

Town of Carlisle
Municipal Facilities Committee
Minutes
Virtual meeting
February 24, 2021 at 8:00AM

Present: J. Lerman, J. Lavery, S. Simpson, S. Hinton, K. Reid
Visitors: W. Risso, C. Sorn

Minutes for the 2/2/21 meeting were approved by roll call vote: Reid, Lerman, Hinton, Simpson, aye and Lavery abstain.

Police station contract for HVAC modules signed and returned. Looking for schedule. Otherwise, everything geared up and underway.

DPW trailer. Gary emptying old trailer, then new one will be delivered on Friday 2/26/21. Ready to be electrified but ground too frozen to put in water. Contract signed for replacement heaters, order placed for equipment. Waiting for parts—backlog for everything because of COVID.

Bids for library chiller due on Thursday. None yet but they typically come in last day. Info for roof and air handler study: have two quotes for air handler study, plus another request for a tour, so there's interest in it.

Jerry writing annual town report, compendium of projects started and completed will send it out for review.

Process—Scott pointed out we have gotten off track of trying to put together a schedule of maintenance. We were going to make an inventory of buildings and putting systems list of where they are in life cycle and when to expect their needing to be replaced and how we finance that. The way we've been doing it is each year we have a warrant article with less than what we really need then prioritizing. Another way would be to have a reserve fund so we have a bank account that we could draw on when projects become necessary. There should be a pot of money available to facilities manager for small projects that don't have to be discussed and voted on by committee. Eg \$5K facilities manager could initiate and spend, between \$5K & \$50K committee would authorize and over \$50K need approval by select board. Long term goal is for facilities to act like a board of directors and set policy vs being involved in day to day management.

Rob Fortado commented: Typically guidelines require \$10K and over need 3 quotes. If facility manager can make decisions for those, would definitely speed things up. Projects over \$50K needs to go out to bid. When projects are over \$150K there are more stipulations such as engineering and architectural services. Lavery offered we should mimic purchasing guidelines. Fortado described his fiscal process, sometimes has to move things around to make things stay in balance.

Town of Carlisle
Municipal Facilities Committee
Minutes
Virtual meeting
February 24, 2021 at 8:00AM

Currently we have warrant articles with 3 year time limit. Another way to do it is to have a reserve account. Money would be transferred from the reserve account to other accounts by FinCom either at beginning or during year if big unexpected project comes up. If there is a yearly maintenance account, at end of the year, unspent money would go back into free cash— no easy way to have money roll from year to year. Steve needs operational budget.

Scott feels it takes too long to identify a big capital issue, go to FinCom, go to Town Meeting, get design, get bids, costs us too much money because of length of process. Steve H. thinks we could use the model of the conservation fund. Pot of money that never goes away that ConsCom can vote to use for a list of specific things. Way it functions addresses holding onto funds like a savings account and would only take a vote of MFC to withdraw the money.

John sees tension around projects that are not maintenance but a something like a new building where we are talking about millions of dollars. Scott clarified that we would not be including any capital project, only maintenance projects would be covered.

Steve Bastek:

Library looks in pretty good shape, no ice dams; earlier repairs are holding. Got away with inexpensive fix for time being. There have been site visits for library chiller; hoping for multiple bids.

BMS issues at Town Hall continue. Repairs made a difference but “more we look the more we find”. It’s a time consuming process to dig into software bugs. Waiting for date from power company to disconnect Town Hall power so that surge protector can be installed.

Highland -- had to go in Saturday because lost power and had to reset fire panel and shoveling to get access to bldg. COA wants to move equipment out of Highland into shed at town hall. They want to remove existing shed and put in larger one to store COA stuff as well as Town Hall’s stuff. May not be able to do that because need access to well head.

School – Rob F reported that during February vacation they had full fire alarm test done and got interface going so every building is in coordination. Got filtration system drained from elevator leak. Backwashed and sanitized tanks. Subsequently tested and found with elevated manganese and iron but also in raw water. Going through daily well flush every day. Will do another round of sampling to see if that flushed it out of system. Now on bottled water order by DEP to determine cause of manganese level of well. Also looking into point of entry filtration in kitchen, instead of bottled water. Hope it doesn’t mean drilling new well for the school. Underscored past practices of letting things go too long have far reaching consequences.

Next meeting March 10.

Town of Carlisle
Municipal Facilities Committee
Minutes
Virtual meeting
February 24, 2021 at 8:00AM

Adjourned 9:07