

# Key takeaways

- **Date:** December 3, 2025
- **Committee:** Buildings Committee
- **Time:** 5:34 PM - 6:26 PM

## Participants

Name	Role/Information
Frank McGinn	Committee Chair
Jeff Quackenbush	Committee member
Stephen Dallmus	Committee member
Phil Parker	Committee member (absent)
Anna Cook	Committee member

## Minutes Approval

- Minutes from 11/12 meetings were approved unanimously
  
- The committee approved Paciorek Electric, Inc.
- for electrical safety improvements at multiple town buildings for \$10,650
- Committee approved Mr. Gutter for gutter work at three town buildings for approximately \$3,254
- The new library received its occupancy permit, though some punch list items remain
- Discussion about potential repaving and reconfiguration of the elementary school bus/parking area
- Frank will coordinate with Royal Steam to evaluate heating systems in town buildings

## Discussed topics

### Electrical work approval

The committee reviewed updated quotes from Grace Electric and Paciorek Electric, Inc. for safety improvements at town buildings.

- **Details**
  - **Stephen:** Updated price from Grace is \$10,160 and from Paciorek Electric, Inc. is \$10,650. Paciorek Electric, Inc. provides more detailed information and responds to all items in the scope of work.

- **Stephen:** Paciorek Electric, Inc. is a larger company that could respond quickly to emergencies and has done work at the elementary school.
- **Jeff:** Agreed with recommendation to go with Paciorek Electric, Inc..
- **Stephen:** The quotes cover work at Old Town Hall, Town Hall, Fire Department, and Highway Department, but do not include emergency lighting.
- **Stephen:** Paciorek Electric, Inc. could start work soon, possibly next week, with Town Hall requiring coordination due to power shutoffs.
- **Conclusion**
  - The committee voted unanimously to approve Paciorek Electric, Inc. or \$10,650 for electrical safety improvements.

## Gutter work approval

Anna presented quotes from Mr. Gutter for work at three town buildings.

- **Details**
  - **Anna:** Town Hall quote is \$753.35 for replacing gutters on shed roofs at the back and on the left side at the front.
  - **Anna:** Fire Department quote is \$1,882.40 with downspouts at both ends of the gutter on the west side, pitched to direct more water to the south.
  - **Anna:** Highway Department has two options: \$561.35 for partial replacement with a seam (not recommended) or \$1,319.10 for full replacement.
  - **Jeff:** Recommended doing the full replacement at the Highway Department.
  - **Stephen:** Calculated total cost for all three buildings at approximately \$3,254.
  - **Jeff:** Noted that prevailing wage rates might be required, which could affect pricing.
- **Conclusion**
  - The committee voted unanimously to approve Mr. Gutter for work at all three buildings for approximately \$3,254.
  - Anna will confirm whether prevailing wage rates are included in the quotes.

## Elementary school heating system

Frank discussed ongoing issues with the elementary school heating system.

- **Details**
  - **Frank:** The school has already exceeded its yearly budget for heating system maintenance.
  - **Frank:** The system has had multiple issues with burners tripping and shutting down.
  - **Frank:** Described a recent incident where diesel smell entered the school during a fuel delivery due to an issue with the measurement device.
  - **Frank:** The 10,000-gallon tank's gauge was inaccurate, showing it needed more fuel than it actually did.
- **Conclusion**
  - Frank will arrange for Royal Steam to evaluate the heating systems, particularly at the school.
  - Frank, Stephen, and possibly Jeff will accompany the service manager on the evaluation.

## Elementary school repaving project

Discussion about a potential project to repave and reconfigure the elementary school grounds.

- **Details**

- **Jeff:** Received emails about repaving at the elementary school but was unclear about the scope.
- **Frank:** The school wants to reroute the bus system and change the logistics of getting children in and out.
- **Frank:** They're also considering adding solar canopies over parking areas.
- **Jeff:** Noted this would be a complex project requiring proper engineering and Chapter 30 bidding.
- **Anna:** Suggested Berkshire Design Group or Levesque as potential civil engineers.

- **Conclusion**

- Jeff will email Nate to clarify the complexity of the project.
- Anna will send information about Levesque to Jeff.
- Frank will reach out to a contact who worked on the Orange Elementary School addition.

## **MN Spear Library repurposing**

Brief update on the committee exploring options for the old library building.

- **Details**

- **Stephen:** The repurposing committee is not deciding but offering options.
- **Stephen:** They're first examining if Town Hall spaces could be used more efficiently.
- **Stephen:** Confirmed with ERCOG that if the old library continues as a meeting space, it wouldn't require adding a bathroom as it wouldn't be a change of use.

- **Conclusion**

- The repurposing committee will continue to explore options.

## **New library status update**

Brief update on the status of the new library.

- **Details**

- **Jeff:** The library received its occupancy permit yesterday.
- **Jeff:** Some punch list items still need to be completed, and parts are missing from the bookshelves.
- **Jeff:** Moving the collection will be coordinated by Marianne, with a symbolic passing of children's books along Levitt Road.

- **Conclusion**

- The move will happen in the coming weeks, though no exact date has been set.

## **Mass Saves for town buildings**

Frank mentioned an inquiry about weatherization programs for town buildings.

- **Details**

- **Frank:** Received an email from Rita asking about Mass Saves and weatherization for MN Spear Library and Town Hall.

- **Frank:** Contacted Mass Saves and confirmed town buildings are eligible; he just needs an account number.
- **Conclusion**
  - Frank will follow up with Mass Saves using town electric account numbers.

## Action items

- **Anna**
  - Contact Mr. Gutter to proceed with the approved gutter work
  - Email Haley (Town Administrator) about the gutter project
  - Confirm whether Mr. Gutter's quotes include prevailing wage rates
  - Send information about Levesque (civil engineer) to Jeff
- **Frank**
  - Coordinate with Royal Steam to evaluate heating systems in town buildings
  - Follow up on Knox boxes issue with Haley
  - Research the age of the elementary school fuel tank
  - Follow up with Mass Saves using town electric account numbers
- **Jeff**
  - Email Nate to clarify the complexity of the elementary school repaving project
- **Stephen**
  - Notify Paciorek Electric, Inc. about the committee's decision to proceed with electrical work