

Meeting Information (user feedback templet)

- **Committee:** Buildings Committee
- **Date:** October 8, 2025
- **Time:** 5:45 PM
- **Attendees:** Frank McGinn (Chair), Stephen Dallmus, Jeff Quackenbush, Anna Cook
- **Guest:** Henry Geddes (Historical Commission, joined for guide board discussion)
- **Absent:** Phil (mentioned as having a conflict)
- Meeting called to order at 5:45 pm by Frank McGinn

Meeting Minutes

The committee discussed the format of meeting minutes. Stephen expressed concerns about AI-generated minutes not accurately representing discussions. After deliberation, the committee agreed that imperfect AI-generated minutes were better than none, especially given time constraints. Frank indicated he would try to condense future minutes into bullet points when time permits. The minutes were approved by roll call vote.

- Roll call to vote to approve minutes Yeas: Frank McGinn, Stephen Dallmus, Jeff Quackenbush & Anna Cook

Work Order Process

The committee discussed implementing a work order process for building maintenance requests:

- Jeff suggested requests should go to Haley first, who would determine if the Buildings Committee needs to be involved
- Frank agreed, noting this would help with coordination and prevent wasteful spending
- The committee plans to discuss this with the Select Board at their upcoming meeting on October 14th at 5:00 PM

Oil Tank Remediation

Frank reported on the school oil tank remediation:

- The tank was successfully cleaned ("polished")
- 3 inches of water was removed from the bottom of the tank
- The process cost approximately \$6,400
- The only remaining issue is the need for a custom cap for the copper sleeve
- The sump pump system is manual rather than automatic, which is problematic

Capital Planning Committee

Frank received a request from the Capital Planning Committee regarding building information:

- The committee was confused about what information was being requested
- Frank noted that the comprehensive spreadsheet previously created by the committee should contain most of the needed information
- Frank will meet with the Capital Planning Committee for clarification

Guide Board Installation

Henry Geddes from the Historical Commission discussed the installation of a restored guide board:

- The board is expected to be returned early next year
- The committee recommended waiting until the guide board returns before pouring the concrete foundation
- The guide board is approximately 5'11" tall with a base around 45" square
- The committee suggested storing it at the Highway Department when it returns

Pending Projects

The committee discussed several pending projects:

1. Electrical work - Frank will follow up with contractors
2. Gutters - Anna obtained quotes totaling approximately \$7,500 for three buildings
3. Knox Box installation - Completed at the library; Frank will work on other buildings

The committee agreed to wait for electrical cost estimates before proceeding with gutter installation.

Action Items

1. Frank to call Paciorek (electrical contractor) again
2. Frank to meet with Capital Planning Committee for clarification on their request
3. Frank, Stephen, and Phil to attend Select Board meeting on October 14th
4. Committee to revisit gutter project after receiving electrical estimates
5. Frank to investigate options for a custom copper cap for the oil tank

Jeff Quackenbush makes a motion to end the meeting

Anna Cook seconds

Roll call to vote to end the meeting Yeas: Frank McGinn, Stephen Dallmus, Jeff Quackenbush & Anna Cook

Meeting adjourned at 6:39pm