



Town of Carlisle

MASSACHUSETTS 01741

MUNICIPAL FACILITIES COMMITTEE

Minutes

Zoom Meeting

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

Members Present

Jerry Lerman, *Chair*, Bill Risso, *Vice Chair*, Steve Hinton, Carrie Patel, *School Committee Member*, Steve Bastek (nonvoting), *Town Facilities Manager*

Members Missing

Travis Snell, *Select Board member*, Stephen Conneaney (nonvoting), *Facilities Director*, Carlisle Public School

Staff Present

Ryan McLane, *Town Administrator*, Scott Triola, *Finance Committee member*, 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 approved. All in favor (4 to 0).

MFC Role Transition: Facility Managers Reporting

Following up on the February 2nd meeting discussion about transitioning to more a strategic and planning role, the MFC discussed changes to the day-to-day maintenance reporting during the biweekly MFC meetings by Stephen Conneaney and Steve Bastek.

It was decided that Stephen C. will submit biweekly facilities reports three days prior to each MFC meeting. The reports will include three sections: 1) a summary of preventative and on-call maintenance performed during the preceding two-week period, 2) summary of major projects and 3) things the MFC should know, and things Steve B. and Stephen C. need to know.

Stephen C., who serves as the work order database administrator, is currently adding municipal building rooms to the database in order to generate the bi-weekly municipal facilities reports in addition to the school facilities reports.

Facilities Managers Reports will remain as an item on the agenda in case Stephen C. or Steve B. want to discuss specific information with the members at any of the MFC meetings. Stephen C. and Steve B. are welcome to attend the meetings if they choose.

It was stressed that it's important to keep the lines of communication open and members encouraged Steve B. and Stephen C. to reach out when they need the members' insights, have questions, or need historical perspective.

Annual Report

The annual report was reviewed by the members in advance of the meeting. Suggestions made include:

- **MFC Charter:** include text describing recent changes.
- **Library RTU project:** include all change order costs for the BMS and heat pump. New total including these costs is \$135,388.
- **Library roof and ventilation project:** the initial design study and oversight of the process should also be included as part of the \$8,000 design cost.
- **DPW sprinkler system:** consider whether it should be included as a not yet completed project.

Library

RTU. BACnet card hasn't been delivered yet. Steve B. is looking for the requirements from the fire department so Fire Chief Bryan Sorrows can initiate sole procurement for proper fire protection. Jerry will follow up on that and provide the information to Steve B. and Bill.

PFAS. Jerry mentioned a news article that said the state is considering making the PFAS regulations more stringent than they currently are, and wondered what that would mean for the current remediation plans. Members speculated that it might mean more room will be needed for the utility/mechanical room expansion. Schwartz and Silver came out last week to look at what would be involved for the expansion. Drawings and specs are expected soon and the expectation is that the project would be ready to go out for bid in a couple of weeks.

Route to Sustainability – Debbie Bentley

Debbie Bentley, Chair of the Environmental Sustainability Committee, invited the MFC to participate in the event *Route to Sustainability* to be held on Earth Day, Saturday, April 22 between 10:00 a.m. and 2:00 p.m. in the town center. Debbie expressed that the MFC plays an important role in maintaining the municipal buildings. Environmentally conscious and sustainable practices and systems such as the Building Management System (BMS) can be highlighted at the event to inform residents. Perhaps the tradeoffs/conflict involved in being responsible stewards of both the town's financial resources as well as the environment can be discussed with residents. This might be a good opportunity to chat with residents to see what town's appetite is for doing things that are more sustainable, but more costly.

The MFC will have a table (and chairs) in the school parking lot under the solar array. Jerry, Bill and Jennine volunteered to work on this effort. Jerry and Bill will man the table and Jennine offered to create display materials/posters. Bill will check to see if the Wi-Fi is adequate in the parking lot for the BMS demo. Debbie added that it can also be an opportunity for the MFC to encourage people to volunteer for the town.

Facilities Report – Steve B.

Freezing weather. The only issue was at the Brick Building. The water pipe to the sink froze and burst. Water was shut off before it thawed and there was no damage other than to the wall which needed to be cut open in order to repair the pipe.

Library RTU and ductwork project. Waiting for Guardian Energy Management Solutions to fully test all system functions, work out any bugs and provide training for the new BMS. Steve B. expects there will be additional bugs to be worked out during the first year of operation.

Wastewater Treatment Plant. Continuing to work on replacing lighting there with LEDs.

School maintenance list. Continuing to work on list with Stephen C.

Police Station Ramp Project

Clarification was provided concerning the payment and timing of payment for each of the three applications for payment submitted by Kneeland as well as the contract terms. Ryan is communicating with Kneeland and continuing to sort out the process. Application No. 1 for Payment has been scheduled to be paid.

Other New Business

Plans will be made for the MFC to attend a Fin Com meeting, most likely in March.

Community Input

John Lavery requested that the salt shed be put on the agenda for the next meeting as it's still an outstanding issue. Jerry reiterated that the salt shed is one of several projects that will benefit greatly from the retainer arrangement with the House Doctors, and it will be dealt with then. John recalled the ongoing health and safety issues with the DPW trailer and loft and will follow up with Ryan. John suggested the novel idea of using the Highland Building to house a large water tank and water filtering system to provide water to some or all of the municipal buildings in the town center. John speculated that there would be significant cost savings with one filtered water source rather than multiple systems, especially with PFAS concerns.

Next Meeting

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

Adjournment at 10:00 a.m.

Steve Hinton moved the motion to adjourn the meeting. Bill Risso seconded.

All in favor (4 to 0).

Documents Submitted

None