

Town of Shutesbury
Town Buildings Committee Meeting
December 18, 2024

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

Meeting called to order at 5:32 pm by Stephen Dallmus

1. Review minutes 10/30, 11/20 and 12/4
2. Update on M.N. Spear roof leak
3. Update on Knox boxes
4. Update on letter to Select Board regarding suggested requirements in job description for Town Admin.
5. Update on sealed rear exit door at Fire Department
6. Discuss Highway Department request to replace existing salt shed.
7. Discuss Building Committee buying an engraved paver for the new library.
8. Discuss remaining CPA projects, Hearse House and Old Town Hall regarding remaining funds; \$1000 and \$34,000 plus a \$1000 gift. Two questions 1. Is the Hearse House project complete? 2. Is the Old Town Hall project going forward?
9. Unanticipated items
10. Continue assigning Action Levels

1. Review minutes 10/30, 11/20 and 12/4

Approved the revised minutes of 10/30/2024 & 11/20/2024 & 12/4/2024. JQ motions to approve minutes, AC 2nds

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

2. Update on M.N. Spear roof leak
JQ Looks like Spring

3. Update on Knox boxes

FM working with Lenny. He wants the original KnoxBox® at \$600-\$800/box

The team discussed the installation of Knox boxes in various buildings, including the Town Hall, Old Town Hall, MN Spear library and the elementary school. They agreed to consult with the Historic Commission and the fire department before proceeding. Stephen suggested a surface-mounted installation with bolts going through to the interior as shown in the installation instructions. A recessed installation is only recommended during the construction of a masonry building.

4. Update on letter to Select Board regarding suggested requirements in job description for Town Admin
SD sent a letter, dated 12/4/24, to the Select Board which suggested that: 1. BC will be notified when any contractor is scheduled to service/repair any Town Bldg. so the BC can be present and 2. The TA will make records relating to Town Bldgs. Readily available as a resource for the BC.

5. Update on sealed rear exit door at Fire Department

Stephen and Jeff discussed the building's exit signs and emergency exits. Stephen pointed out that the sealed door was not visible due to a cabinet in the way and did not know if there was panic hardware. A building inspector would need to be consulted to determine if panic hardware was necessary.

They also discussed the building's fire detection system, which is monitored and alerts the company when there are issues. Frank suggested that all town buildings should be on the same alarm system for cost savings and efficiency.

6. Discuss Highway Department request to replace existing salt shed.

The discussion revolved around the idea of replacing the current salt shed with a new, cone-shaped one. The highway department chief expressed concerns about the current sheds functionality, particularly with regards to tractor trailer deliveries and the need for extra man hours. Stephen suggested that a new salt shed could potentially pay for itself in the long run. However, Frank and Jeff raised concerns about the cost and efficiency of such a change, suggesting that the town might be better off using liquid instead. FM looked online and new salt sheds are running \$150/sf = \$400,000.00 to \$800,000.00 plus. They agreed to further investigate the idea before making a decision.

8. Discuss remaining CPA projects, Hearse House and Old Town Hall regarding remaining funds; \$1000 and \$34,000 plus a \$1000 gift. Two questions 1. Is the Hearse House project complete? 2. Is the Old Town Hall project going forward?

Additionally, they discussed two remaining CPA projects, one with a \$1,000 balance and another with a \$34,000 balance, both related to the old Town Hall project. Stephen will talk to Mateo about the \$34,000 balance. They also mentioned a \$1,000 gift from the Friends of the Shutesbury Historic Commission for the Town Hall project, used for the front door. Old Town Hall needs to have the north side of the building regraded to slope away from the building. Also there is an area of foundation that needs repairing. This should fix any moisture problems in crawl space.

Use the remaining CPA \$1,000 on staining of the Hearst House. Stephen drafted a letter to the Historic Commission and Select Board regarding the sign board restoration and foundation construction and the Buildings Committee's future responsibility for the sign board. The BC will maintain the sign board going further. The Historic Commission will be responsible for the monies for the foundation for the sign board.

9. Unanticipated items

Frank to assist Stephen in setting up email forwarding for the buildings@shootsbury.org account to all committee members.

Frank makes a motion to end the meeting

Jeff seconds

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

Meeting adjourned at 6:29pm