

Town of Shutesbury

Town Buildings Committee Meeting

March 5, 2025

Members Present: Frank McGinn, Jeff Quackenbush, Anna Cook & Stephen Dallmus

Absent: Phil Parker

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

1. Review minutes of 2/5

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

3. Unanticipated items

1. Review minutes of 2/5

Approved the revised minutes of 2/5/2025. Stephen Dallmus motions to approve minutes, Jeff Quackenbush 2nds

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

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

The BC reviewed the Priority letter to be used as an introduction of the Shutesbury's Building Assessment" spreadsheet. The team agreed to address the electrical issues first and planned to share the spreadsheet for feedback. They also discussed potential future projects like the old library and the roof at the highway apartment. The need for another \$10,000 for the electrical project was mentioned, with plans to discuss this during the Finance Committee meeting on March 18th.

The committee discussed the frequency of their meetings, deciding to stay with the current bi-weekly schedule for now to continue developing the scope of work for the electrical project. They also agreed to transition to a monthly schedule once they reach a maintenance point of view. Stephen agreed to make an initial attempt at the electrical scope of work and Anna offered to share general commercial specs from previous jobs. The team also discussed the Knox box installation for the new library, which is expected to be completed in late summer or early fall.

The committee discusses electrical equipment for the project, deciding to use commercial-grade panel boxes for future-proofing. They plan to explore grants for LED fixtures in various town buildings, including the school, town hall, and highway department.

3. Unanticipated items

Road Trip to Williamstown Sign?. Stephen raised the idea of organizing a road trip to Williamstown to look at a signboard. Anna agreed to join the trip, but mentioned she'd be unavailable the following week. The team decided to reach out to Steve Smallsky to verify the location of the signboard.

Jeff Quackenbush a motion to end the meeting

Anna Cook seconds

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

Meeting adjourned at 6:07pm

