



TOWN HALL | 3 FAST MAIN ROAD | PERU, MA 01235

SELECT BOARD MINUTES | JULY 16, 2018 at 6:00 P.M.

COMMUNITY CENTER

Present:

OFFICIAL

Ed Munch, Chairman/Historical Commission
Bruce Cullett, Selectman/Police Sargeant
Verne Leach, Selectman/ACO/Transfer Attendant
Caleb Mitchell, Town Administrator/ConCom Member
Irene Morrison, Administrative Assistant
Justin Russell, Highway Superintendent
Kim Leach, Town Clerk
Cathy MacPhail, Town Cleaner
Caryn Wendling, Treasurer/Tax Collector

Residents: Ruth Calaycay, Library Director - Kathy Borden, Library Trustee - Sharon Gruele, Library Trustee

Item 1: **Call to order** - Meeting called to order at 6:00 P.M.

Item 2: **Roll Call** - Chairman Munch, Selectman Leach, Selectman Cullett present

Item 3: **State recording status** - Selectman Leach and Adm. Asst. Irene Morrison recording

Item 4: **Review and approve Meeting Minutes for 7/9/18**

Mr. Cullett motions to approve the 7/9/18 BOS Minutes. Mr. Leach seconds. All in agreement.

VOTE3-0

Item 5: **Report from Department s**

Town Cleaner - Cathy MacPhail reporting

Town Cleaner MacPhail wanted to confirm what the BOS priorities were concerning her tasks of cleaning the Town Offices. Mr. Munch indicated that the bathrooms were a priority, then the entrance and through the offices to the Town Clerk. He said that she wouldn't be responsible for cleaning the locked offices. She expressed that what she sees that needs to be done, isn't going to be done in 3 hours. Mr. Cullett told her the allotted 12 hrs. a month, was 3 hours a week average, but she may have a month where she's putting 8 hrs. towards getting space into shape, with the remaining 4 hours to keep the bathrooms clean. He explained that we rent out the Community Center on occasion, and eventually want to get it clean, then to keep it clean on a weekly basis. "The floor needs to be swept and mopped. We don't have a buffer to keep it in condition, and we should think about getting one." Mr. Munch is

working on re-furbishing a vacuum cleaner, and should have it here by next week. She will make up a list of cleaning supplies needed after she looks around to find out what supplies are here. Mr. Munch told her to see Treasurer Wendling to order the supplies. She asked when the BOS wanted her to start, and was told she could start whenever she can.

Highway Dept. - Supt. Russell reporting

Hwy. Supt. Russell and TA Mitchell have written and submitted the newspaper ad for bids to run in the Berkshire Eagle for 2 days, and Central Register for 2 weeks for the paving job on South Rd. It will run from Wednesday 7/25/18 to Wednesday 8/8/18. He would like to have the bid opening the night of 8/8/18, with bids to be accepted by noon on that day. Mr. Cullett said "we can't award the bid until we have a Public Meeting, review it, and vote to award. TA Mitchell could have the Public Bid Opening in the middle of the day, but first there will have to be a posting with the date and time. You can receive the bids, open them, accept them on behalf of the town. He and Hwy. Supt. Russell can review them, and if there are discrepancies or problems at that point, they can handle it." Hwy. Supt. Russell said "you can award the following Monday." He can make his recommendation at that point.

Mr. Munch motions that on 8/8/18, the BOS authorize the TA to open the bids on behalf of the BOS. Mr. Cullett seconds. All in agreement. **VOTE 3-0**

Hwy. Supt. Russell said there's a Top 3 Bidders form that has to be submitted. He's going to try to have a deadline of 10/1/18 to have the project completed by.

Hwy Supt. Russell indicated that to him, the bridge on Skyline Trail is in Hinsdale, but the State thinks we share the bridge. They sent him a blueprint today. He said he would see Assessor Tonelli to get a better idea where exactly that property line is. He said he spoke with Hinsdale Hwy. Supt., who had met with one of the bridge engineers, who confirmed that it was Hinsdale's bridge. Currently, they're getting ready to apply for a Grant from the Small Bridge Program, because they're looking at 2021 for that road to be rebuilt. They want to do that bridge before that. Hwy. Supt. Russell expressed concern about where to direct traffic if they tear that bridge out.

Hwy. Supt. Russell said that Dan Doherty power washed the old highway building the other day. Mr. Doherty was concerned that it had been painted over stain years ago. Hwy. Supt. Russell said that 8' sheets of T1-11 are roughly \$42.00 x 12 sheets. He might be able to rip it and only do the bottom 8'. Also, about \$250.00 for a door. He said that they could do that, and it would probably take a day. Mr. Munch wanted to know what account that would come out of as far as maintenance. Mr. Cullett said we could take that out of the building maintenance account for materials. Mr. Cullett asked if the summer help could spend a day prepping the other 3 sides. Hwy. Supt. Russell indicated he was approached by someone who lives on Ash Lane looking for work. He said there is enough money through our regular wage and summer help wage to possibly use him on call. He is over 18.

Sharon Gruele asked what the future road repairs were for Peru. He responded that they're paving South Rd. this year, and that he's considering re-applying for the Grant for E. Windsor Rd. He said the town only gets \$140,000.00 a year from the State, and it's almost \$300,000.00 to do 1 mile.

TA Mitchell reporting

TA Mitchell said that he has the year-end transfer sheets from the Finance Committee that the BOS needs to sign. He will then give them to the Town Accountant, and that essentially closes the books. He also has previous warrants that were already approved, and a listing of all the invoices they need to sign.

TA Mitchell said that the Audit went well. Mr. Munch asked when we would get a finalized report. TA Mitchell said he has to send a letter to our Town Council to provide information to the Auditor. Mr. Cullett wanted to know if the Finance Committee took any action on holding over the appropriated \$20,000.00 paying for the audit. TA Mitchell said it never came up at the meeting. Mr. Cullett said that Treasurer/Tax Collector Wendling will have to run a check so it goes on the last fiscal year, or, if it's ok to hold the account over.

BOS Report

Mr. Cullett said that if we were to have an informational session with Hilltown CDC, Margaret Chieffo, COA Director, should be notified so that she can reach out to people and have them attend. Mr. Cullett said that someone from Hilltown CDC could come with Paula Bilodeau, Housing Rehab Manager and talk about the Hilltown Elder Network (HEN). Mr. Leach said that he directed COA Director Chieffo to see Amy Phinney on Pierce Rd. who is part of the "HEN" Program.

Speaking as Volunteer Fire Dept. Member, Mr. Munch said that they were called to Lakeview. He said that there is a 3 ton dam bridge that has to be crossed. On the other side of that, is a hill that is questionable if they would be able to make it to the houses that are up there with the Engine and Tanker. He asked if they were private roads, and was told that they are. He wondered how they would stage to get water up there. Mr. Cullett said that they'd probably be putting a pump in the lake and pumping it up the hill. Mr. Leach said that in an emergency situation, the one-way falls to the side. Mr. Leach said if it were a town owned road, they'd be putting in a new bridge.

Item 6: Discussion of Charter Service for Library with Director/Trustees of Library

Ruth Calaycay gave the BOS some background information regarding the Library Internet Service. Their Internet Service has always been handled directly by the Board of Library Commissioners, or they issue the Library a grant which covers most, but not all of the cost. In the fall of 2017, the Board of Library Commissioners changed the Internet Service Provider to Crocker. "When they run out of money, they start billing us, but they don't send us the bill until the end of the fiscal year." When she saw that it was possible for the Library to have service through Charter, she called the Board of Library Commissioners and asked if they could switch. At first the answer was no, that they had a contract. If the Library were to switch in the next fiscal year, they would have to let the Commission know by May 19th of 2019. "Some Libraries that are very small are handled differently." Mr. Munch discussed the benefits the Library switching to Charter. The Library Trustees would need to know whether this service is better. The Trustees would make that decision and vote on it. Mr. Munch said from what he understands, it's 100MG. Mr. Cullett said we don't have accurate costs yet. Both Mr. Munch and Mr.

Cullett informed the Library Director and Trustees that the Licensing Agreement is strictly for video. Mr. Cullett said we don't know the individual cost of the packages. Mr. Cullett said that there will be some costs for Internet & for Wireless Router. The License included video drops to each town building with free Video Cable Service to Town Hall, Library, and Highway Garage. The Fire Dept. will have Basic Cable, and they can also connect their Internet through Spectrum as well.

Item 7: **Discussion, Review and possible vote on the use of Punch Cards for bulk waste disposal at the Transfer Station**

Transfer Attendant Leach showed the BOS a sample Punch Card that Worthington uses, and explained that each card costs \$20.00 and has 20 symbols on it. The most expensive bulk item is \$20.00. If an item goes in the bulk waste that's worth \$5.00, then 5 symbols would be marked off. He said they would start using them as soon as they come in. He will start selling them down at the Transfer Station for a month, letting residents know that the next time, they have to buy it at the Town Hall.

Mr. Cullett motions to use Punch Cards for the bulk waste disposal at the Transfer Station. Mr. Munch seconds. Transfer Attendant Leach recuses himself. Both Mr. Cullett and Mr. Munch are in agreement.
VOTE2-0

Item 8: **Discussion regarding Town Administrator becoming part of the Conservation Commission**

The BOS discussed that now TA Mitchell is also a Member of the Con Com, the BOS will set an informal policy so that they can be completely on board with him being able to act as a Member of the Con Com. Typically, he might be the only Member of the Con Com that's in Town Hall on a Monday night. Although he's here as TA, he may need to recuse himself as TA, and to then act as a Member of the Con Com and do a quick sign off on a Building Permit Application. The BOS expects there may be some overlap, and will need to be prepared for those occasions.

If it is necessary for the Con Com to schedule a site visit on a Monday night, that would be the time he would not be here as TA, but would be doing the site visit as a Member of the Con Com. Mr. Cullett said that there would eventually be a 5 Member Board, and that when they first meet, they'll have to organize and vote on a Chairperson. They will have to decide what their policies will be. For site visits, it will have to be determined how many Members of the Con Com would be required to go to the site visit. Mr. Munch said that once they vote on a Chairperson, that Chairperson should go talk to the Building Inspector to make sure everything is clear. Con Com Member Mitchell said site visits and meetings will be scheduled at times when he's representing the Con Com, and not acting as TA so that there is a separation between the two.

Item 9: **Update on Legal Review for possible collection of fees/fines by General By-Laws**

Mr. Leach said this would be the best route to take to collect fees for unregistered vehicles, dog violations, pushing snow across the road, or anything in the By-Laws that cannot legally be collected. He said "if we could somehow attach to their excise taxes or whatever is legal so the town does get their money overall." TA Mitchell indicated that he has communicated via e-mail correspondence with Joel Bard, Legal Council regarding this. Mr. Bard has assigned Jeff Blake, who will review this and get back

to us with a legal opinion on whether that's something we could do. Mr. Leach said that he's heard that other towns have done it. Mr. Munch suggested that when we get information back, we put it on the following weeks Agenda for discussion. He said that the BOS will have to wait for the legal finding by Legal Council before considering anything.

Item 10: **Review and approve accounts payable, treasury warrants**

Mr. Cullett told Treasurer/Tax Collector Wendling that regarding the Finance Committee, we have the sheets from the last Meeting, but now have an invoice that just came for the Compactor that's on the last Fiscal Year. TA Mitchell said they already transferred money from other accounts to pay the overrun on that account. He said that if the invoice just came, then it will have to come out of this Fiscal Year. Mr. Cullett said it's dated for June 30, but came in the mail just today. It has to be discussed with the Finance Committee as to what the options are to resolve this matter. Mr. George Gruele, Finance Committee Chair was contacted during the meeting, and he instructed the BOS to modify the Transfer Sheets as necessary.

Matters not listed, but brought up for discussion to the extent permitted by law

Town Clerk Leach presented a written message she had received from Mr. Richard Bartolome requesting that the gutters in front of his house be cleaned from sand and build up, etc. Mr. Bartolome indicated that he has done it in the past, but is physically unable to do so any longer. Hwy. Supt. Russell said that there's a situation where Mr. Bartolome has left threatening phone calls and messages. Hwy. Supt. Russell has told Mr. Bartolome that he would come by with the boom mower, in which he said he's already done that this year. He said that there is no water being restricted anywhere and that where the waterway is, over the years Mr. Bartolome has placed rocks in there.

Item 11: **Adjourn**

Mr. Munch motions to adjourn the BOS Meeting. Mr. Cullett seconds. All in agreement. **VOTE 3-0**

Meeting adjourned at 8:14 P.M.

Articles used

7/9/18 Meeting Minutes

7/16/18 Agenda

Vendor Warrants

Payroll Warrants P1

Note from Richard Bartolome, presented by Town Clerk Leach

Account Transfer Sheets from Finance Committee

Respectfully submitted,

Irene J. Morrison

Administrative Assistant

Ed Munch, Chairman

A handwritten signature in black ink, appearing to read "Ed Munch", written over a horizontal line.

Verne Leach, Selectman

A handwritten signature in blue ink, appearing to read "Verne Leach", written over a horizontal line.

Bruce Cullett, Selectman

A handwritten signature in black ink, appearing to read "Bruce Cullett", written over a horizontal line.

Approved: 7/23/18