

Town of Shutesbury

Town Buildings Committee Meeting August 19, 2026

Members Present: Frank McGinn, Jeff Quackenbush, Stephen Dallmus & Phil Parker

Absent : Anna Cook

Guest: Haley Bolton, Town Administrator

Meeting called to order at 5:31 pm by Frank McGinn

- 1: Review minutes of 5/13, 6/10 & 7/15
- 2: Discussion with the Town Administrator drafting a policy for building-related requests to present to the Select Board.
- 3: Brief updates Elementary School lights & oil tank
- 4: Replacing the back door at town hall with an ADA compliant door.
- 5: Discuss water in the basement at town hall and solutions
- 6: Go over the review priorities of the Shutesbury's Building Assessment spreadsheet and talk about next steps.
- 7: Any other unanticipated business.

Key Takeaways

- The meeting was called to order at 5:30 with a quorum present; Anna Cook was absent.
- Previous minutes will be reviewed at the next meeting.
- Hayley Bolton presented a draft Facilities Maintenance Request Form to establish a formal process for department heads to submit building upgrade and repair requests.
- The committee voted unanimously to hire ComTank to siphon water from the bottom of the elementary school oil tank for approximately \$3,200, followed by ongoing monitoring.
- The town hall back door was temporarily repaired by Steven and Russ; a longer-term ADA-compliant replacement and a protective roof overhang are being considered.
- Water intrusion into the town hall storage room (back room) was identified as stemming from clogged gutters and poor grading; remediation steps were discussed.
- A structural assessment of the salt shed was identified as a high priority following observations of damaged trusses, shifted nailing plates, and other structural concerns.
- The committee agreed to request an additional \$40,000 in building funds for the next fiscal year budget.
- The next meeting was scheduled for September 9.

Team Updates

Speaker	Completed	In Progress	Plan	Blockers
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Frank	• Called ComTank for oil tank inspection and water testing • Reviewed Facilities Maintenance Request Form with committee	• Monitoring oil tank water levels • Coordinating with ComTank for water removal • Working on budget request for FY next year	• Meet with Hayley tomorrow to discuss ComTank vote outcome and procurement thresholds • Share meeting minutes as PDFs going forward • Ask brother-in-law (structural engineer) for ballpark figures on salt shed engineering • Consult Steve Sullivan on salt shed history • Look into oil tank alarm system certification	• Minutes sharing via cloud not working reliably for all members • Zoom interface changes causing navigation issues
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Hayley Bolton	• Drafted Facilities Maintenance Request Form • Presented form to Buildings Committee	• Refining form based on committee feedback	• Convert form to Google Form and/or editable PDF • Add emergency contact instructions and intake/screening process • Investigate procurement thresholds for hiring engineers • Look into grants for ADA-compliant back door replacement	• N/A
Jeff Quackenbush	• Repaired highway department building roof with Russ (re-secured lifted roof panels) • Inspected salt shed with Russ	• Investigating gap between roof and gutter on highway department building	• Visit salt shed again with Steven for closer structural inspection • Coordinate with gutter contractor on gap closure solution • Ask Hayley about documentation on salt shed history and procurement rules	• Salt shed structural condition unclear pending engineer assessment • Poison ivy limiting exterior column inspection

Steven Dallmus	• Repaired town hall back door sidelights with Russ • Belt-sanded door edge to reduce binding	• Monitoring back door condition after recent rains	• Apply primer coats to door edge to prevent further swelling • Visit salt shed with Jeff for further structural probing • Discuss roof overhang idea for back door with Russ	• Traveling during meeting; potential connectivity issues
Phil	• N/A	• N/A	• Support budget request of \$40,000 for building funds	• N/A

High Risks

- **Salt shed structural integrity:** Damaged and previously repaired trusses, shifted nailing plates, unaligned top and bottom chords, and unverified column rot at floor level raise significant structural concerns. A structural engineer assessment is needed before any siding removal or door repairs proceed.
- **Oil tank water source unresolved:** Despite a thorough inspection by ComTank, the source of water intrusion into the school oil tank remains unknown. Water is sitting near the pump intake, posing a potential heating system risk ahead of the school year.
- **Oil tank alarm system non-functional:** The alarm system on the school oil tank is physically turned off and its operational status is unknown. Insurance certification requires it to be inspected and certified as soon as possible.
- **Town hall back room water intrusion:** Significant water entered the storage room during recent heavy rains due to clogged gutters and poor grading. Mold risk is a concern given the volume of stored materials and limited drainage.
- **Budget constraints:** Fiscal year budgets are tightening; large capital items such as a new salt shed (estimated \$400,000–\$600,000) and heating system upgrades will require careful planning, potential warrant articles, and capital planning committee involvement.

Action Items

- **Frank**
 - Contact ComTank to authorize water removal from school oil tank (~\$3,200) following committee vote
 - Begin regular dipstick water monitoring of oil tank before and after next fuel delivery (estimated November)
 - Meet with Hayley tomorrow to discuss ComTank authorization and procurement threshold questions
 - Ask Hayley to clarify procurement rules for hiring a structural engineer (threshold reportedly ~\$30,000)
 - Consult brother-in-law (structural engineer) for informal ballpark figures and review of salt shed photos
 - Ask Steve Sullivan about the history and construction date of the salt shed
 - Follow up on oil tank alarm system inspection and insurance certification
 - Investigate Landry plumbing as a potential vendor for oil boiler maintenance
 - Research above-ground oil tank rental/lease options as alternative to underground tank
 - Share all meeting minutes as PDF via email going forward
 - Send next meeting notice to all members including Anna Cook (Meeting date: September 9)
 - Inspect town hall back room gutter and assess water intrusion situation
 - Coordinate with highway department (Dave) on regrading near town hall back room
 - Ask Hayley to explore grant funding for ADA-compliant back door replacement
 - Submit \$40,000 building fund budget request for next fiscal year
- **Hayley Bolton**
 - Revise Facilities Maintenance Request Form based on committee feedback (rename "Name" to "Requester's Name," consolidate location fields, add photo/document attachment option, add emergency contact instructions, add submission and response timeline guidance)
 - Convert form to Google Form and/or editable PDF format
 - Establish intake and screening process for incoming maintenance requests
 - Clarify procurement threshold rules for hiring a structural engineer
 - Research documentation on salt shed origin and prior repairs (forwarded to historical committee)
 - Look into grant opportunities for ADA-compliant back door at town hall
- **Jeff Quackenbush**
 - Revisit salt shed with Steven for more detailed structural probing using flashlight and plumb line
 - Contact gutter contractor to assess and address gap between roof and gutter on highway department building
 - Follow up with Hayley on salt shed documentation and procurement process for structural engineer
- **Steven Dallmus**

Apply multiple coats of primer to town hall back door edge to prevent further swelling

- Visit salt shed with Jeff for closer inspection of structural connections and column bases
- Discuss roof overhang concept for town hall back door with Russ, including flashing and gutter/downspout plan
- **Frank / Jeff / Steven (Committee)**
 - Determine process and timeline for hiring a structural engineer to assess the salt shed
 - Develop a priority list of building needs to support next year's budget request
 - Evaluate feasibility of propane/gas conversion as alternative to oil heating system at the school

Jeff Quackenbush makes a motion to end the meeting

Stephen Dallmus seconds

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

Meeting adjourned at 6:35pm