

Town of Shutesbury
Town Buildings Committee Meeting

February 21, 2024

Members Present: Steve Sullivan, Frank McGinn, Stephen Dallmus, Anna Cook and Becky Torres

Members Absent: Jeff Quackenbush

1. Review minutes from Jan. 24th meeting
2. Discuss results of meeting with Capital Planning
3. Discuss past roof leakage at SES regarding future snow/rain events and how to reduce risk of leaking.
4. Discuss past gutter leakage at SES.
5. Discuss trim, siding and soffit repair/replacement and painting project at SES
6. Unanticipated items
7. Continue assigning Action Levels to spreadsheets.

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

1. Review minutes from Jan. 24th meeting

Approved the revised minutes of January 24 FM motions to approve minutes, AC 2nds Roll call approve minutes. Yays: Frank McGinn, Stephen Dallmus, Steve Sullivan & Anna Cook.

2. Discuss results of meeting with Capital Planning

At the February 7th meeting of Capital Planning SD provided some perspective on the Building Committee; specifically, the development of a spreadsheet for inspecting the buildings and identifying High Priority items of which there are many. Capital Planning now understands that there is much deferred maintenance that needs to be addressed.

BT mentioned that the meeting with Capital Planning went well for us going forward. The Capital Planning committee was impressed with our spreadsheet. Bob Groves requested a copy of the spreadsheet. The Buildings committee decided to give only a PDF copy of the spreadsheet to the Select Board (selectboard@shutesbury.org), and chairs of the Finance Committee (fincom@shutesbury.org) & Capital Planning Committee in the future.

3. Discuss past roof leakage at SES regarding future snow/rain events and how to reduce risk of leaking.

AC suggests providing a snow rake for the school. The Highway Department has a 3 extension snow rake (24') that will be brought over to the school for future use. SS will determine if the snow rake can be used in the school courtyard without a ladder.

The clogged underground drains of the gutters is a major concern. SS will have the Highway Department regularly check and clean the gutters. The underground drains from the court yard and from downspouts on the east and west side of the school still need to be cleaned out. SS will have the vacuum truck clean out the school drains when the catch basins are cleaned. SS will also open the cleanouts on the underground drains on the east and west side of the building to allow for any backing up to escape until the drains are functional.

The Highway Department can also purchase a large commercial snake for future jobs. BT suggested that the BC funds can help with this purchase.

4. Discuss past gutter leakage at SES.

SD mentioned that there is no expansion joint in the south side gutter as per spec. Gale is going to have the contractor go back and add an expansion joint and cover all joints with EPDM (an extremely durable synthetic rubber roofing membrane) to eliminate leakage. SD feels that the south side downspout openings do not need drain guards because they drain into the yard. Since the courtyard downspouts do not drain directly underground they might not need drain guards.

5. Discuss trim, siding and soffit repair/replacement and painting project at SES

SD & JQ mentioned the painting spec was minimal. Cole @ Gale thought that there was "paint" on the SEC building before. Therefore Gale is specifying paint. SD & JQ recommended after cleaning any raw surface would be spot primed 1st, then priming the whole field followed by 2 coats of paint. Gale would like to get the bid out by March 1st.

A special meeting to approve the "100%" of the Gale bid docs is scheduled for February 28th.

FM makes a motion to end the meeting AC seconds.

Roll call to vote to end the meeting Yays: Frank McGinn, Stephen Dallmus, Anna Cook & Steve Sullivan

Meeting adjourned at 6:25 pm