



Town of Carlisle

MASSACHUSETTS 01741

MUNICIPAL FACILITIES COMMITTEE

Minutes

Zoom Meeting

Thursday, January 19, 2023 10:00 a.m.

Members Present

Jerry Lerman, *Chair*, Bill Risso, *Vice Chair*, Steve Hinton, *School Committee Member*, Travis Snell, *Select Board member*, Steve Bastek (nonvoting), *Town Facilities Manager*, Stephen Conneaney (nonvoting), *Facilities Director, Carlisle Public School*

Others Present

Cynthia Sorn, *Reporter, Carlisle Mosquito*, Jennine Blum, *Administrative Assistant*

10:05 a.m. Jerry Lerman called the meeting to order.

Minutes Approval

Steve Hinton made a motion to approve the **December 15 and December 29, 2022** minutes.
All in favor (5 to 0).

Facilities Managers Reports

Stephen Conneaney - School

- **Corey Building.** Long-standing heating issues. Blower motors are missing from three heaters. Four heaters have filters that haven't been changed in years. Power lines are disconnected to heater in lower Corey lobby stairwell.
- **Central receiving.** One outdated heater with a cracked heat exchanger will be replaced.
- **Wastewater treatment plant.** Steve B. helped with LED upgrade. The air quality is poor there, so the work is being done a little bit at a time.

Steve Bastek - Town

- **Library.**
 - **RTU and ductwork have been completed.** Steve B. has taken photos to document the ductwork before the ceiling is closed up.
 - **Electrical wiring issue.** Steve noticed that the wires used were undersized and need to be replaced at cost to Guardian Energy Management Solutions. The wiring had been signed off by electrical inspector. It was acknowledged that Steve B.'s onsite presence at these types of projects is very important.
 - **Project completion delay.** The BACnet card required for the RTU is on backorder and won't be available for six to eight weeks. Without the BACnet card, the RTU won't be

connected to the BMS and won't be fully functioning. After some discussion about workarounds, the MFC decided not to formally accept the project as completed and withhold the last payment until the card arrives and it can be verified that the system is fully functioning.

- **PFAS system.** The installation has been put on hold for a couple of months because the cost exceeded \$10,000 (by \$7,000) and it must go out for public bid. Ryan is working on an RFQ. In the meantime, the library will continue to use bottled water.
- **Police Station ramp project.** Kneeland Construction Corp. expects the ramp will be installed during the third week in February. They should have the fabrication schedule by the middle of next week. No onsite work has been done yet.
- **Wastewater treatment.** Worked with Stephen C. at wastewater treatment plant to upgrade lighting to LED. A service call was made for an HVAC problem with the actuators. Upon inspection, Steve noticed that the ignitor and flame sensor should be replaced as well. Stephen C. added that the parts are original (24 years old).
- **Server Room.** Light fixed.
- **Other school projects.** Created stock list for upcoming projects.
- **Highland Building.** No issues.
- **Brick Building.** It was noted that the old heating system will need to be replaced.
- **Town Hall.** Still getting random alarms from the HVAC system but haven't found anything to be a problem through BMS. Steve B. indicated that three to four alarms aren't indicative of a problem typically, but 20 alarms are.

Review of Town-wide Capital Project Spread Sheet (draft)

- Comments on project quotes
 - Project quotes seem high, in some cases double.
 - Pricing is very conservative – better to be over than under at this point in planning.
- Projects to be added to the list
 - Library utility room expansion
 - Library wood windows repair and painting
 - A contractor recommended that the windows and trim be removed and taken offsite to fully restore them to original specs, and then reinstall them. Stephen C. reported that the quote was \$68,000. Given the cost, this project should probably be on the Capital Projects list.
- Library fan coil units need to be replaced.
- School phone system: verify projected costs. Belief is that it may cost quite a bit more.
- Wilkins Building window replacement
 - It was noted that previously it was decided not to replace windows because by the time payback is reached, the windows would be obsolete.
- Robbins Building windows are perhaps worse than the Wilkins windows because there is no insulation at all. It's important to consider the reason for replacing windows – energy savings, comfort or functionality. It's very difficult to get payback energywise, but with the cost of energy going up, it might be worth it.
- Library HVAC system upgrades don't have a price on the spreadsheet but it's about \$99,000.
- Corey Building refrigerator units are 30-35 years old. Should figure out what is obsolete.

Library

- **Roof project.** A letter has been sent to Capeway Roofing and the legalities have been taken care of. Work is expected to begin in the spring. There will be a meeting between the town and Capeway to go over the plans. No date has been set yet.

- **Utility room expansion.** Waiting to hear from Schwartz Silver about putting that out for bid.

DPW Sprinkler System

This project will wait till the “house doctor” has been hired to help us deal with various projects needing engineering and designing assistance. This project will be posted and quotes will be due the first week of February.

Other New Business

Earth Day, April 22. A request was received for the MFC to participate in Earth Day. Jerry will get more information and, in the meantime, asked members to give some thought to what the MFC might do.

Annual Town Report. The Annual Town Report is due on March 20th. The draft of the MFC contribution to the report will be discussed at the next meeting.

Wastewater Treatment System Plant. The deadline to submit WWTP plans to the Department of Environmental Protection (DEP) is fast approaching. Engineers are determining what needs to be replaced to extend its life by 20 years.

Main lobby door project. A quote for \$17,979 was received for installing new doors in the main lobby that would swing in the opposite direction of the existing doors. Stephen C. contacted the school’s door vendor about swapping the position of the existing doors to achieve the same result and received a much lower quote of \$2150. The project will be completed next week.

Community Input

Cynthia Sorn asked if the Historical Commission should be involved with the library window project and if there were grants available to fund this project. It was agreed that the involvement of the Historical Commission made sense.

The MFC supported Jennine Blum’s suggestion to pursue CPA funds to cover the costs of the library window restoration project.

Next Meeting

Thursday, February 2, 2023, 9:00 a.m.

Adjournment at 10:56 a.m.

Steve Hinton made the motion to adjourn the meeting. Carrie Patel seconded.
All in favor (5 to 0).

Documents Submitted

- Long-range Capital Plan (draft) spreadsheet provided by Ryan McLane