

Town of Shutesbury

Town Buildings Committee Meeting

September 9, 2026

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

Meeting called to order at 5:30 pm by Frank McGinn

- 1: Review minutes of 5/13, 6/10, 7/15 & 8/19
- 2: Discuss the Salt Shed engineering building evaluation costs and next steps
- 3: Brief updates Elementary School oil tank and Veeterroot alarm
- 4: Any other unanticipated business.

Main Purpose

- Review and approve meeting minutes from previous sessions
- Discuss the status of the salt shed inspection and structural concerns
- Provide updates on the elementary school building
- Address outstanding action items from prior meetings
- Determine next meeting date

Project Status

Issue / Topic	Status
Meeting Minutes (5/13, 6/10, 7/15, 8/19)	• Corrections identified by Stephen Dallmus for the 7/15 minutes: building assessment bullets for the elementary school were misattributed to the highway department, and highway department bullets were misattributed to the fire department • Motion to accept all four sets of minutes passed unanimously via roll call vote

Salt Shed Inspection	• Stephen Dallmus and Quackenbush conducted an on-site inspection • Most support posts found to be solid; southeast corner post shows some breakdown, likely due to salt exposure • Roof is leaking, causing rot in purlins and separation of nailing plates • West side plywood has been pushed out, suggesting possible settlement; not observed on east or north walls • Front wall with doors described as significantly deteriorated • Operational issues: most trucks cannot raise dump beds fully inside the shed, requiring salt to be dumped outside and moved with a loader • Engineer quotes are being gathered; Ryan Hellwig (local, Greenfield) and the Frank's brother-in-law's firm (GZA) are potential assessors • If engineering fees exceed \$10,000, competitive bidding is required; general practice is to obtain 2–3 quotes • Next steps: obtain formal quotes from engineers; may need to place funding request on October 17 town warrant; submission deadline to Hayley is October 29
Elementary School – Water / Tank Inspection	• Engineers from ComTank visited the previous Friday to pump water, clean the tank, and activate the VitaRoute alarm system • Report not yet received; expected by end of week or following week • Custodian Matt Foster will be monitoring the stick to track water intrusion over the next two months • Next steps: share the engineering report with the committee once received

Elementary School – Exterior Lighting	• Most exterior lights have been adjusted to turn off; Chief Pelletier has approved the changes • One light above the front entrance remains on 24/7; status unclear • Chief Pelletier lacks access to the camera system, which is a noted concern • Next steps: coordinate with Matt Foster during early hours to assess the front door light
Elementary School – Curtain Divider	• Item was previously overlooked; the divider mechanism is reportedly grinding and needs attention soon • Next steps: contact Nate Longcope to identify prior vendors and obtain new bids
Town Hall – Fire Alarm Upgrade	• Upgrade largely complete; pending installation of Knox box and associated light • Lenny is unsure of the Knox box location
Highway Department – Fire Alarm Upgrade	• Not yet completed • Next steps: contact Citizens upon return from travel
HVAC Contractor – Building Maintenance	• Anna had previously recommended Western Mass Heating, Cooling, and Plumbing in Deerfield • Frank found their website states they do not service oil systems • Next steps: Anna to follow up with her contact to clarify and confirm whether they can assist

Town Hall Door – Painting	Stephen Dallmus completes primer coat on the belt-sanded door edges at Town Hall
Meeting Secretary Role	- Stephen Dallmus volunteered to take over as secretary after receiving training from the Frank - Training to be scheduled after Stephen Dallmus returns from travel (back next Thursday)

Other Topics

- **Salt Shed – Soffit and Track Measurements:** Quackenbush noted the need to use Russ's lift (confirmed still on-site at the highway department) to measure the soffit material and assess broken track dimensions.
- **Next Meeting Date:** Scheduled for October 7, agreed upon by all attendees

Action Items

- **Frank McGinn**
 - Correct the 7/15 meeting minutes to reassign misattributed bullets to the correct departments (highway and fire) upon returning home
 - Contact my brother-in-law to arrange an on-site visit and obtain a formal quote for the salt shed structural assessment
 - Contact Citizens to follow up on the fire alarm upgrade at the highway department
 - Contact Nate Longcope regarding the school curtain divider vendors and initiate the bidding process
 - Coordinate with Matt Foster to assess the front entrance light at the elementary school
 - Will share the ComTank engineering report with the committee once received
 - Confirm with Hayley whether salt shed engineering costs can be drawn from the General Buildings Fund or must go on the town warrant (deadline: October 29)
 - Train Stephen Dallmus on the meeting secretary role after October 7
- **stephen dallmus**
 - Share Russ's contact information (email or phone) with Quackenbush
 - Assume meeting secretary responsibilities after training with the Frank
- **Quackenbush**
 - Continue coordinating with Ryan Hellwig to schedule a salt shed assessment

- Coordinate with Russ to use the lift to measure the soffit material and broken track at the salt shed
- **Anna**
 - Follow up with her contact at Western Mass Heating, Cooling, and Plumbing to clarify whether they service oil systems and can provide building HVAC maintenance

Jeff Quackenbush makes a motion to end the meeting

Anna Cook seconds

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

Meeting adjourned at 5:57pm