

TOWN HALL 3 EAST MAIN ROAD PERU, MA 01235

SELECT BOARD MEETING MINUTES: June 8, 2026 @ 6:00 P.M.

Town Hall Meeting Room

Verne Leach, Chair Selectman
Edward Munch, Selectman
Samuel Haupt, Selectman
Terry Walker, Recording Secretary
Bruce Cullett, Police Chief
Justin Russell, Highway Superintendent
Bonny DiTomasso, COA Director
Jonathon Mejias, Assessor
Branden Mascolo, Assessor

Public Attendees: Tina Barrington, Dylan Thompson Berkshire Eagle

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

Item 2: Roll Call: Chairman Leach present, Selectman Haupt present, Selectman Munch present

Item 3: State Recording status: TA Walker recording, Tina Barrington 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 5/18/2026 and 5/26/2026: Selectman Leach motion to accept 5/18/2026 minutes as written, Selectman Munch second, 3-0.
Selectman Haupt motion to accept 5/26/2026 minutes as written, Selectman Munch second, 2-0. Selectman Leach recused himself.

Item 6: Update from Departments:

Police Department:

Chief Cullett mentioned that he had accumulated 77 hours of comp time for FY26 and it will be very difficult to use the hours before June 30th. Selectman Leach motion to pay Chief Cullett for the accumulated hours, the entire board agreed.

Highway Department:

- Highway Superintendent Russell mentioned that paving bid will be advertised on July 1, 2026, and the bid opening for paving will be on July 17th at 11:00 a.m. This will be posted on the town website.
- Superintendent Russell mentioned that he will be on vacation from June 26 to July 6, 2026.
- Selectman Munch motion to combine Tree Warden position with the Highway Superintendent position, Selectman Leach second, 3-0.

Assessors:

Assessor Mejias mentioned that Catalis/Patriots Properties will be meeting with the Assessors in Peru within the next two weeks to assist with building permits and new growth. Assessor Mejias mentioned that the Assessors are preparing

the LA-13A to begin the process of setting the tax rate. Inspection letters are ready to be mailed, and half of the letters will be mailed out tonight.

COA:

COA Director Bonny DiTomasso mentioned that she attended a kickoff for the MVP with BRPC. She also attended a Small Rural Communities zoom meeting as the COA Director. This meeting discussed possibly regionalizing shared services with neighboring towns. Bonny mentioned that she will not offer SHINE services while she is at town hall. She will work offsite, using her personal computer and personal phone.

Town Administrator:

- TA Walker mentioned that Edson Onorato Neto, owner of Berkshire Cleaning, needs a new key since his key is broken. TA Walker mentioned that she had a chance to discuss the condition of the town hall. She told the owner that there are flies everywhere, dust, the floors have not been mopped in months, and she has been cleaning the toilets. He apologized for the unsatisfactory conditions of the town hall and of his cleaning service. He mentioned he and his wife will do a deep cleaning of the town hall next week.
- TA Walker mentioned she is taking a few days off and is not certain she will be back on June 22nd for the BOS meeting.
- Since there was an ad for an Assistant Town Clerk in Peru, TA Walker mentioned that she had applied for the position. TA Walker wanted to keep the BOS informed and make be certain this wasn't an Ethics violation. She felt that she was qualified to serve as the Assistant Town Clerk. The BOS did not have a problem with her applying.
- A MassWorks \$1,000,000 Grant was submitted by TA Walker and Highway Superintendent Russell on Tuesday, June 2, 2026, at 3:00 p.m. Chairman Leach would like to have his email address on all documents where his name is used.

Item 7: Discussion and possible vote on Extending the Agreement for the Peru Police Chief ad the Town of Hinsdale with the Peru Police Chief Bruce Cullett: Selectman Haupt made a motion to approve agreement for 6 months, "contingent upon approval of the extension by Town Counsel" Selectman Munch second, 3-0.

Item 8: Discussion and possible vote make Amendments to Extend the Peru Municipal Vulnerability Preparedness Program contract: Selectman Haupt mentioned that the first meeting with BRPC, was today and the contract needs to be extended to June 30, 2027. Selectman Haupt motion for TA Walker to sign amendments to the MVP contract, Selectman Leach second, 3-0.

Item 9: Discussion of Annual Town Meeting: Selectman Leach mentioned that everything the BOS put forward passed. Selectman Munch felt that everything at ATM came out well. Selectman Haupt felt that it was a good outcome at ATM.

Item 10: Discussion and possible vote to reappoint the following positions: Verne Leach for Animal Control/Animal Inspector, Ruth Calaycay for Building Advisory Commission, James Kenny for Cemetery Commission, Darryl Darby for Cemetery Sexton, James Kenney for Conservation Commission, Bonnie DiTomasso for Council on Aging, Kathy Borden for Cultural Council, Katie Boucher for Cultural Council, Bruce Cullett for Emergency Management Director, Kevin Wall for Emergency Management Assistant Director, Justin Russell for Highway Superintendent, James Kenny for Historical Commission, Tim Sears for Building Inspector, Peter Yetman for Electrical Inspector, Tim Martin for Gas & Plumbing Inspector and Valerie Bird for Health Agent.

Selectman Munch motion to reappoint Verne Leach for Animal Control/Animal Inspector, Selectman Haupt second 2-0, Selectman Leach abstain.

Selectman Leach motion to reappoint the remaining positions, Selectman Munch second 3-0

The Highway Superintendent was reappointed for three years in 2025.

Item 11: Review and Approve accounts payable, Treasury Warrants, Payroll warrants: V25-2026

Selectman Leach motion to recess meeting at 6:48 p.m. until 7:05 p.m. Selectman Munch second, 3-0.

Selectman Leach called June 8, 2026, meeting to order at 7:05 p.m.,

Selectman Leach present, Selectman Munch present, Selectman Haupt present.

Recording Status: Tina Barrington recording, TA Walker recording, Selectman Leach recording for personal reasons under exemption E.

12: Public Input: Tina Barrington requested an official set of minutes for 5/18/2026 and 5/26/2026 before she leaves the building.

Item 13: Adjourn: Selectman Leach made a motion to adjourn the 6/8/2026 BOS Meeting, Selectman Munch second, Vote 3-0. The 6/8/2026 BOS Meeting adjourned at 7:08 P.M.

Articles used:

5/18/2026 and 5/26/2026 minutes

Warrant: V25-2026

Amendments to MVP grant

Appointment letters

Terry Walker

Recording Secretary

Verne Leach, Chairman

Samuel Haupt, Selectman

Edward Munch, Selectman

Date Approved: 6/22/26

Received 6/25/2026
Kim Leach, Town Clerk

COMMONWEALTH OF MASSACHUSETTS | STANDARD CONTRACT FORM

This form is jointly issued and published by the Office of the Comptroller, the Executive Office for Administration and Finance, and the Operational Services Division as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. The Commonwealth deems void any changes made on or by attachment (in the form of addendum, engagement letters, contract forms or invoice terms) to the terms in this published form or to the Standard Contract Form Instructions and Contractor Certifications, the Commonwealth Terms and Conditions, the Commonwealth Terms and Conditions for Human and Social Services, or the Commonwealth IT Terms and Conditions which are incorporated by reference herein. Additional non-conflicting terms may be added by Attachment. Contractors are required to access forms at macomptroller.org/forms or mass.gov/lists/osd-forms.



CONTRACTOR INFORMATION		COMMONWEALTH INFORMATION	
Contractor Legal Name Town of Peru		Department Exec Office of Energy and Environmental Affairs	Mosaic Department Code ENV
d/b/a		Contract Manager Name Kara Runsten	
Legal Address As entered on Form W-9 or Form W-4 3 East Main Rd, Peru, MA 01235		Business Mailing Address 100 Cambridge St - 10th Floor, Boston, MA 02114	
Contract Manager Name Terry Walker, Town Administrator		Billing Address If Different	
Phone 413-655-8312 x100	Fax	Phone 617-312-1594	Fax
Email townadmin@peruma.com		Email kara.runsten@mass.gov	
Vendor Code VC 6000191940		Mosaic Transaction ID(s) CT-ENV-MVPPPLANNINGPERUFY23	
Vendor Code Address ID e.g. "AD001" AD 001		RFR/Procurement or Other ID Number ENV 23 MVP 03	
Note: The Address ID must be set up for Electronic Funds Transfer (EFT) payments.			
NEW CONTRACT		CONTRACT AMENDMENT	
Procurement or Exception Type (Check one option only)		Current Contract End Date PRIOR to Amendment June 30, 2026	
☐ Statewide Contract (OSD or an OSD-designated department.) ☐ Collective Purchase (Attach OSD approval, scope, and budget.) ☐ Department Procurement - Includes all Grants <u>815 CMR 2.00</u> . (Attach Solicitation Notice or RFR, and Response or other procurement supporting documentation.) ☐ Emergency Contract (Attach justification for emergency, scope, and budget.) ☐ Contract Employee (Attach Employee Status Form, scope, and budget.) ☐ Interim Contract with new Contractor (Attach justification for Interim Contract and updated scope/budget.) ☐ Other Procurement Exception (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope, and budget.)		Amendment Amount Or Enter "No Change" No Change Amendment Type Check one option only. Attach details of amendment changes. ☒ Amendment to Date, Scope, or Budget (Attach updated scope and budget.) ☐ Interim Contract with Current Contractor (Attach justification for Interim Contract and updated scope/budget.) ☐ Contract Employee (Attach any updates to scope or budget.) ☐ Other Procurement Exception (Attach authorizing language/justification and updated scope/budget.)	
TERMS AND CONDITIONS			
The Standard Contract Form Instructions and Contractor Certifications and the following document are incorporated by reference into this Contract and are legally binding. Check ONE option:			
☒ <u>Commonwealth Terms and Conditions</u> ☐ <u>Commonwealth Terms and Conditions for Human and Social Services</u> ☐ <u>Commonwealth IT Terms and Conditions</u>			
COMPENSATION			
Check ONE option.			
The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under <u>815 CMR 9.00</u> .			
☐ Rate Contract (No Maximum Obligation). (Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) ☒ Maximum Obligation Contract. Total maximum obligation for total duration of this contract (or new total if contract is being amended): \$20,000			

Mosaic Transaction ID(s)

PROMPT PAYMENT DISCOUNTS (PPD)

Commonwealth payments are issued through Electronic Funds Transfer (EFT) 45 days from invoice receipt. See [Prompt Pay Discounts Policy](#).

Contractors requesting accelerated payments must identify a PPD as follows:

Payment issued within:	10 days	% PPD.
	15 days	% PPD.
	20 days	% PPD.
	30 days	% PPD.

If PPD percentages are left blank, identify reason:

☐

Statutory/legal

☐

Ready Payments (M.G.L. c. 29, § 23A)

☒

Agree to standard 45-day cycle

☐

Only initial payment

BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT

Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.

Extending contract end date to June 30, 2027 to allow town to complete the scope of work.

SUPPLIER DIVERSITY PROGRAM (SDP) PLAN

Does the Supplier Diversity Program apply?

☐

YES

If YES, the Contractor's annual SDP commitment for this Contract is

☒

NO

If NO, and the department is an Executive Department, enter the appropriate exemption: n/a - grant

ANTICIPATED START DATE (Complete ONE option only.)

The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:

☐

1. may be incurred as of the Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date.

☐

2. may be incurred as of , 20 , a date LATER than the Effective Date below and no obligations have been incurred prior to the Effective Date.

☒

3. were incurred as of March 29 , 20 23 , a date PRIOR to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.

CONTRACT END DATE

Contract performance shall terminate as of June 30 , 20 27 , with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.

CERTIFICATIONS

Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions, this Standard Contract Form, the Standard Contract Form Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response (excluding any language stricken by a Department as unacceptable, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in [801 CMR 21.07](#), incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.

AUTHORIZING SIGNATURE FOR THE CONTRACTOR

Signature and date must be captured at time of signature.

Signature

Date

Terry Walker

6/18/26

Print Name

Print Title

Terry Walker

Town Administrator

AUTHORIZING SIGNATURE FOR THE DEPARTMENT

Signature and date must be captured at time of signature.

Signature

Date

Print Name

Print Title

ATTACHMENT A - SCOPE OF SERVICES AND ADDITIONAL TERMS AND CONDITIONS

In order to ensure that the Department and the Contractor have a clear understanding of their respective responsibilities and performance expectations, the Following attachment shall contain a specific detailed description of all obligations, responsibilities and additional terms and conditions between the Contractor and the Department which do not modify the Contract boilerplate language.

The Executive Office of Energy and Environmental Affairs (EEA) and the **Town of Peru** ("the municipality") hereby contract for the municipality to complete the Municipal Vulnerability Preparedness (MVP) planning process to achieve MVP community designation. Using funds awarded through this grant program, the municipality will hire a state certified MVP provider to complete the planning process required to achieve MVP designation and deliver outputs of the process to EEA. Upon execution of the grant contract, the municipality will be provided with an advance payment of **\$20,000**. This payment is intended to support completion of the planning grant scope outlined in further details below. **Failure to produce the required deliverables and documentation of spent funds by the contract end date will result in a return of the money to the state by fiscal year end.**

This project will run from the effective date of this contract through **June 30, 2027**. Municipalities will select a vendor from a list of state-certified MVP providers, provided by EEA, to complete the planning and stakeholder engagement exercise with the municipality.

Process Summary:

The contract will support the municipality in completing a comprehensive, baseline climate change and natural hazard vulnerability assessment, development of prioritized actions for dealing with priority hazards using the Community Resilience Building (CRB) workshop guide, and beginning broader community outreach. Through the program EEA will provide the municipality access to newly developed downscaled climate change projections, available on the www.resilientMA.org website, which must be incorporated into the planning process.

Led by a local project lead, a core team from the municipality, and the MVP provider, communities will gather available background information on hazards, vulnerabilities and strengths, conduct interviews with staff and volunteers, and plan two 4-hour workshops or one 8-hour workshop. Communities working through regional workshops may chose to hold workshops in a slightly different format, but should review their plans with EEA prior to commencing these workshops. During the workshop(s), approximately 20-60 municipal staff, residents, partners, and volunteers will work to:

- Understand connections between ongoing community issues, climate change and natural hazards, and local planning and actions in the municipality;
- Understand how climate change will exacerbate or lead to new community issues, hazards and other challenges the municipality faces;
- Identify and map vulnerabilities and strengths to develop infrastructure, societal, and natural resource risk profiles for the municipality;
- Explore nature-based solutions to build resiliency in the municipality;
- Develop and prioritize actions and clearly delineated next steps for the municipality, local organizations, businesses, private citizens, neighborhoods, and community groups; and,
- Identify opportunities to advance actions that further reduce the impact of climate change and natural hazards and increase resilience across and within municipalities.

Process Details:

The municipality will engage a state certified MVP provider from a list provided by EEA to facilitate and help the municipality to define extreme weather and natural and climate-related hazards, identify existing and future vulnerabilities and strengths, develop and prioritize actions for the municipality and broader stakeholder networks, and identify opportunities for the municipality to advance actions to reduce risks and build resilience. **The municipality working with the MVP provider will organize and conduct two 4-hour workshops or one 8-hour workshop. Following the workshop(s), the municipality will conduct at least 1 public listening session that will**

be open to the entire municipality. This public listening session must be completed by the application deadline of the MVP Action Grant round to be eligible to apply for an Action Grant.

The municipality will conduct the following tasks, working with the contracted MVP provider:

1. Prepare for the workshop(s):
 - Establish a core team
 - Engage stakeholders from the municipality, including but not limited to municipal officials, business, private non-profits, and community residents
 - Develop partnerships with key non-profits, state and local government agencies, local businesses and academic institutions who can help to improve outcomes at the workshops
 - Prepare materials for the workshop, including state climate change projections, and data specific to the municipality which may help to understand where past hazards have occurred
 - Decide on participants and arrangements/logistics
2. Characterize hazards:
 - Identify past, current and future impacts using the best available data including newly developed climate projections from EEA, and other available resources
 - Determine the highest priority hazards within the municipality
3. Identify Community Vulnerabilities and Strengths:
 - Identify infrastructural vulnerabilities and strengths
 - Identify societal vulnerabilities and strengths
 - Identify environmental vulnerabilities and strengths
 - Identify vulnerabilities in other sectors as chosen by the community
4. Identify and Prioritize Community Actions:
 - Infrastructure actions
 - Societal actions
 - Environmental actions
 - Other actions
 - Please note that MVP Action Grants, available through EEA prioritize nature-based solutions. Municipalities are encouraged to explore these types of strategies which include low-impact design, green infrastructure, land conservation and other techniques.
5. Determine the Overall Priority Actions:
 - Identify highest-priority actions
 - Further define urgency and timing
6. Put it All Together:
 - Generate final workshop products and report (described in detail below)
7. Move Forward:
 - **Continue community outreach and engagement which includes at least 1 public listening session**
 - Secure additional data and information for key gaps and questions identified through the process
 - Use the process and report to inform existing planning efforts and project activities

Upon successful completion of Steps 1-6 of the CRB process and clearly defined efforts to begin Step 7 including conducting at least 1 public session, municipalities will be designated as a “Municipal Vulnerability Preparedness Program Climate Community,” or “MVP Community” which may lead to increased standing in future funding opportunities and follow-on opportunities.

All workshop outputs and background materials must be compiled into an easily accessible Community Resilience Building final report or summary of findings, based on a template provided by the state below. Municipalities may

build on the template provided below, but must include the items in the template at a minimum to satisfy the requirements of the grant. Derivatives from the report can be used by the municipality following this initial phase of the process to inform existing planning processes, capital budgeting, and grant applications.

As an immediate next step, each community must complete at least one public listening session with the whole community invited and should have a clearly articulated list of priority next steps and actions and how to implement these.

General guidelines for (~60 min) MVP public listening sessions include:

- Schedule and post listening session using best practices or requirements for posting public meetings in the municipality
- Ensure listening session is open to the public in a central, easily accessible location in the municipality (city/town hall, public library, community center, etc.)
- Ensure that the core team is present and ideally elected officials
- Provide a speaker(s) to present an overview of the Summary of Findings Report
 - Speaker(s) should be from the core team members and/or elected official(s)
 - Service provider for the respective municipality should not be the principle speaker(s)
 - Speaker(s) to review purpose, intent, objectives, and outcomes of workshop process
- Provide a question and answer period for members of the concerned public
 - Core team member(s) and/or service provider(s) respectfully listen and record responses from public
 - Provide clarification about Findings
- Provide opportunity for members of the concerned public to contribute in writing further input at the listening session
- Provide web link to Summary of Findings report at the listening session

Acceptable alternative formats include:

- A public listening session can take place at a selectmen meeting only if they are open and promoted for public attendance, with similar allotment of time (~60 min) for the MVP listening session portion

Maintaining Designation:

To maintain the designation as an MVP community year over year the municipality must provide the Commonwealth with a yearly progress report outlining the steps they have taken towards implementing their priority actions. Steps may include applying for grant funding, working to implement local changes to policies or bylaws, updating existing local plans using the outcomes of the workshop, completing more detailed vulnerability assessments, etc. A progress report template will be provided to the municipality to help them complete this requirement.

Municipal Staff Commitment:

The municipality must provide sufficient staff time to assure completion of this planning exercise and community engagement. Staff time provided by the municipality will include the following activities:

- Complete a contract with the Commonwealth and maintain all necessary reports and paperwork;
- Procure a state certified MVP provider;
- Establish a core team (or steering committee) within the municipality or region to steer the project;
- Help identify and complete outreach to critical stakeholders, partners and town officials who will be involved in the workshops;
- Help coordinate, schedule, send invitations and attend planning meetings and workshop(s);
- Conduct significant outreach in the community to ensure good attendance at the workshop(s) and public listening session(s);
- Help coordinate staff interviews with key experts, such as emergency response and the department of public works, to collect information prior to the workshop(s);
- Help the MVP provider find relevant data and other information useful to conducting the planning exercise;
- Provide access to relevant planning documents, budget information, and other information as needed;

- In concert with the MVP provider, complete and send 3 progress reports to EEA with information on progress and contract spending to date. The final CRB report will be counted as the final progress report, but must be accompanied by a final invoice showing all spending to date;
- With consultant support as budget allows, complete at least 1 public listening session to engage the broader public in a discussion of the workshop results and completed plan; and,
- Commit to working to continue municipal outreach and engagement, use the completed plan to inform existing planning and project activities, and secure additional data and information needed to improve the plan.

Reporting & Final Deliverables:

In concert with the MVP provider, the municipality is required to provide EEA with quarterly reporting, including information on spending, and the completed CRB report which will result from the process. Quarterly reports are simple summaries (1-3 pages) of work that was accomplished to date towards MVP certification, including status of scheduling and completion of workshop(s) and listening sessions. Municipalities shall provide a Summary of Findings Report (final CRB report), a list of workshop participants, contact information for the project lead and core team, a completed Risk Matrix in excel format, documentation of at least one public listening session, and a final invoice as deliverables for completion of the Community Resilience Building (CRB) process. The following is an annotated template for the CRB Workshop(s) Summary of Findings report. Adherence to the layout, sections (bold), and associated details provided herein will increase reporting consistency which will in turn will accelerate the exchange and transfer of knowledge within and amongst municipalities, regions, and ultimately, across the Commonwealth. To assist further examples of completed CRB Summary of Findings reports can be reviewed and downloaded for reference on the MVP website: <https://www.mass.gov/info-details/municipal-vulnerability-preparedness-mvp-program-planning-reports>.

The satisfactory submittal of the MVP report, associated materials described above, and documentation of at least one completed public listening session (steps 6&7, above) are the trigger for the MVP designation that entitles each municipality to participate in the MVP Action Grant to fund priorities identified through the planning process as well as to receive advanced standing in select EEA grant programs.

Materials:

All materials, software, maps, reports, and other products produced through the grant program shall be considered in the public domain and thus available at the cost of production. All materials created through this opportunity and as a result of this award should credit the Executive Office of Energy and Environmental Affairs Municipal Vulnerability Preparedness (MVP) program.

COVID-19-Related Adjustments to Engagement Tasks:

Due to the COVID-19 health emergency, the grantee may need to substitute some parts of this scope with comparable virtual engagement strategies. Grantees should work with their MVP regional coordinator to approve any adjustments to the scope. Grantees should receive written approval from their MVP regional coordinator before commencing with any adjusted activities.

Sample MVP Report Template:

SUMMARY OF FINDINGS TEMPLATE GUIDANCE

Cover Page:

{List Municipalities Covered by Summary of Findings}
 {insert descriptive community photos and or logos (as appropriate)}
 {insert - Community Resilience Building Workshop Summary of Findings – below photo/logos}
 {insert Month & Year report completed}

Overview:

{List Municipalities Engaged in CRB Workshop(s)}
 {Insert summary of historical climate data for watershed/town}
 {Insert data on climate projections using resiliantma.org}

Community Resilience Building Workshop

Summary of Findings

Text (refer to Step A in CRB Guide): Summarize the need for Workshop from community perspective and the path taken to arrive at Workshop(s). Discuss partnerships critical to enabling Workshop(s) and define “community” engaged in process (i.e., single or multiple municipalities – which ones? Other significant organizations as core partners). Reference the use of the CRB process (www.communityresiliencebuilding.org).

{insert the following text within this section}

The Workshop’s central objectives were to:

- Define top local natural and climate-related hazards of concern;
- Identify existing and future strengths and vulnerabilities;
- Develop prioritized actions for the Community;
- Identify immediate opportunities to collaboratively advance actions to increase resilience.

Top Hazards and Vulnerable Areas:

Text (refer to Step B & C in CRB Guide and triggering questions page 26): Include summary of the discussions on top climate hazards that have had and will have impacts on the community (past, current, future). Define Top Hazards.

Top Hazards

{insert bulleted list of top hazards identified by community}

Areas of Concern

{insert categories followed by specific locations and other assets – confirm place names}

{examples of categories: Neighborhoods, Ecosystems, Transportation, Infrastructure, Facilities, etc.}

Current Concerns and Challenges Presented by Hazards and Climate Change:

Text (refer to Step C in CRB Guide and triggering questions page 26): Provide brief history on the natural hazards that have impacted the community in recent years and what those impacts were/are (i.e., long period of elevated heat, flooded intersections, impact of multiple hazards, etc.). Include reflection on the general concerns expressed by the Workshop participants on hazards today and in the future (5, 10, 25 yrs. or more).

Provide information on the types of climate change impacts the community expects to see in the future.

Specific Categories of Concerns and Challenges

Text: Insert paragraph or more for each major categories of concern for the community – as expressed by the participants. These often include Environmental Justice population impacts, vulnerability of road networks, inadequate community-wide communications and collaboration, critical infrastructure limitations (wastewater systems, energy), degraded floodplains and wetlands, heat island impacts, stormwater infrastructure, protection of open space, protection of drinking water supplies, and emergency management capacity. These specific categories of concerns and challenges become the principle focal points highlighted in the following sections of the Summary of Findings.

Current Strengths and Assets:

Text (refer to Step C of CRB Guide and triggering questions page 26): Provide brief overview paragraph or two on the current strengths of the community as expressed by the participants.

{insert bullet statements (1-2 sentences) of current strengths. For example: “The responsive and committed leadership exhibited by elected officials and senior staff was viewed as a current strength. Ongoing collaboration and support amongst leadership and staff will help to advance comprehensive, cost-effective approaches to resilience as identified in this Summary of Findings”.}

Top Recommendations to Improve Resilience:

Text (refer to Step D of CRB Guide): Provide brief overview paragraph or two on the top recommendations for the community as expressed by the participants.

{insert bulleted of priority actions from Risk Matrix organized in sequential order first by “Highest Priority” then “Moderate Priority” and finally, “Lower Priority”. Prioritized actions can be inserted directly from final Risk Matrix for the community.}

CRB Workshop Participants: Department/Commission/Representative:

{insert list of invited and participating entities. Place asterisks next to “attendees”.}

{include documentation of the public listening session}

Citation:

{insert citation for Summary of Findings Report – this provides way to reference report for future plans and funding opportunities. Example:

{Insert name of municipality or persons responsible} (2017) Community Resilience Building Workshop Summary of Findings. {insert core team partnerships}. {insert municipality}, Massachusetts.

CRB Workshop Project Team: Organization, Name, Role:

{Example: Town of XXXX, Susan Smith, Core Team Member. Other roles can include: Lead Facilitator, Project Coordinator, Project Sponsor, Facilitator}

Acknowledgements:

{insert recognition of leadership and core team members by name and affiliation. Recognize entity that provided facility and meals/refreshments. In addition, provide recognition of funding sources utilized to advance the Workshop as well as the CRB process itself.}

Appendix:

{insert in subsequent pages of the Appendix the following items as available: Base Map(s) used for participatory mapping exercise (Step C and D of CRB Guide), Participatory Mapping Map(s) (outputs from Step C and D), supporting risk maps (FEMA flood maps, etc.) used during workshop, and potentially powerpoint presentations or handouts used by participants; documentation of efforts to involve Climate Vulnerable populations and Environmental Justice populations}

EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS
MUNICIPAL VULNERABILITY PREPAREDNESS
CLIMATE RESILIENCY PLANNING GRANTS

CONTRACTOR: TOWN OF PERU

ATTACHMENT B - BUDGET AND APPROVED EXPENDITURES

{The Department and Contractor may complete this format or attach an approved alternative Budget format or invoice.}

Items identified below which are not part of the Contract should be left blank.

Attach as many additional copies of this format as necessary, Maximum obligation should appear as last entry.

Contract Expenditures	Unit Rate (per unit, hour, day)	Number of Units	Other Fees or Charges (specify)	TOTAL
State FY23				\$20,000

MAXIMUM OBLIGATION	\$20,000
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Attachment B is subject to any restrictions or additional provisions outlined in Attachment A

Additional Terms:

- Funding awarded as a result of this contract must be placed in a non-interest-bearing account.
- Failure to produce the required deliverables and documentation of spent funds by the contract end date will result in a return of the money to the state by fiscal year end.
- Requests for extensions or amendments to this contract are at the sole discretion of EEA and must be requested at least one month in advance of the contract end date.
- Please refer to the request for responses ENV 23 MVP 03 for additional requirements.

COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



This form is jointly issued and published by the Office of the Comptroller (CTR), the Executive Office for Administration and Finance (ANF), and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. The Commonwealth deems void any changes made on or by attachment (in the form of addendum, engagement letters, contract forms or invoice terms) to the terms in this published form or to the Standard Contract Form Instructions, Contractor Certifications and Commonwealth Terms and Conditions which are incorporated by reference herein. Additional non-conflicting terms may be added by Attachment. Contractors are required to access published forms at CTR Forms: <https://www.mass.gov/lists/ctr-forms>. Forms are also posted at OSD Forms: <https://www.mass.gov/lists/osd-forms>.

CONTRACTOR LEGAL NAME: Town of Peru (and d/b/a):		COMMONWEALTH DEPARTMENT NAME: Exec. Office of Energy and Env. Affairs MMARS Department Code: ENV	
Legal Address: (W-9, W-4): 3 East Main Road, Peru, MA 01235		Business Mailing Address: 100 Cambridge Street, 9 th Floor Boston, MA 02114	
Contract Manager: Terry Walker, Town Administrator	Phone: (413) 655-8312 x100	Billing Address (if different):	
E-Mail: townadmin@townofperu.com	Fax:	Contract Manager: Vanessa Farny	Phone: (857) 330-1978
Contractor Vendor Code: VC6000191940		E-Mail: Vanessa.Farny@mass.gov	Fax:
Vendor Code Address ID (e.g. "AD001"): AD001. (Note: The Address ID must be set up for EFT payments.)		MMARS Doc ID(s): CT-ENV-WOODLANDTOWNPERUFY25	
		RFR/Procurement or Other ID Number: ENV 25 DCS 06	
X NEW CONTRACT PROCUREMENT OR EXCEPTION TYPE: (Check one option only) ☐ Statewide Contract (OSD or an OSD-designated Department) ☐ Collective Purchase (Attach OSD approval, scope, budget) ☒ Department Procurement (includes all Grants - <u>815 CMR 2.00</u>) (Solicitation Notice or RFR, and Response or other procurement supporting documentation) ☐ Emergency Contract (Attach justification for emergency, scope, budget) ☐ Contract Employee (Attach Employment Status Form, scope, budget) ☐ Other Procurement Exception (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope and budget)		___ CONTRACT AMENDMENT Enter Current Contract End Date <u>Prior</u> to Amendment: __, __, __ Enter Amendment Amount: \$ _____ (or "no change") AMENDMENT TYPE: (Check one option only. Attach details of amendment changes.) ☐ Amendment to Date, Scope or Budget (Attach updated scope and budget) ☐ Interim Contract (Attach justification for Interim Contract and updated scope/budget) ☐ Contract Employee (Attach any updates to scope or budget) ☐ Other Procurement Exception (Attach authorizing language/justification and updated scope and budget)	
The Standard Contract Form Instructions, Contractor Certifications and the following Commonwealth Terms and Conditions document is incorporated by reference into this Contract and are legally binding: (Check ONE option): ☒ Commonwealth Terms and Conditions ☐ Commonwealth Terms and Conditions For Human and Social Services			
COMPENSATION: (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00. ☐ Rate Contract. (No Maximum Obligation) Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) ☒ Maximum Obligation Contract. Enter total maximum obligation for total duration of this contract (or new total if Contract is being amended). \$ <u>25,000</u>			
PROMPT PAYMENT DISCOUNTS (PPD): Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days __ % PPD; Payment issued within 15 days __ % PPD; Payment issued within 20 days __ % PPD; Payment issued within 30 days __ % PPD. If PPD percentages are left blank, identify reason: ☒ agree to standard 45 day cycle ☐ statutory/legal or Ready Payments (<u>M.G.L. c. 29, § 23A</u>); ☐ only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)			
BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT: The Grantee will implement and complete the project and deliverable as described in their proposal response to RFR ENV 25 DCS 06. That includes: Purchase of an Utility Terrain Vehicle (UTV) for search and rescue purposes and wildlands fire prevention. See attached documents for details.			
ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: ☒ 1. may be incurred as of the Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date. ☐ 2. may be incurred as of __, 20__, a date LATER than the Effective Date below and no obligations have been incurred prior to the Effective Date. ☐ 3. were incurred as of __, 20__, a date PRIOR to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.			
CONTRACT END DATE: Contract performance shall terminate as of 6/30/25, with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.			
CERTIFICATIONS: Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, this Standard Contract Form, the Standard Contract Form Instructions, Contractor Certifications, the applicable Commonwealth Terms and Conditions, the Request for Response (RFR) or other solicitation, the Contractor's Response, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in <u>801 CMR 21.07</u> , incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.			
AUTHORIZING SIGNATURE FOR THE CONTRACTOR: X: <u>Terry Walker</u> Date: <u>9/4/24</u> (Signature and Date Must Be Handwritten At Time of Signature) Print Name: <u>Terry Walker</u> Print Title: <u>Town Administrator</u>		AUTHORIZING SIGNATURE FOR THE COMMONWEALTH: X: <u>Lindsey McCauley</u> Date: <u>09/11/24</u> (Signature and Date Must Be Handwritten At Time of Signature) Print Name: <u>Lindsey McCauley</u> Print Title: <u>Deputy CFO - Strategy</u>	