

Town of Shutesbury
Town Buildings Committee Meeting

January 10, 2024

Members Present: Frank McGinn, Anna Cook, Jeff Quackenbush, Stephen Dallmus, Steve Sullivan (late) and Becky Torres

1. Review minutes from 11/29, 12/13 and 1/3
2. Continue assigning Action Levels
3. Discuss reviewing of completed Reports on site.
4. Unanticipated items.

Meeting called to order at 5:33 pm by Stephen Dallmus

1. Review minutes from the 11/29 meeting.

Approved the revised minutes of 11/29/2023 JQ motions to approve minutes, AC 2nds
Roll call approve minutes. Yays: Frank McGinn, Stephen Dallmus, Anna Cook & Jeff
Quackenbush.

1. Review minutes from the 12/13 meeting.

Approved the revised minutes of 12/13/2023 FM motions to approve minutes, JQ 2nds
Roll call approve minutes. Yays: Frank McGinn, Stephen Dallmus, Anna Cook & Jeff
Quackenbush.

1. Review minutes from the 1/3 meeting.

Approved the revised minutes 1/3/2024 JQ motions to approve minutes, FM 2nds
Roll call approve minutes. Yays: Frank McGinn, Stephen Dallmus, Anna Cook & Jeff
Quackenbush.

2. Continue assigning Action Levels

The committee continued to assign Action Levels for the Town Hall Building inspection
spreadsheet.

3. Discuss reviewing of completed Reports on site.

SD suggested that the Committee visit each of the Town buildings when an inspection
spreadsheet is completed to review the spreadsheet and make corrections or additions
for clarity and completeness.

SD also suggested that photos for each of the Town buildings be kept in a separate file
which would allow for the spreadsheet and photos to be viewed simultaneously on a
split screen.

4. Unanticipated items

BT explained that Karl's excavating company was not responding to calls and was no longer being considered for the clearing of the underground exterior drains at SES and Town Hall.

Another company, Fletcher's Drain and Sewer, was suggested by JQ. Becky will pursue contacting them.

The Buildings Committee discussed the new roof leak at the Shutesbury Elementary School. FM shared construction pictures of a valley detail and ceiling/attic pictures of where the leak occurred.

FM makes a motion to adjourn the meeting

AC: seconds

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

Meeting adjourned at 6:38pm