

TOWN HALL 3 EAST MAIN ROAD PERU, MA 01235

Building Assessment and Needs Committee

Wednesday, September 11, 2024 @ 7:00 p.m.

Town Hall Meeting Room (Gymnasium)

Bruce Cullett, Chairman
Justin Russell, Member
Jay Jewell, Member
Ruth Calaycay, Member
Doug Haskins, Member

Public Attendees: Verne Leach

Item 1: Call to order: 7:00 P.M. Bruce Cullett called meeting to order

Item 2: Roll Call: Bruce Cullett present, Ruth Calaycay present, Justin Russell present, Jay Jewell present. Doug Haskins present.

Item 3: State Recording status: No one is recording

Item 4: Review and Approve August 7, 2024 meeting minutes.: Bruce Cullett motions to approve meeting minutes pending changes, Jay Jewell seconds. 4-0 with Doug Haskins abstaining.

Item 5: Continue discussion of RFP for Town Hall/Community Center Improvement Feasibility Study including revisions to 2022 RFP:

Chairman Cullett and Committee member Jewel informed the Committee that professional engineering firm EDM Services had reviewed the building, and the estimated budget approved at the June Annual Town Meeting. EDM indicated our estimated budget was reasonable and valid for the anticipated scope of services.

In follow up to the last meeting, Chairman Cullett presented the Committee with a draft of the Designer Selection Procedures for the Town of Peru. These procedures are based on the Model Procedures published by the Office of the Inspector General.

Minor modifications were made by the Committee to the draft of the procedures and the Committee voted unanimously to approve the procedures pending changes. The Committee agreed to forward the procedures on to the Selectboard for acceptance. Chairman Cullett stated that he had requested a line item on the September 16, 2024 Selectboard meeting agenda to review and adopt the procedures.

A discussion regarding a potential timeline for completing the process of getting this study to fruition resulted in anticipated goals for the Committee. These include:

- Attempt to finalize and complete the RFQ on or around October 15th
- Request that the BOS sign off on the RFQ on October 21st.
- Publish notice in Central Register and advertise project (Commbuys and Newspaper) on or about October 31st
- Hold pre-bid walkthrough of the building week of November 11th
- Prospective firms submit Qualifications the week of December 9th
- Committee reviews Qualifications, ranks and presents recommendation to Selectboard week of January 6th
- Designer selected and contract awarded week of January 13th

Item 6: Public Input: Verne Leach asked Jay Jewell if he was attending the BOS meeting on September 16th. Jay Jewell indicated that he would be attending. Chairman Cullett asked Verne Leach if he would ensure that the review/adoption/approval of the Designer Selection Procedures would be on the BOS agenda for September 16th. Verne Leach replied that it would need to go to Town Counsel before the BOS would adopt the procedures. Chairman Cullett pointed out that the Designer Selection Procedures were taken directly from the Office of Inspector General's model provided to municipalities and that he believed sending them to Town Counsel would be a waste of resources and time. Chairman Cullett emphasized the importance of accepting the Designer Selection Procedures on behalf of the Town and requested that Verne ensure the BOS completes this at the next meeting.

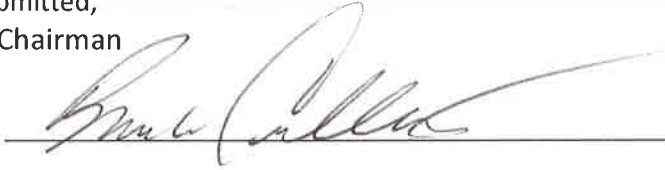
Item 7: Adjourn: Bruce Cullett motions to adjourn meeting at 8:00 p.m., Jay Jewell second, 5-0

Articles used:

Town of Peru Designer Selection Procedures
Office of Inspector General's Model Designer Selection Procedures for Municipalities and Other Local Public Agencies
Office of Inspector General's Designing and Constructing Public Facilities November 2023

Respectfully Submitted,
Bruce Cullett, Chairman

Bruce Cullett



Justin Russell

Jay Jewell



Doug Haskins

Ruth Calaycay



Date Approved: _____

Received October 18, 2024
Kim Leach, Town Clerk