

Town of Shutesbury

Town Buildings Committee Meeting

April 2, 2025

Members Present: Frank McGinn, Anna Cook, Stephen Dallmus & Phil Parker

Absent: Jeff Quackenbush

Meeting called to order at 5:33 pm by Frank McGinn

1. Review minutes of 3/5 & 3/19
2. Discuss various electrical updates costs.
3. Unanticipated items

1. Review minutes of 3/5 & 3/19

Approved the revised minutes of 3/5/2025 & 3/19/2025. Stephen Dallmus motions to approve minutes, Anna Cook 2nds

Roll call approve minutes. Yeas: Anna Cook, Frank McGinn, Phil Parker & Stephen Dallmus

2. Discuss various electrical updates costs

The main topic of the meeting was the electrical panels in the town's buildings, including Town Hall, the highway department, the fire department, and the old Town Hall. Stephen mentioned that there were specific issues with each building that needed to be addressed and suggested that they should be bid on by electricians at one time to save costs. The BC discusses hiring Balance Electric for a half-day site visit to assess electrical work. Stephen Dallmus motioned to hire Balance Electric for a half-day site including Town Hall, the highway department, the fire department, and the old Town Hall visit. Anna Cook 2nds. Roll call approves motion. Yeas: Anna Cook, Frank McGinn, Phil Parker & Stephen Dallmus. Discussing Project Scope and Work Hours. The team also discussed the importance of work hours and the need to turn off power to individual sub-panels while they are being worked on.

3. Unanticipated items

Fire Inspection System Upgrade Discussion. The BC discussed the need to upgrade the fire inspection system in the building, which was estimated to cost \$8,000. However, a similar upgrade was quoted at \$5,000 two years ago, but no action was taken. Town suggested getting multiple bids to ensure a fair price and to avoid being dictated to by a single company. Stephen and Anna agreed on the need for a comprehensive system covering the entire building, not just the addition. They also discussed the importance of record-keeping and the need to verify the scope of the previous quote. Anna discussed the installation of fire alarms in the elevator shaft area. Anna clarified that the fire alarms were only needed in the elevator shaft, not throughout the entire building. Town agreed to print out the specifications and check for additional heat detectors in the area. They also discussed the possibility of using capital planning funds for the project, with the

caveat that if more work was needed, they would need to hold a special meeting or use their own funds. Anna suggested that the quote for the fire equipment might include overtime rates, which could potentially reduce the overall cost. The committee discusses fire safety systems, including smoke and heat detectors, in both residential and commercial settings. Anna explains residential code requirements for detector placement, while Stephen inquires about specific sensors in the building. The conversation then shifts to grant opportunities, with Town mentioning that the new town administrator has experience in grant writing and that lighting grants may be available. The group reviews a priority list of projects, discussing the possibility of tackling some tasks themselves, such as fencing at Town Hall, with the help of volunteers and the highway department. They agree to use a shared document to comment on and prioritize tasks for future meetings.

Stephen Dallmus makes a motion to end the meeting

Anna Cook seconds

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

Meeting adjourned at 6:21pm