

Town of Shutesbury

Town Buildings Committee Meeting

August 6, 2025

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

Absent: Anna Cook

Guests: Nate Longcope

Meeting called to order at 5:32 pm by Frank McGinn

Quick recap

The Buildings Committee discussed various facility maintenance issues including Knox boxes, oil tank systems, and water leaks at the school, while also reviewing financial matters related to school committee project funds. The group explored solutions for parking lot redesign, acoustical improvements, and energy certification requirements across town buildings, with specific attention to LED lighting upgrades and building surveys. Maintenance coordination challenges were addressed, with the committee planning to present their findings to the Select Board and develop a strategy for coordinated building maintenance, while also noting the completion of a fence installation project.

Next steps

- Frank to send Nate the spreadsheet showing school committee project funds
- Frank to investigate where the \$17,402 gym roof replacement funds came from
- Frank to consult with accountant about the source of the school committee project funds
- Nate to reach out to landscape architect contact for parking lot redesign consultation
- Frank to research and find a new cap for the oil tank vent pipe
- Frank to contact engineer about testing the underground oil line from the pump to the school
- Frank to investigate the age and condition of the fiberglass oil tank
- Frank to explore the possibility of relocating the oil tank to the boiler room area
- Frank to look into getting a cap on the water tank and monitor for any water leakage
- Frank to start the process of ordering Knox boxes with surface mounts
- Frank to follow up with Rocky's Acoustical regarding soundproofing the Town Hall meeting room
- Jeff to revise the sketch for the fence around the propane tank and generator
- Fire Chief to discuss with George Propane about moving the propane tank and installing bollards
- Frank to schedule a meeting with the Select Board to discuss building maintenance coordination
- Buildings Committee next meeting for September 10th to continue discussions
- Stephen and Russ to clean out and fill holes with concrete for the fence diagonal supports

Summary

Knox Box and Quorum Discussion

The meeting began with a discussion about the Knox Box, where Town explained the color options and ordering process. Town and Quackenbush confirmed they needed two more people for a quorum, with Steven and Phil expected to attend. The group discussed an upcoming meeting with an electrician scheduled for 10 AM the next day. Town announced he would review the meeting minutes at the next session and introduced Nate Longcope, who is with the school committee, to the group.

School Funds Return Discussion

The Buildings Committee discussed a financial report from the town accountant regarding school committee project funds. They determined that the reported funds were not their money to manage, as they belonged to the school committee, and agreed to return the funds to the school fund. The committee also reviewed various past school projects including roof replacements, security camera installations, and sidewalk repairs, with Nate expressing interest in using the returned funds for future paving and sidewalk projects. The conversation ended with a brief discussion about needing to locate architectural drawings for the school roof replacement project.

School Oil Tank System Concerns

The Buildings Committee discussed concerns about the school's oil tank system, including missing caps on vent stacks and water infiltration issues. They learned that the current fiberglass tank, installed in the early 1990s, has multiple alarm systems that are not functioning, and the committee was unaware of ongoing water problems for over five years. The committee also discussed a concrete column containing a pump that recently required \$16,000 in repairs, with Rob suggesting moving the pump inside the building, though this was put on hold pending a broader system evaluation.

School Parking Lot Redesign Plan

Nate discussed the condition of the school parking lot and its issues with erosion due to bus traffic and snow accumulation. He sought advice on redesigning and repaving the lot, considering the need for better bus access and overall safety improvements. Quackenbush suggested hiring a landscape architect or engineer to design the new layout, emphasizing the importance of consulting someone familiar with school facilities. Nate agreed to explore this option and mentioned reaching out to a potential contact in the area.

Oil Tank Vent Pipe Replacement

The group discussed the location and condition of an oil tank vent pipe on a building roof. Town explained that while there were multiple vent pipes, only one had a cap, which he had previously photographed. Quackenbush suggested finding a new cap that could fit around the existing copper assembly without requiring disassembly, as any contractor work might void warranties. The discussion concluded with an agreement to seek out a suitable replacement cap for the oil tank vent.

Fiberglass Tank Leak Assessment

The group discussed a water leak problem involving a 10,000-gallon fiberglass tank that has been experiencing water accumulation for five years. After conducting pressure and sound tests, they determined the tank itself is not leaking, though there are concerns about its age (approximately 35 years) and the possibility of needing replacement. They explored the possibility of using an existing underground iron tank as a water reservoir for the fire department, with Stephen suggesting it could be cleaned and filled with a slurry material.

Town Hall Energy and Acoustics

The group discussed several topics including a water cap installation, Knox boxes, acoustical improvements for the Town Hall meeting room, and energy certification. Town reported on a meeting with ECAC regarding building certification for state energy funding, noting that 5 out of 7 buildings had been surveyed and that LED lighting upgrades were needed, with approximately 50% of lights already being LED in the main space. Town also mentioned that Rocky's Acoustics would be visiting the Town Hall room after Stephen's return from a 16-day trip to Ireland on the 26th.

Roofing and Safety Code Updates

The group discussed using standing seam roofing for a project, with Stephen suggesting it might be difficult due to the lack of specialized tools. They agreed to explore the possibility of using metal panels horizontally instead. Quackenbush updated on a meeting with the fire chief regarding a fence around the propane tank and generator. They discovered a contaminated well on the site that the fire department still wants to use, and the propane tank needs to be moved further from the generator to meet code. The fire chief is investigating options for both the well and tank issues.

Town Facility Maintenance Coordination

The Buildings Committee discussed maintenance coordination challenges across town facilities, with Town highlighting that different departments operate independently with their own maintenance budgets, leading to inefficient spending and lack of oversight. The committee agreed to present their findings to the Select Board through Town, with plans to develop a strategy for coordinated building maintenance that could potentially lead to hiring a dedicated maintenance person. Stephen reported that the fence installation project was completed, with diagonal supports installed and only minor cleanup of post holes remaining. The committee scheduled their next meeting for September 10th.

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 6:40pm

