

**Town of Carlisle**  
**Municipal Facilities Committee**  
**Minutes**

Virtual meeting  
Tuesday, January 12 at 8:00AM

In attendance: Steve Hinton, Christine Lear, Jerry Lerman, Kate Reid (until 9:00 am), Scott Simpson  
Guests: Steve Bastek (Town Facility Manager), Gary Davis (, John Fisher (Police Chief), Rob Fortado (School Faculty Manager), Bill Risso, Cynthia Sorn (Carlisle Mosquito)

1. Approve minutes of past meetings

Scott Simpson made a motion to accept the minutes of November 12 and December 22, 2020, Steven Hinton seconded the motion. Roll-call vote; Steve Hinton -aye, Christine Lear -aye, Jerry Lerman -aye, Kate Reid -aye, Scott Simpson-aye

2. Police Station

Jerry would like to schedule contractors to go to the police station to assess the HVAC system. Jerry will give John Fisher a day's warning. John Fisher doesn't believe we should invest good money before we determine if there is going to be a new building. John has been in discussion with Victor Liang about a study to determine the scope and viability of a new building. Many repairs could be done, but it is expensive. The current estimate for the HVAC is around \$34K, higher than anticipated. Kate noted that this would not be a wasted expense because the building will have some use if there is a new police station.

3. DPW

Gary Davis said the location of the salt shed is not the best. Thinks it would have been best to build larger one where the current shed is. Will explore other options. Perhaps a building beside the current salt shed. Jerry asked if it would be useful that way, Gary said it would be fine if they were side by side. The paving related to the new septic is a priority. Gary tried to get pricing, waiting to hear back from one company. Jerry asked if the area where the fuel tanks should be paved, Gary said it would make sense, once the new trailer is in place They have done more work to prepare the site for the trailer. After paving, they have some heat issues with the back portion of the building. The current heating units are working, but inspections show that there are problems with one of the units, both units are the same age. Steve Bastek has two quotes to replace the heaters. They are about the same price, around \$13-14K. In the middle of the building, a floor trench needs to be modified and repaired so the water exits the building as it was originally designed. There is a leak at the first bay in the garage. Jerry believes MFC has the funds to do the heating units. Jerry asked about the maintenance area ventilation. Gary said it needs to be done, but not the highest priority. Bill asked if there was other work to be done in the repair bay. Gary believes the other work should be done first to be better informed to address the ventilation area. Bill asked about pumps on the fuel tanks, should we start planning to replace them? Perhaps the tanks should be replaced as well. Gary agreed that they probably should be replaced within two years.

Priority order per Gary Davis:

1. Heating units
2. Salt Shed
3. Paving
4. Floor retrenching
5. Roof

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6. Replace pumps on the fuel tanks
7. Ventilation for repair bay

New trailer should be delivered in a couple weeks. Jerry asked about site prep. Scott seems to think the site is ready. A wheelchair ramp is being brought in with the new trailer.

#### 4. Budget/warrant article for FY22

MFC will need to make a presentation to FinCom in two weeks. Jerry sent spreadsheet for consideration. Rob Fortado believes the elevator estimate is low, other elements (wiring, etc) will take the estimate to about \$125K. Rob and Steve are looking at all of the elevators in town. Most are close to end of life. Current regulations increase the scope of the job and costs. Scott noted that we should add annual inflation increase to each project estimate as costs never go down and projects are scheduled to be done over three years. Rob and Steve are presenting at Select Board meeting tomorrow night. They will work to group project for savings. Kate Reid noted that pushing projects off does not necessarily save money. Some of these projects will happen two or three years after the warrant is approved. We should discuss the funds borrowed, to give authorization back to town. Jerry noted that the funds were never borrowed.

- Jerry asked each department to send him their physical plant needs for the upcoming warrant, due to him today. He has not heard from anyone.
- Jerry asked if we should do the elevators in the next fiscal year. Rob agrees that they are close to the end of life and we are on 'borrowed time'. Might be best for continuity of service to get bid for all projects over several years. Jerry will speak with our FinCom rep to review how such a plan would be written for the warrant.
- Jerry will add items shared by Gary at the beginning of this meeting.
- Bill believes the Town Hall rooftop unit can be put off until 2022, after the roof replacement.
- Rob would like to see the MFC support doing the roofs in a similar way to the proposal for the elevators. One contractor handles all the roofs over a number of years. Kate thinks this should be a policy discussion with FinCom. We need to be able to do jobs correctly rather than piecemeal.
- Bill noted that the Gleason Library is not on the list, which also means we need to put the ventilation unit back. Jerry noted that the roof is covered under the FY21 warrant.
- Steve had contractor out for library rooftop unit. They will not do a design work free. He will need to pay an engineering company to do the design. HVAC study in 2019 was \$13K. That was a large study for the entire facility, much more than Gleason. So this study would be around \$5K. Jerry noted that we will also need some estimates for the roof. We would need all this design work to put the library roof project out to bid.

Kate made a motion to authorize an engineering study for the purpose of replacing the air handling unit at Gleason Library, not to exceed \$15K, Steve Hinton Second. Roll-call vote; Steve Hinton -aye, Christine Lear -aye, Jerry Lerman -aye, Kate Reid -aye, Scott Simpson-aye.

Jerry made a motion to authorize design study for the library roofing not to exceed \$15K. Steve Hinton seconded the motion. Roll-call vote; Steve Hinton -aye, Christine Lear -aye, Jerry Lerman -aye, Kate Reid -aye, Scott Simpson-aye

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5. Facilities Manager's report

Town Hall attic is full of documents, which is a fire hazard and should not be there. Kate is working on a policy that would result in these documents being removed and destroyed.

- Lots of issue with power interruptions at Highland. Steve B., had to go to there 3-4 times because the power keeps going out and he needs to reset the heat and alarm systems. Rob noted that the power blips have caused resetting issues at the school too. Jerry asked if Rob receives an alert; he does. It takes him a while to see what needs to be reset, and then reset things. Bill asked if Rob could let Steve know when this happens to help Steve know that other town buildings (Highland in particular) may need to be checked. Jerry asked if there was anything we could do to help Steve. Perhaps a wifi connection with a sensor in Highland that would alert Steve via text or email?
- Steve B. has ordered a surge protector device for Town Hall. Waiting to hear from the power company to schedule installation.
- Gleason Library has had ice dams on the slate roof and water leaked into the building. Multiple roofers came out, one fixed broken slate tiles.
- Met with HVAC contractor for DPW units. Steve sent the bids to committee members. Jerry asked if a contractor did a design for a project in town, and then the project went out to bid, is that contractor allowed to bid? Rob clarified that it is generally two different companies that do the study and the work.
- Steve changed filters at Highland; they were very dirty.
- Steve gave Tim Goddard the RFP for the Gleason Library chiller so it can be put out to bid.
- Visited Benfield Farms with Building Inspector. There were issues with heat and water. A resident opened sliding glass doors during a storm. Caused lots of water damage in common areas. They have heat issues as well.

School Report

- No power blips last night
- Doing an assessment for staffing in Physical Plant
- Want to be sure they have staff to provide for COVID precautions if they are in play next year. Jerry asked what the COVID impact is on the school. Rob said it is about 12 person hours a day. Cares Act covered this until December 31, 2020. Unsure of new COVID funding. Christine asked if cleaning surfaces the way we are currently doing cleaning is necessary with new information about COVID spread. She feels it is a bit over the top. Need to wait and see if the protocol recommendations change. Filters requirements have increased which means the cost of the filters have increased. Once the system moves to a higher grade of filtration, it cannot go back to the previous level.

6. Select date/time for next meeting: 01/26/2021 at 8:00 am.

7. Scott Simpson made a motion to adjourn at 9:28 am, Steve Hinton seconded the motion. Roll-call vote; Steve Hinton -aye, Christine Lear -aye, Jerry Lerman -aye, Kate Reid -aye, Scott Simpson-aye