



Town of Carlisle

MASSACHUSETTS 01741

MUNICIPAL FACILITIES COMMITTEE

Minutes

Zoom Meeting

Thursday, February 2, 2023 9:00 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*

Staff Present

Ryan McLane, *Town Administrator*, Jennine Blum, *Administrative Assistant*

Others Present

Cynthia Sorn, *Reporter, Carlisle Mosquito*, John Lavery, *resident*

9:00 a.m. Jerry Lerman called the meeting to order.

Minutes Approval

January 19, 2023 minutes will be approved at the next meeting.

Reports

Stephen Conneaney - School

- **Building preparation for cold temperatures (-10 F±).** Stephen C. is making sure the building envelopes are sealed and heaters are functioning.
- **Generator is down.** Inaccurate readings are being received at the back end of the generator, which had recently been repaired. A rental generator will be delivered today. Although not absolutely sure, it's suspected that rodents are chewing on the wire insulation which now contain soy rather than petroleum. The warm generator cabinet is very attractive to the rodents. One hundred or more snap traps aren't taking care of the problem. Pesticide use is prohibited because of the wells. Sticky traps are inhumane. Will try moth balls next.

Steve Bastek - Town

- **Library**
 - Guardian Energy Management Solutions is hoping to get the electrical and HVAC inspections done today. Guardian is busy labeling the system parts and wires at Steve's suggestion because he felt the system wouldn't pass inspection without proper labeling.

- Yesterday, Steve B. asked Guardian to wait 24 hours after powering up the system to let the oil heat up (as instructed in the documentation) before starting up the unit.
- Steve B. will work with Josh today to get the basics going for the boiler.
- Steve B. was able to login to the BMS from Town Hall and will try logging in from the library.
- It will take a day with Bill Risso and Martha Feeney-Patten to make sure all the accessible points are working. Testing cannot include the upstairs without the BACnet card for the RTU.
- The BACnet card may be available in two weeks or could take as long as six weeks. Steve mentioned to Guardian that at least 10% of the payment will be held back until the BACnet card is installed and the system is fully functioning.
- Steve B. needs approval to proceed with Simplex so he can include the new duct smoke detectors in the system and get them programmed into the main fire alarm panel. The \$11,000 bid can be exempt from the bidding process providing there is proof it is sole procurement. Steve B. will reach out to Simplex to provide the necessary letter.
- **Town Hall**
 - A water valve was replaced so the water won't need to be shut off in the building when the UV filter is changed.
- **Prep for the cold weather**
 - Regarding the library, Steve B. will speak with Martha about leaving the doors open upstairs in faucet area to keep that area warm.
 - Steve B. has checked the water pressure in Town Hall and made sure everything is working. He'll check the Brick Building and will change the filters at the Highland because the furnace will be running nonstop.
- **Stretch code.** Steve B. has been attending continuing education on the stretch code changes.

Annual report

Jerry will prepare and send a draft of the annual report for the members to review before the next meeting. Jerry requested that members send him comments before the next meeting on February 2.

Library

Roof project. Contract documents have been signed and a timeline will be requested and passed along to the MFC.

Wood window restoration. The complete restoration of the wood windows was discussed at the recent January 23rd Community Preservation Committee meeting. One quote was received by Stephen C. for \$68,000. While it was too late to submit a new application, CPC members agreed that they should try to roll this project into the application that has already been submitted by the library for the interior renovation. Follow-up and preparation should be completed before the next CPC meeting on February 27th. Jerry will follow up with the library contacts, and Jennine will follow up with CPC Chair, Drew McMorrow.

PFAS. Ryan McLane put together a bid package for Martha. The bid package will be sent to another vendor that SWSS works with, and it will be sent to a third vendor as well. SWSS gave permission to Ryan to use their scope of work document to craft the RFQs. Any quote that deviates from the SWSS design which was approved by Mass DEP should at least be equivalent or be approved.

Police Station Ramp

Jerry suggested one payment be made and the other two be held back until materials start arriving at the police station. Jennine will submit the first request for payment today. This was discussed with Ryan and approved.

DPW Sprinkler System

This project is expected to be handled by the House Doctors (see below).

House Doctors

Ryan has put together RFPs for House Doctors that will provide the town with engineering services. The RFPs were sent to about 30 firms on February 1, and they were duly advertised. Requests for qualifications will come in March 1. After March 1, a Design Selection Committee will be needed to evaluate the firms and make their recommendations to the MFC and Select Board. Bill Risso and Steve Hinton volunteered to serve on the committee.

Requests for qualifications were put out for four different disciplines hoping to get one or two contractors per discipline to provide on-call services. This will replace the need to procure each design function for each project as services will have already been procured. This arrangement will speed the design process up for smaller projects and help us move forward more quickly. There will still be a competitive aspect to this arrangement. If it's decided that the procured House Doctor services don't meet the town's needs, the project can still be put out for competitive bid.

The discipline groups will include building envelope consultant and architect, civil engineering, landscape architect, and mechanical engineering, plumbing and fire protection (MEPFP). Each one of these groups will have contractors they work with that the town can use under their procurement which will help reduce costs.

Library Utility/Mechanical Room Expansion

It was agreed that the PFAS system will fit in the existing room, although it will be tight. The space will need to be expanded and reconfigured for the fan coil project. At that time, the electrical, mechanical and water can all be separated and made OSHA compliant. It was noted that this would be done in conjunction with the library interior renovation project.

MFC Role During Pilot Program

Travis encouraged the MFC to move away from the oversight of day-to-day maintenance at the biweekly meetings and focus more on strategy and thoughtful planning as discussed at the onset of the pilot program. The MFC is also responsible for prioritizing, developing, and implementing both short- and long-term maintenance and capital plans. He pointed out that money has been allocated and the bigger picture work needs to get done. He asked the committee to think about how the new MFC charter fits with the committee.

Members were urged to give this some thought and be prepared to have a detailed discussion about how to move things in this direction at the next meeting.

Community Input

Regarding the police station ramp, John Lavery asked if the chosen ramp location would conflict with the TBA plan, in particular with the front exit. The MFC stated that the solution recommended will be one that modifies the existing police station and whether it's the TBA plan or something else hasn't

been determined. In discussions, the police chief stated that if the exit had to be from the squad room instead of the stairwell, that would be all right, even with the new codes.

John asked when the capacity of the salt shed would be expanded. The MFC indicated that they will take his comment into consideration but didn't feel they could address this issue at this meeting and perhaps it could be added to the agenda along with the shed roof for the long-term planning discussion at the next meeting. It was expressed that these projects are likely to be handled by the House Doctors.

John expressed safety concerns about the DPW employees sleeping in the loft during extended hours during snowstorms. Travis suggested John call the Town Administrator with this concern and questions and thanked him for his input.

Other Business

Travis notified the MFC that Gary Davis has resigned and that he'll be retiring.

Next Meeting

Thursday, February 16, 2023, 9:00 a.m.

Adjournment at 10:06 a.m.

Travis Snell moved the motion to adjourn the meeting. Steve Hinton seconded.
All in favor (5 to 0).

Documents Submitted

None