

## Municipal Facilities Committee

Minutes of 02/05/2019 Meeting

Submitted by Steve Hinton

Attendees: Jerry Lerman, Josh Kablotsky, John Lavery, and Steve Hinton

Also present: Tom Smith (FinCom)

The meeting was called to order at approximately 8:03 AM.

On motion by Steve / Josh, the minutes for 1/29/2019 were unanimously approved as amended.

Jerry reported that the recently hired Facility Manager, Steve Bastek's, official start date is 2/12/2019. The group discussed a draft list of initial duties for the Facility Manager position (**attached**). There was general agreement that the proposed list was sufficient to start and that the list should be refined after six months of experience.

Jerry presented a XLS tabulation of a draft MFC proposed FY20 project funding request to FinCom for the group review. After considerable discussion, the amount for the Fire Dept generator tank removal amount was reduced from \$50K to \$25K. Jerry will forward the correct list to FinCom per MFC previous commitments.

Steve reported that the DPW survey and wetland delineation for the master site plan had been contracted and would be underway shortly.

The group took up the status of the previous Fire Dept tank removal's environmental follow-up. The notification letter has been sent. Samples for the IRA submittal must be filed no later than March 1<sup>st</sup>. Core boring and presumably water samples are scheduled to be collected next week. Until those test results are available, an assessment of the Town liability can't be forecast.

John reported that the contract for B&W to investigate the floor drains will cost \$2,250 and asked that Tim be notified to let the contract. B&W will have Roto-Rooter locate and inspect the drain passages. An engineer will observe and prepare the report. As to the integrity of the drain system, B&W is not confident an absolute determination can be made.

John reported the cost to prepare a UST removal plan for the generator fuel tank would be \$1900. On motion by John/Josh, MFC voted unanimously to expend not to exceed \$2,000 for said `plan` with \$ coming from MFC FY19 department funds to extent available and supplemented from FY19 warrant dollars.

John reported that TBA had finally received the executed contract for the police station renovation and was proceeding with 'inside analyses. John received a communication asking for a formal infrastructure plan with wetland delineation before proceeding with any 'outside' study. After considerable discussion about when it would be appropriate to undertake such a survey given that a full site plan and wetland delineation were available, the group requested John convey that TBA should use the existing plans for the `feasibility` phase of work. John agreed to follow-up.

Josh reported that the elevator at the school has broken, is subject to repair, and that more information regarding the extent of repairs would be forthcoming.

Jerry distributed a draft template (**attached**) for a weekly status report for discussion at the next meeting.

Next regular business meeting will be at 2/12/2019 at 8:00 AM.

Meeting adjourned at 9:08 AM.

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**Attachments follow:**

**Responsibilities of Carlisle Facilities Manager  
Jan 15, 2019**

- 1) Attend meetings of the Municipal Facilities Committee (MFC). Present ideas on projects and priorities.
- 2) Go through the list of projects provided by the MFC.
  - a) If necessary, examine the project to clarify or add detail to the description so that it is specific enough for a contractor to estimate the cost
  - b) Depending on the amount of the project, either find an appropriate contractor or request bids from several contractors
  - c) If the bid amount is less than or equal to the budgeted amount, proceed with the project
  - d) If the bid amount exceeds the budgeted amount, request approval from the MFC for the added expense.
  - e) If a contract is required, request contract language from Town Administrator.
  - f) If a contract must be signed, present it to Town Administrator.
- 3) Oversee each project in progress to ensure that the work is completed as specified and with good quality.
- 4) Each week, prepare a status report for the MFC. For each project, it should show
  - a) Name of project
  - b) Date started
  - c) Expected completion date
  - d) Name of contractor
  - e) Dollar amount of project
  - f) Actual completion date
  - g) Deviations from on-time and on-budget
  - h) For larger projects (over \$10,000), make sure proper documentation is filed, e.g. As Built documents.
- 5) In the course of overseeing projects or visiting Town buildings, if any structural deficiencies or maintenance problems are noticed, bring them to the attention of the MFC.
- 6) Meet with Town Administrator as needed for purchasing, contractor bidding, contract signing.
- 7) Compile and maintain an inventory of building systems
- 8) In conjunction with MFC, develop long-term plan for building maintenance.

FY20 for FinCom_v2.xlsx [Read-Only] - Microsoft Excel									
MFC projects for FY20									
1									
2									
3									
4	<b>Police station</b>								
5	Domestic Hot Water mixing valves						\$1,400	Improve performance and energy efficiency	
6							<b>Total:</b>	<b>\$1,400</b>	
7	<b>Fire Station</b>								
8	Remove underground fuel tank for generator						\$50,000	Mandated by state law	
9							<b>Total:</b>	<b>\$50,000</b>	
10									
11	<b>DPW</b>								
12	Replace salt shed						\$120,000	New bow shed building with 50% more storage capacity	
13	Trailer for office/accessibility/break needs						\$120,000	Move user space out of barn into new accessible trailer with more space and up to safety code	
14	New Septic System						\$50,000	Trailer will need to hookup to septic. Old system is in failure.	
15							<b>Total:</b>	<b>\$290,000</b>	
16									
17							<b>Total for all projects:</b>	<b>\$341,400</b>	
18							<b>Contingency for all projects (15%):</b>	<b>\$51,210</b>	
19							<b>Grand total with contingency:</b>	<b>\$392,610</b>	
20									
21									
22	<b>Police Station Renovation</b>								
23	Reconfigure sally port, garage and booking area						\$207,570	Reconfigure sally port, garage and booking area to enhance safety and security	
24	Reconfigure public entry & secure perimeter						\$405,900	Reconfigure entry to enhance public access and officer safety	
25	Project Management for renovation						\$92,021		
26							<b>Total for Police Station Renovation:</b>	<b>\$705,491</b>	
27									
28									
29									

Project	Budgeted Amt	Contractor	Contract amount	Start Date	Done Date	Comments
<b>Town Hall</b>						Underway
Replace/repair exterior wall/clapboard, insulation, eave, soffit, fascia, gas main lean-to, weather and draft proofing	\$19,277					
Heat cables to prevent ice dams	\$10,000					Completed
<b>Fire Station</b>						
Reconfigure roof drainage discharge	\$4,000					
Repair - basement wall spalling, block	\$1,500					
Repair - overhead door trim, seals	\$5,250					
Paint, Caulk, Repair - exterior doors, trim, block, retaining wall	\$5,098					
Replace - Carpet	\$4,447					
Expand or Upgrade - fire alarm system	\$2,500					
Remove or Address - underground fuel tanks	\$10,000					Underway
Trailer for Growth/Accessability	\$120,000					
<b>Police Station</b>						
Repair - cracking and corrosion in foundation wall	\$1,500					
Reconfigure - roof drainage	\$6,724					
Paint, Caulk, Repair, Replace - exterior doors, trim, windows, clapboard, screens	\$9,636					
Repair - air conditioning	\$1,000					
Replace - fan coil unit AC to handle E911	\$7,500					
Reconfigure - accessible parking and route to entry	\$2,500					Part of PS renovation project
Design - reconfigured sally port, garage, booking area	\$27,833					Underway
Design - reconfigured public entry and secure perimeter	\$54,428					Underway