

Town of Shutesbury  
Town Buildings Committee Meeting with the Town Select Board

October 4, 2023

Members Present: Frank McGinn, Jeff Quackenbush, Stephen Dallmus and Becky Torres

Members Absent: Anna Cook, Steve Sullivan

Meeting called to order at 5:30 pm by Stephen Dallmus

1. Review minutes from 8/30.
2. Discuss Budget request for FY25
3. Discuss new roof on SES; especially the gutters and their cleaning.
4. Discuss water entry into SES library during heavy rain on September 8th.
5. Discuss Gale Assoc. report regarding fascia, trim and siding (if available).
6. Discuss inspection spreadsheets regarding documenting existing materials throughout building
7. Continue assigning Action levels to the Town Hall report.

1. Review minutes from the 8/30 meeting.

Approved the revised minutes of August 30, 2023 JQ motions to approve minutes, FM 2nds

Roll call approve minutes. Yays: Frank McGinn, Stephen Dallmus & Jeff Quackenbush

2. Discuss Budget request for FY25

Currently the BC has on account \$40,000.00. With \$6000.00 being allocated for the new windows for Town Hall in November and \$9000.00 being allocated for Gale & Associates for the exterior envelope study of the SES. Also a new sump pump for Town Hall for \$250.00 leaving a balance of \$26,750.00.

Future expenses: Karl's Excavating and Sitework clearing the exterior roof drain at the SES. Highway Department Salt shed Roof \$22,000.00. Design/Built engineering plans of exterior envelope of the SES +- \$51,000.00 which may be requested at a special Town meeting. BT also stated that we came in under budget with the new roof at the SES leaving a balance that can be used to pay for the Design/Built engineering plans. Basically the new roof was phase 1 and the exterior envelope is phase 2 and we can use the approximately \$130,000.00 to start phase 2. Another project (4. Discuss water entry into SES library during heavy rain on September 8th.) at the SES will be replacing the Slider window in the library opposite of the one the BC replaced in 2022 at a cost of ~\$16,000.00. SD mentioned investigating a roof leak at the MN Spear Library which will also have to be addressed in the future. There was a slate roofer that will be contacted to address this in the future.

New BC budget request will be for \$25,000.00

3. Discuss new roof on SES; especially the gutters and their cleaning.

Steve Sullivan previously advised the BC that the Highway Department will be investing in new ladders and going forward would be responsible for cleaning the gutters at the Shutesbury Elementary School. SD has concerns about the new mesh strainer guards not being adequate and offers to improve them.

5. Discuss Gale Assoc. report regarding fascia, trim and siding (if available).

The BC is leaning towards Base Bid Option 1: Siding and Trim Repairs \$241,500.00 and Fascia Cladding Option 1:PVC Trim Add \$64,200.00 totalling \$305,700.00. SD suggests that all trim be PVC as needed and that the remaining wood fascia be covered with PVC panels to be consistent with newly added PVC trim. This will help with future painting and maintenance of the envelope.

6. Discuss inspection spreadsheets regarding documenting existing materials throughout building

SD suggests providing more detail to the line items on the inspection spreadsheets and assessment which the BC agreed.

SD requested adding Garage Doors & Garage Door Openers to spreadsheets.

JQ brought up that the copper refrigerant lines on the Town's mini-splits are subject to the possibility of rotting out because of an interaction with the insulation on the pipes. The lines turning purple in color indicates that the interaction is occurring.

BT will contact Jamrog regarding the concerns related to the boiler and HRV at Town Hall.

JQ: Jeff makes a motion to adjourn the meeting

FM: seconds

Roll call to end the meeting. Yays: Frank McGinn, Jeff Quackenbush & Stephen Dallmus

Meeting adjourned at 6:41pm