

Town of Shutesbury
Town Buildings Committee Meeting
December 4, 2024

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

Meeting called to order at 5:34 pm by Stephen Dallmus

1. Review minutes from 10/30 and 11/20
2. Update on roof repair at M.N. Spear library
3. Unanticipated items
4. Continue assigning Action Levels

1. Review minutes from 10/30 and 11/20

Frank will have the minutes at another meeting.

2. Update on roof repair at M.N. Spear library

Jeff has not heard from the slate repair company.

3. Unanticipated items

Stephen Dallmus drafted a letter to the Select Board that the Buildings Committee had voted and approved Phil Parker to join our committee.

Frank McGinn proposed that the BC send a letter to the Select Board outlining our committee's responsibilities with the new job description for the Town Administer; specifically, that as part of the job description for the new TA that: 1. BC be advised of and part of all contractor visits and that Town records be available to the BC. Stephen will draft a letter. Jeff wondered if the town has files organized in the Town Hall for all the buildings. The BC would like to see if there is any organization at Town Hall.

Stephen will be in touch with Stephen Smulski to go further with the design of the footing for the new sign board.

Lenny Czerwonka is requesting that the BC look into installing KnoxBoxes at various town buildings so the fire department can gain access during an emergency. Frank will contact Lenny to find out what type of KnoxBox and which buildings will need the KnoxBox.

4. Continue assigning Action Levels

BC continued working on the spreadsheet action levels.

Frank makes a motion to end the meeting

Jeff seconds

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

Meeting adjourned at 6:28pm

