

Town of Shutesbury

Town Buildings Committee Meeting

September 10, 2025

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

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

Quick recap

The Buildings Committee addressed several maintenance and operational issues, including confusion over meeting minutes, school oil tank problems, and building maintenance work estimates. The group reviewed and approved various bids for tank cleaning services and discussed acoustic improvements in meeting rooms, while also addressing concerns about fire safety and decoration. The committee explored solutions for building maintenance challenges, including the implementation of a work order management system and the need for better oversight of expenses, with plans to meet again in October to develop proposals for the Select Board.

Summary

Meeting Minutes Clarification Discussion

The group discussed meeting minutes confusion, with Frank explaining he accidentally duplicated the July 9th meeting minutes and edited them for the August 6th meeting, which caused some confusion. Frank demonstrated how to access the shared documents and showed the correct July minutes, which included discussions about Elliott Park, Knox bots, school oil tank issues, and building maintenance management. Anna confirmed she had sent out contractor estimates for the building maintenance work.

Project Bids and Tank Solutions

The meeting began with Frank and Anna discussing bids for a project, with Frank mentioning they should get at least one more bid and could add it to unanticipated costs. Stephen approved the minutes for August 6th, and the group voted to approve the July minutes with no concerns raised. Frank shared his recent sailing trip to Maine and mentioned a Zoom call with the school department regarding a tank issue. He presented bids from Jamrog for pumping water out of the tank, which came to \$5,900, and for a complete solution, which was \$6,400. Frank experienced some technical difficulties during the presentation but managed to share the information with the group.

School Fuel Tank Cleaning Options

The group discussed options for cleaning and conditioning the school's fuel oil tank, comparing estimates from ComTank, Jamrog, and Roberts Commercial. ComTank offered the most comprehensive service for \$6,200, including removing water, sludge, and contaminants, while

Jamrog's estimate of \$6,400 covered only water removal and conditioning. Frank expressed concern about potential leaks beyond the tested areas and noted that the tank had not been maintained for some time. The group agreed that ComTank's service provided the best value for the money.

School Water Leak Repair Solution

The group discussed a water leak issue in a school building and decided to proceed with Comtank for a \$6,200 solution to remove oil, clean the system, and replace it, with the hope that the company will also provide a pipe cap. Frank mentioned that while this might not solve the permanent water problem, it would address the immediate startup needs and fix the boiler. Stephen made a motion to approve the Comtank proposal, and the group voted in favor, with all members present voting yes.

Acoustic Panel Project Changes

Frank discussed the funding and decision-making process for acoustic improvements in a meeting room, clarifying that the \$10,000 allocated for decorating was not within the Buildings Committee's jurisdiction. He noted that Haley had already purchased acoustic panels without consulting the committee, and the group agreed to inform Rocky, who had submitted a bid, that they were no longer involved in the project. The committee also addressed concerns about fire safety regarding the acoustic panels and other room improvements, acknowledging that the project would now focus on decoration rather than maintenance.

Massachusetts Building Inspection Requirements

The meeting focused on building inspection requirements in Massachusetts, where the town clerk must complete a form annually detailing building responsibilities and inspections. The group discussed that the Building Commissioner and inspector handle these inspections, with Frank noting he cannot sign the form as he is not the town clerk. The discussion also covered building maintenance responsibilities, with Frank mentioning a planned October 14th joint meeting with the Select Board to discuss building maintenance, and Quackenbush raised concerns about the upcoming library opening and the need for professional mechanical system inspections and maintenance.

School Maintenance Oversight Review

The Buildings Committee discussed concerns about building maintenance and communication issues, particularly regarding the school's heating system problems that had been ongoing for five years without their knowledge. The committee explored solutions including implementing regular check-ins with school staff, establishing clearer protocols for emergency vs. routine maintenance, and potentially hiring a dedicated part-time maintenance person. They agreed to meet on October 14th to develop proposals for the Select Board, with Frank emphasizing the need for better oversight of major expenses while maintaining the committee's role for significant capital projects.

Work Order System Implementation Discussion

The group discussed implementing a work order management system for building maintenance, similar to systems used at Mount Snow ski resort and UMass. They agreed to explore creating a list of preferred vendors, though Frank noted he was waiting on a list from the town administrator. The group decided to continue the discussion at their next meeting on October 8th at 5:45 PM, with Anna expected to arrive about 10 minutes late. Frank also mentioned he would follow up with Pechoric regarding an electrical estimate that he had not yet received.

Next steps

- Frank to contact Comtank to schedule the oil tank cleaning service for \$6,200 at the school.
- Frank to inform Haley and the school principal about the approved Comtank service and determine the funding source for the \$6,200.
- Frank to notify Rocky's Acoustical that the Buildings Committee is no longer involved with the town meeting room acoustics project.
- Frank to email Pechoric again to request the electrical estimate that was previously discussed.
- Frank to ask Haley for the town's list of preferred vendors.
- All committee members to prepare ideas for the October 14th joint meeting with the Select Board regarding building maintenance processes.
- Frank to request that Mary Ann from the Library be included in the October 14th joint meeting discussion.