

Town of Shutesbury

Town Buildings Committee Meeting

March 19, 2025

Members Present: Frank McGinn, Jeff Quackenbush, Stephen Dallmus

Absent: Anna Cook & Phil Parker

Meeting called to order at 5:35 pm by Frank McGinn

1. Review minutes of 3/5
2. Review revised Priority letter to accompany the "Shutesbury's Building Assessment" spreadsheet
3. Discuss various electrical updates costs.
4. Unanticipated items

1. Review minutes of March 5

To be reviewed at next meeting

2. Review revised Priority letter to accompany the "Shutesbury's Building Assessment" spreadsheet

Stephen discussed the value of including before and after photos in their reports to illustrate the condition of repaired areas. The committee agreed to add these photos and also suggested taking photos of the fuse panel and pushmatic panel boxes at Town Hall. Stephen offered to provide photos of rotted trim at the back of the school. They also discussed the need for electrical specs, which Stephen is working on.

3. Discuss various electrical updates costs.

Stephen proposed a plan to walk through the four buildings with Jeff and possibly an electrician, with the aim of identifying any concerns or issues. Frank suggested reaching out to an electrician, Balance Electric, who is also the assistant electrical inspector for the town. Jeff suggested that the presentation of the project should include drawings and specifications. The next steps include contacting Balance Electric for a walkthrough and finalizing the presentation of the project.

4. Unanticipated items

Stephen made a motion to appoint Frank McGinn as the chair of the Town Buildings Committee, which was seconded by Jeff Quackenbush. Roll call to vote Frank as Chair
Yeas: Frank McGinn, Stephen Dallmus & Jeff Quackenbush

The committee decided to start getting pricing for fencing at Town Hall and the fire department, with Jeff taking the lead on this. Frank agreed to create a list of high-priority projects that haven't been addressed yet. Stephen confirmed he still had access to a letter and would work on it. They also discussed a signboard project, with Jeff Quackenbush suggesting they get more information from the Williams town people sooner. Frank agreed to reach out to Matteo for more details on the project timeline and to request photos and dimensions.

Stephen and Jeff discussed scheduling a walkthrough of the four buildings next week. Quackenbush will check his calendar and send an email to Stephen. They also

discussed a library building committee meeting scheduled for the 26th. Jeff mentioned that the windows and air vapor barrier have not been installed yet. Town suggested a meeting in two weeks and then a 30-day follow-up. Stephen will be away from April 25th to May 20th. Town mentioned a new hire starting on April 19th and the new hire's background in senior citizens and municipal government. Stephen asked if Phil Parker's name should be included in the letter, to which the Committee agreed.

Jeff Quackenbush a motion to end the meeting

Stephen Dallmus seconds

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

Meeting adjourned at 6:10pm