

## Town of Shutesbury

### Town Buildings Committee Meeting

April 23, 2025

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

Meeting called to order at 5:32 pm by Frank McGinn

1. Review minutes of 4/2
2. Discuss various electrical updates costs.
3. Elliot Park shed
- 4:Town Hall Fire suppression system update
- 5: Stephen to reach out to Paciorek Electric
- 6: Town Hall basement meeting hall soundproofing
7. Unanticipated items

1. Review minutes of 4/2

Frank McGinn to have minutes at the next meeting.

3. Elliot Park shed

Catherine Hilton, who was on the old Elliott Park committee, was invited to discuss the restoration of the old changing room. The BC discussed the condition of a small shed at Elliott Park, which was previously used as a changing room and is now in a deteriorated state. The shed is currently used for storage, but the BC is considering upgrading it to store kayaks securely. Catherine has proposed a plan to restore the shed and apply for a grant through the Cpc. The BC agreed to inspect the shed's interior and assess its structural components before deciding on a course of action.

2. Discuss various electrical updates costs

BC discussed a future meeting to assess and plan for a project, with Town promising to take pictures and gather a budget for grant applications. Town also mentioned a meeting with an electrician, Grace Electric, to discuss electrical safety upgrades. Stephen shared his efforts to contact an electrical company and his upcoming meeting with Grace Electric to review a list of items. The group agreed to review and potentially modify the list before the next meeting. Stephen discussed the need for newer panel boxes. He suggested using surface-mounted conduit as the easiest method, avoiding damage to walls and ceilings. Stephen also planned to discuss with an electrician about installing new panel boxes, possibly over existing ones, and the need for extensions or placing the panel box in the same space. Quackenbush offered to assist at 4 o'clock the next day at Town Hall and the fire department, while Stephen awaited a response from Dave Grenier at the highway department. Anna suggested making the language in the document gender-neutral and adding opt-out language to avoid unnecessary details. She also proposed including a clause about coordinating with the building and police department to ensure bids are apples-to-apples. Stephen asked Anna to author a comment regarding coordination with the building and police department. The BC agreed that the electrician should not be responsible for patching holes and that a more sophisticated ground fault device might be required

4:Town Hall Fire suppression system update

The BC discussed the need to upgrade the fire alarm system in the Town Hall building. The current system is over 20 years old and is not functioning well with the fire system. The cost for upgrading the system is estimated at \$8,600. The BC agreed to get bids from multiple vendors to ensure they get the best price. They also discussed the need to add smoke and carbon detectors in other parts of the building. The BC decided to involve a fire alarm company in the process, as they have the knowledge and expertise to design and install the system. The BC also discussed the need for proper fire exit signage in the building.

5: Stephen to reach out to Paciorek Electric

Stephen shared his efforts to contact Paciorek electrical and got no response. He reached out to Grace Electric to review a list of items at a meeting the next day at 4pm.

6: Town Hall basement meeting hall soundproofing

The BC discussed the need to soundproof the downstairs meeting room in Town Hall, which the Select Board has decided to use for hybrid meetings. The room is currently very noisy, and the Select Board has allocated \$10,000 for soundproofing. The BC discussed various options for soundproofing, including adding a drop ceiling with insulation, acoustic panels on the walls, and a commercial rug on the floor. They also discussed the possibility of using sound drapes. The BC agreed to meet again to discuss these options further. Anna mentioned that she would be attending a Habitat for Humanity fundraiser on May 3rd, and suggested moving the next meeting to May 28th.

Jeff Quackenbush makes a motion to end the meeting

Stephen Dallmus seconds

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

Meeting adjourned at 6:17pm

### Scope of work by Stephen Dallmus

TOWN OF SHUTESBURY - ELECTRICAL PROJECT

CODES: All materials and the installation thereof shall conform to the requirements of the current Massachusetts Electrical Code, and local laws, rules, regulations, and codes.

INSTALLATION REQUIREMENTS: The Electrical Contractor shall be held responsible for any injuries or damage done to the building premises resulting from the execution of the work in any manner whatsoever.

If power will be interrupted for longer than 60 minutes the Electrical Contractor shall provide 72 hours notice to the Buildings Committee to allow coordination with all departments; especially, the Police department at Town Hall.

PRODUCTS: With the exception of items specifically noted other-wise, all materials used shall be U.S. made where possible, new, full weight, and first class in every respect, without defects, and designed to function properly in that portion of the work for which they are intended, and with the same brand of manufacturers for each class of material or equipment. Electrical materials

and equipment of types for which there are Underwriters Laboratories standard requirements, listings, or labels shall conform to their requirements and be so labeled.

PERMITS: The Electrical Contractor shall secure all permits and pay all fees required. The Electrical Contractor will meet the electrical inspector for any required inspection.

GUARANTEE: The Electrical Contractor shall guarantee the satisfactory operation of the work in all parts for a period of one (1) year after date of final acceptance, and shall agree to promptly repair or replace any items of his work which are found to be defective during this period.

WORK CONCEALED: All piping, cable, and raceway shall be installed concealed where possible.

Exposed runs shall be run straight and level, parallel or perpendicular to the lines of the building.

Cutting and/or drilling of all openings and holes required for the installation of electrical apparatus in the building, shall be performed by the Electrical Contractor after a discussion with the Buildings Committee member.

CONDUCTORS: Branch circuit wiring may be Type NM cable. Wire and Cable to be by Cerro, Southwire, Triangle/PWC, or equal.

JUNCTION BOXES: Junction and outlet boxes, where exposed to weather and wet locations shall be of the cast aluminum, threaded hub type and provided with watertight screw-on cover and gasket.

Ground fault interrupting receptacles shall be Leviton Cat. No. 7899-HGI Hospital Grade, or equal.

PANELBOARDS: Panelboards shall be listed by Underwriters' Laboratories and bear the UL label. Panelboards shall be Square D, Type NQOD or equivalent equipment by Siemens.

Branch circuit breakers shall be Square D type QO, Q1 or approved equal. All breakers shall be plug-on type, toggle action with quick-make, quick-break mechanism. Trip indication shall be clearly shown by the breaker handle taking

a position between "On" and "Off" when the breaker is tripped and by VISI-TRIP indication. The VISI-TRIP indication consists of a highly visible tripped

circuit indicator. The indicator is to be protected by a window which seals the breaker case. The VISI-TRIP indicator shall not be visible when breaker in "ON or "OFF". All multi-pole breakers shall be single operating handle, common trip variety.

Branch circuit breakers feeding convenience outlets shall be Arc Fault circuit interrupter type in order to give "flash protection" for frayed, stranded wire cords. QWIK-GARD circuit breakers with ground fault circuit interrupters shall be used in accordance with the National Electric Code. Circuit breakers

shall be UL listed and meet the requirements of Federal Specification W-C-375B/GEN, Class I.

#### SPECIFIC ELECTRICAL WORK

##### TOWN HALL

1. Correct - surge/lightening protection at main panel (none noted) in utility room.
2. Correct - missing knock out at top of large subpanel, LC1, in utility room.
3. Correct - ground wires on neutral buss in large subpanel, LC1, in utility room.
4. Replace - Pushmatic panel box in lower level meeting room, subpanel to have main disconnect.
- 4b. Install - 4 wire feed
5. Install - GFCI protection throughout lower level as typically required.
6. Replace - circuit breaker panel box (no main disconnect) in Assessor's/ Treasurer's office closet.
7. Correct - "doubled up" breakers in Assessors/Treasurers office panel

box.

8. Replace - fuse panel in upper level hall, subpanel to have main disconnect.

8b. Install - 4 wire feed

9. Remove non functioning fire alarm pulls.

10. Install monitored fire safety and carbon monoxide detectors in original building section as typically required.

#### HIGHWAY DEPARTMENT

11. Install - GFCI protection throughout main building section (including office and bathroom), connector section and rear 5 bay section where typically required.

11b. Replace - defective GFCI devices noted on rear wall of 5 bay section.

12. Evaluate and secure/repair - 240 volt receptacles throughout main building section and connector section as necessary.

13. Replace/correctly wire - crudely wired electrical receptacle noted on the east side wall near the south (front) corner of the main building section.

14. Install - illuminated EXIT signs and emergency lighting as typically required.

#### FIRE DEPARTMENT

15. Verify - surge/lightening protection exists for transfer switch. Install if necessary.

16. Install - GFCI protection throughout building in all Engine bays and storage areas where typically required.

17. Install - illuminated EXIT signs and emergency lighting as typically required.

17b. Repair - emergency lighting in common room.

18. Secure/correctly wire - loose wires and switches on rear (south) wall in Rescue bay.

19. Replace - defective motion sensor light above the front entry door with comparable fixture.

#### OLD TOWN HALL

20. Determine - if surge/lightening protection exists for main panel. Install if none exists.

21. Replace - subpanels (one fuse and one circuit breaker) in basement with single panel with main disconnect.

21b. Install - 4 wire feed

Correct - "doubled up" circuits, overfused circuits and grounding.

22. Install - GFCI receptacle in basement.