

Meeting Information (user feedback templet)

Meeting Information

- **Date:** November 12, 2025
- **Committee:** Buildings Committee
- **Time:** 5:32 PM - 6:04 PM

Participants

Name	Role/Information
Frank McGinn	Committee member, calling in from Salem, NY after firing a kiln
Jeff Quackenbush	Committee member
Stephen Dallmus	Committee member
Phil Parker	Committee member (joining via iPad)
Anna Cook	Committee member (absent from this meeting)

Meeting Agenda and Discussions

Minutes Approval

- Minutes from 10/8 and 10/14 meetings were approved unanimously
- Steven noted the AI-generated minutes were much improved

Preferred Vendor List

- Committee needs to meet with Haley to establish a preferred vendor list
- Plan to identify contractors who have worked on town buildings
- Treasurer should have records of all vendors who have been paid
- Phil suggested Rob Kibler as a potential resource for contractor recommendations
- Committee aims to negotiate discounts and service commitments from vendors

Electrical Projects Update

- Steven and Jeff reviewed bids from Grace Electric and Pechoric
 - Grace Electric: \$11,266

- Pechoric: \$12,052
- Steven contacted Grace for clarification on panel specifications for Old Town Hall
- Pechoric did not include costs for emergency lighting in the fire department
- Both vendors made helpful suggestions about equipment specifications
- Grace's estimate for Town Hall was \$2,000 less than Pechoric's
- Committee scheduled next meeting for December 3rd to make final decision
- Work likely to be scheduled for January/February

Knox Box

- Frank needs to contact Lenny to order Knox Boxes
- Frank cannot complete the online ordering process and needs assistance

Smoke Detector for Elevator

- Pechoric was supposed to contact a specialist but scheduling hasn't worked out
- Committee needs to get a second estimate
- Will revisit at December 3rd meeting

School HVAC System

- Frank reported ongoing issues with the HVAC system at the school
 - Recent fan belt break damaged thermostat wiring
 - Fuel oil delivery issue caused spillage and odor
- Frank wants a second opinion on Jamrod's work and pricing
- Discussion about future fossil fuel elimination requirements
- Steven shared information about hybrid systems that use both electric and fossil fuel components

Unanticipated Business

1. CO Detectors:
 - Steven installed CO/smoke detectors in Town Hall boiler room and Spear Library basement
 - Noted Town Hall boiler water feed is shut off and pressure is low
2. MN Spear Library:
 - Reuse Committee pursuing CPC grant for front entry porch repair
 - Jeff Lyons replaced rotted window sill and repaired window
 - Composting toilet at Randall Road boat ramp has been cleaned
3. Highway Department Gutters:
 - Committee decided to proceed with gutter installation
 - Frank will contact Anna for updated quote
 - Phil suggested including gutter guards to reduce maintenance

Action Items

1. Frank to contact treasurer for vendor payment records
2. Steven to contact Pechoric about fire department emergency lighting
3. Frank to talk to Lenny about Knox Box ordering
4. Committee to meet December 3rd to finalize electrical contractor decision
5. Frank to contact Anna about gutter installation and updated quote
6. Frank to seek second opinion on school HVAC system

Meeting Adjourned

- Meeting adjourned at 6:04 PM

Key takeaways (discussion templet)

Key takeaways

- The committee reviewed and approved minutes from previous meetings (10/8 and 10/14)
- Electrical project bids from Grace (\$11,266) and Pechoric (\$12,052) were compared; final decision will be made at the December 3rd meeting
- Frank will contact the treasurer to obtain a list of vendors for developing a preferred vendor list
- Steven installed CO/smoke detectors in Town Hall and Spear Library
- The committee agreed to proceed with gutter installation at the highway department

Discussed topics

Previous meeting minutes approval

The committee reviewed minutes from meetings held on October 8 and October 14.

- **Details**
 - **Frank:** Asked if anyone had reviewed the minutes from 10/8 and 10/14
 - **Jeff and Steven:** Confirmed they had reviewed them with no changes needed
 - **Steven:** Noted the minutes were much better than previous ones
- **Conclusion**
 - Minutes from both meetings were approved by roll call vote

Preferred vendor list development

Discussion about creating a preferred vendor list for town building maintenance and repairs.

- **Details**
 - **Jeff:** Mentioned they need to meet with Haley about getting a preferred vendor list
 - **Frank:** Suggested finding out which vendors have been working on town buildings
 - **Phil:** Recommended checking with the treasurer who pays all the bills
 - **Phil:** Suggested Rob Kibler as a potential resource for contractor recommendations

- **Frank:** Noted Rob recently had an accident but could be contacted later
- **Conclusion**
 - Frank will contact the treasurer to get a printout of vendors used by the town
 - The committee will arrange a site visit with Haley and the treasurer to develop the list

Electrical projects update

Detailed comparison of electrical bids from Grace and Pechoric for various town buildings.

- **Details**
 - **Steven:** Reported comparing estimates from Grace (\$11,266) and Pechoric (\$12,052)
 - **Steven:** Noted Grace's estimate for Old Town Hall was \$600 higher than Pechoric's, but almost \$2,000 less for Town Hall
 - **Steven:** Identified that Pechoric did not include costs for emergency lighting in the fire department
 - **Steven:** Mentioned Pechoric made helpful suggestions about not needing hospital-grade GFCIs and improving panel placement
 - **Jeff:** Asked if Steven had heard back from Grace about reviewing his numbers
 - **Steven:** Reported Grace would update his estimate after the weekend
- **Conclusion**
 - The committee will meet on December 3rd to make a final decision
 - Both contractors indicated they could schedule the work for January/February

Knox Box procurement

Brief update on the status of Knox Box procurement for town buildings.

- **Details**
 - **Frank:** Reported he needs to talk to Lenny about ordering Knox Boxes since he has an account
 - **Jeff:** Noted confusion in previous minutes that incorrectly stated a Knox Box had been installed
- **Conclusion**
 - Frank will follow up with Lenny about ordering the Knox Boxes

Smoke detector for elevator

Discussion about getting a smoke detector installed for the elevator.

- **Details**
 - **Jeff:** Asked about the status of the smoke detector for the elevator
 - **Frank:** Explained Pechoric was supposed to make a contact for this but hadn't yet
 - **Steven:** Read from Pechoric's proposal that scheduling with the fire company hadn't worked out
- **Conclusion**
 - This item will be added to the December 3rd meeting agenda
 - They need to get a second estimate for this work

School HVAC system

Discussion about the HVAC system at the school and getting a second opinion on maintenance.

- **Details**
 - **Frank:** Described ongoing issues with the school's HVAC system, including broken fan belts and fuel oil delivery problems
 - **Frank:** Expressed desire to get a second opinion on Jamrod's work and pricing
 - **Frank:** Mentioned concerns about investing in fossil fuel systems given future requirements
 - **Steven:** Shared information from a Mitsubishi meeting about hybrid systems that use both electric and fossil fuel components based on efficiency at different temperatures
- **Conclusion**
 - Frank will seek more information from Michael at ECAC about recommendations
 - The committee will consider contacting the HVAC company that works on the library for a second opinion

CO detector installation

Steven reported on installing CO detectors as recommended by insurance inspection.

- **Details**
 - **Steven:** Installed a 10-year lithium-ion battery CO/smoke detector in Town Hall boiler room
 - **Steven:** Also installed one in the basement of Spear Library
 - **Steven:** Noted the water feed to the Town Hall boiler was shut off and pressure was very low
- **Conclusion**
 - CO detectors have been installed as required

MN Spear Library updates

Steven provided updates on the MN Spear Library reuse committee activities.

- **Details**
 - **Steven:** The reuse committee is pursuing a CPC grant to repair the front entry porch
 - **Steven:** Jeff Lyons has replaced the rotted sill and repaired a window
 - **Steven:** The composting toilet at Randall Road boat ramp has been thoroughly cleaned
- **Conclusion**
 - Repairs and maintenance are progressing at the library

Gutter installation at highway department

Discussion about proceeding with gutter installation at the highway department.

- **Details**
 - **Jeff:** Asked about the condition of the soffit and whether it needs repair before gutters are installed
 - **Frank:** Indicated he would need to ask Anna about the condition

- **Phil:** Suggested including gutter guards to reduce maintenance
- **Frank:** Noted gutter guards might be a volunteer project
- **Conclusion**
 - The committee agreed to proceed with the gutter installation
 - Frank will contact Anna to get an updated quote

Action items

- **Frank**
 - Contact the treasurer to get a printout of vendors used by the town
 - Arrange a site visit with Haley and the treasurer to develop a preferred vendor list
 - Talk to Lenny about ordering Knox Boxes
 - Get more information from Michael at ECAC about HVAC recommendations
 - Email Anna about getting an updated gutter quote for the highway department
 - Ask Anna if the gutter installation includes gutter guards
- **Steven**
 - Contact Pechoric about the missing emergency lighting cost for the fire department
 - Tentatively schedule a meeting for December 3rd
- **Committee**
 - Meet on December 3rd to make final decision on electrical contractor
 - Obtain a second estimate for the elevator smoke detector