls he would not respond. The BOS felt that if it made sense that Chief Cullett should respond and receive OT.

**Item 13: Public Input:** N/A

**Item 14: Adjourn:** Selectman Leach made a motion to adjourn the 3/2/2026 BOS Meeting, Selectman Haupt second, Vote 3-0. The 3/2/2026 BOS Meeting adjourned at 7:08 P.M.

**Articles used:**

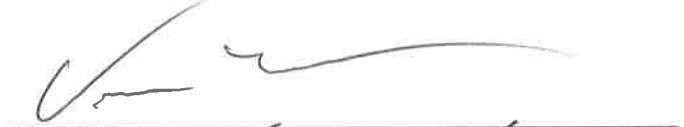
2/17/2026 minutes

V18-2026

Accountant Job Description  
Branden Mascolo resume  
SOW agreement  
Highway personnel policy

*Terry Walker*  
*Recording Secretary*

Verne Leach, Chairman



Samuel Haupt, Selectman



Edward Munch, Selectman



Date Approved: 3/16/26

Received 3-16-2026  
Kim Leach, Town Clerk

*Town of Peru*  
*Job Description – Accountant*

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This is a part-time, 10-12 hour per week, non-benefited position. The Accounting Officer should have knowledge of and experience with Massachusetts municipal accounting principles and be familiar with the ordinary and usual computer software necessary to perform the 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. A working knowledge of SOFTRIGHT is preferred.

**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. Ensure proper procedures are followed per MA General Laws and the Town's financial policies. Prepares various required reports to the DOR Director of Accounts and/or other state and federal agencies.

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.

Processing vendor warrants and paying bills, getting processed checks to the Treasurer on a timely basis.

Monitors appropriations for over-expenditures; 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's tax rate setting process.

Reconciles cash and accounts receivable balances in the General Ledger with the treasurer and tax collector.

Reports monthly appropriation and expenditure balances to the Select Board and other departments as requested. Compiles an annual report stating receipts and expenditures for the past fiscal year from all funds/accounts for the town report.

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

Monitors and maintains all software pertinent to the town's financial record keeping and archiving data electronically.

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

Be available for Select Board meetings, Annual Town Meeting and Special Town Meetings.

Performs similar or related work as required, directed, or as the situation dictates to complete the aforementioned tasks.

**Supervision:**

*Supervision Scope:* Performs highly responsible duties of a complex nature requiring considerable judgment and initiative involving the planning, administration, and execution of the department's programs and services.

*Supervision Received:* Works under the administrative direction of the Town Administrator and Select Board as needed, and following the applicable provisions of Massachusetts General Laws and local bylaws. Employee establishes own work plan and priorities, using established procedures to complete work following established policies and standards.

**Recommended Minimum Qualifications:**

**Education, Training, and Experience:**

- Bachelor's degree in accounting or business administration or related field.
- minimum of three to five years of progressively responsible related experience in public sector finance or any equivalent combination of education and experience.

**Preferred Requirements:**

Certified Governmental Accountant desired.

*Knowledge:* Thorough knowledge of modern municipal fund accounting theory, principles, and practices and applicable provisions of the Massachusetts General Laws. Knowledge of internal control procedures, bookkeeping, and accounting procedures and systems. Working knowledge of the organization and operation of town departments. Thorough knowledge of computer applications for accounting and fiscal management.

*Ability:* Ability to analyze and interpret financial data and present findings clearly in written and oral form. Ability to maintain effective working relationships with town officials, departments, boards/committees, governmental representatives, and the public. Ability to communicate effectively in written and oral form. Ability to multitask and plan work to meet deadlines. Ability to solve software problems. Ability to maintain complex records and prepare reports from such records. Ability to operate standard office equipment.

*Skill:* Proficient skill in computers and appropriate software applications including MS Office applications. Aptitude for numbers and details. Excellent organizational, planning, and analytical skills.

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Physical Requirements:

*The physical demands described here are representative of those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform these functions.*

Regularly required to walk, stand, sit, talk, and hear; operate office equipment; pick up paper, files, 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.

*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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# Branden Mascolo, PharmD

Peru, MA 01235 · E-mail:

## Employment Experience

### *Library Director 2/4/26 - present*

- Responsible for all library areas, including library services, activities, material selections, weeding and collection development. Maintenance of a small local history area containing archives, documents, and artifacts.
- Purchasing, budgeting process, bill paying, and working with outside accounting firm.
- All annual reports including ARIS, other MBLC reports, annual 501(c)3 reports to the Commonwealth of Massachusetts.
- Maintain Library website and report to the Board of Trustees

### *Election Official September 2024 - present*

- Assist voters with check-in and count votes.
- Complies with CMR and Federal election laws.

### *Transfer Station Attendant: September 2024 - present, Peru Transfer Station 3 E Main Rd, Peru, MA 01235*

- Assist patrons as needed with trash removal from their vehicles.
- Confirm proper use and safety while using machinery.

### *Clinical Pharmacist: July 2017 - August 2019, UCHealth Long's Peak Hospital*

- Collaboration with the patient care team. Inpatient order verification.
- Troubleshooting medication orders with nursing and using Epic's smart technology to assist with medication dispensing and removal from the most convenient source.
- Document clinical interventions, adverse drug reactions, and patient outcomes.
- Left position to relocate to the Berkshires.

### *Staff Pharmacist: February, 2013 – July 2017, Franciscan Hospital for Children, Brighton, MA*

- Independently carries out clinical pharmacy functions including drug selection, compounding, dispensing and verification of medication.
- Supervise, train, and support technicians and APPE/IPPE students.
- Documents and assesses adverse drug events (ADEs), interventions, and recommendations.
- In charge of special medication inventory including baclofen, Botox, and Myozyme.
- Reviews the patient's medications, allergies, labs, and other pertinent information from the medical record to identify and solve medication-related problems.
- Provides weekly antibiotic report to Infection Control. Provide updates and communication of standard operating procedures (SOPs). Communicates effectively with medical staff to ensure the highest level of care and patient safety.
- Left position to relocate to Colorado.

## Education

### **School of Pharmacy, Doctor of Pharmacy**

*Massachusetts College of Pharmacy and Health Sciences, Boston, MA*

Graduation: May 2012

- PharmD Degree
- GPA 3.2/4.0
- Academic Awards/Honors: Dean's List

## Volunteer Opportunities

Volunteer Firefighter with Peru Fire Rescue

Finance Committee

Conservation Committee

### Agreement Details

**Name of Grantee:** Town of Peru

**Grantee Mailing Address:**

**Primary Contact for Agreement Admin:**

Name:

Phone Number:

Title:

Email Address:

**Name & Title of Person Signing the Agreement**

Name:

Title:

**Agreement Term:** February 1, 2026, to December 1, 2026

**Agreement amount:** \$22,150

#### Disbursement Schedule

#	Disbursement Amount	Description of Milestone required for Disbursement
1	\$7,750	Completion of Wetland Delineation and Geotechnical Investigation & Report
2	\$8,000	Completion of Topographic Survey and Construction Plan Preparation
3	\$6,400	Submission of Wetlands Protection Act permitting and Army Corps of Engineers Permitting

#### Reporting Schedule

#	Description of Report	Report due date
Mid-term	Mid-term report – Should include a summary of work completed under this agreement and a forecast of work still to be completed.	June 1, 2026
Final Grant Report	Concise summary of activities and deliverables completed with this grant funding	November 15, 2026

## Attachment A Description of Activities and Deliverables

The Town of Peru will utilize the funds from this agreement toward a culvert upgrade project at the intersection of North Road and Fuller Brook (crossing code = xy4244443473041967) with the intent to advance this project to construction as soon as possible. This project aligns with TNC's goals of restoring and reconnecting rivers in the Westfield Watershed.

- A. **Objective** – The objective of this grant is to advance the above road stream crossing to construction ready phase. The replacement structure will meet Massachusetts Stream Crossing Standards and incorporate features that improve connectivity for terrestrial and aquatic species to the maximum extent practical.
- B. **Grant Activities** – Activities to be completed or initiated within the grant term.
1. The Town of Peru will contract with a qualified engineering firm, licensed in the State of Massachusetts, to provide all initial phase services to prepare this culvert replacement project for construction. These activities will include:
    - a. Wetland Delineation and Report – Physically delineate and mark the jurisdictional wetland resource areas within the potentially impacted project site and provide a wetland delineation report.
    - b. Geotechnical Investigations and Report – Coordinate test pits to determine soil characteristics and qualify the presence of ledge or other subsurface conditions for the design of the culvert and headwall. This will include selection, contracting, and coordination with licensed contractors to perform the test pits; preparation of the geotechnical engineer's report; soil lab testing; soil assumptions; and witnessing the work.
    - c. Topographical Survey and base plan – Perform a topographical survey, which will locate all the surface features and prepare a base plan showing the land features with 1-foot minimum contours for design purposes.
    - d. Construction Plan – Prepare and provide a construction set of plans with details suitable for submission for bidding and construction. The item includes hydraulic and hydrologic analysis.
    - e. Wetlands Protection Act Permitting – Prepare and submit a Wetland Protection Act (WPA) Notice of Intent to the Peru Conservation Commission for approval and be available for presentation and discussion at associated meetings. Design plans will be sufficiently developed for the WPA application, including erosion controls and dewatering details.
    - f. Army Corps of Engineers/National Park Service - Section 7 Permitting – Prepare and submit a Self-Verification Form (SVNF) to the United States Army Corps of Engineers (ACOE) under the Programmatic General Permit. The item does not include a Pre-Construction Notification (PCN) or a Phase 1 Habitat Assessment for endangered bat species. Does include submission of a SHPO/THPO Notification Form to the State and appropriate Tribal Preservation Officers per ACOE. In addition, all designs will be sent to the NPS, Andrew Petit de Mange at [Andrew.Petit.de.Mange@nps.gov](mailto:Andrew.Petit.de.Mange@nps.gov), for coordination with The Wild and Scenic Rivers Act.
  2. Work with Contractors, TNC, and other conservation partners to explore opportunities to improve ecological conditions at the crossing location to the extent practical, including but not limited to bank stabilization using native plants, invasive plant control and monitoring, improving stormwater management to prevent direct discharge into the stream at the crossing, and

considering adequate terrestrial passage through the culvert for wildlife (Reference Source: Massachusetts Stream Crossings Handbook, May 2018).

3. Collaborate with TNC and other conservation partners as needed to track and advance the project to construction, including providing information about the status of the project design and permitting, funding needs, milestones, and challenges.
4. It is understood that **if** the Bankfull Width measurements have been underestimated and the replacement structure must span 10 feet or more to meet Massachusetts Stream Crossing Standards, additional permitting, including a Chapter 85 Review process, will be needed and therefore beyond the scope of this agreement.

**C. Grant Milestones or Desired Outcomes** – A list of milestones, desired outcomes, or expected goals of the grant.

1. Provide a copy of each report and/or plan received from the contractor within 7 days of receipt.
2. Commitment to implementation through replacement of the stream crossing, mutually agreed upon, Best Management Practices (BMPs) for Invasive Plant Control and Stormwater Management. (Reference Source: Unpaved Roads Stormwater Toolkit, June 2025)
3. Attend regular check-in meetings, and/or correspond via email, with TNC and designated conservation partners to provide updates on the status of the project, communicate any challenges or delays, and work collaboratively with TNC and partners to advance the project to construction. Check-ins will be scheduled at monthly intervals for the duration of the agreement, but may occur more frequently upon the Town's request.
4. Coordinate with TNC prior to any proposed modification of this scope of work.

**D. Timeline** – Grant activities will be completed as detailed in this document prior to December 1, 2026.

**E. Budget Summary** – Simple estimated budget outline with costs associated with the grant activities. TNC agrees to reimburse the town for costs, up to the amounts outlined below, associated with the following activities or deliverables:

1. Wetland Delineation Report = \$1,100
2. Geotechnical Investigations and Report = \$6,650
3. Topographical Survey and Base Plan = \$3,200
4. Construction Plan Preparation = \$4,800
5. Wetlands Protection Act Permitting = \$3,900
6. Army Corps of Engineers/NPS Permitting = \$2,500

**Total Reimbursement = \$22,150**

*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.

**Overtime Pay**

Employees that have worked beyond 40hrs of each week will be paid 1.5 times their hourly rate for each hour over 40 hrs.

**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
After 10 years-	4 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

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

### **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.

**Revised: 3-2-26**

*Town of Peru  
Massachusetts*



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

**Acknowledgement of Receipt**

As the Town of Peru administrator, I certify that I have provided a copy of the Town of Peru's Highway Department employee policy.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

As the employee, I certify that I have received a copy of the Town of Peru Highway Department Employee Policy.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date