

Town of Carlisle
Municipal Facilities Committee
Minutes

Virtual meeting
Wednesday 03/10/21 at 8:00AM

In attendance: Steve Hinton, John Lavery, Christine Lear, Jerry Lerman, Kate Reid (until 9:15), Scott Simpson
Guests: Steve Bastek (Town Facility Manager), John Fisher (Police Chief), Rob Fortado (School Facilities Manager), Bill Risso, Cynthia Sorn (Carlisle Mosquito)

Meeting called to order at 8:02.

- 1) Scott Simpson made a motion to accept the minutes of February. 24, 2021, Christine Lear seconded the motion. Roll-call vote; Steve Hinton - aye, John Lavery -aye, Christine Lear -aye, Jerry Lerman -aye, Scott Simpson-aye
- 2) Police Station
 - a) Contract for the HVAC with Davidson has been signed. They will begin with air flow measurements today and will create a schedule for the remainder of the project.
- 3) DPW
 - a) New Trailer - Trailer is in place at the DPW. Scott met with Steve Bastek and Gary Davis at the site. The new trailer is in the space that the old trailer was in. The handicap ramp needs to be installed. They will try to do the ramp in a way that will not require moving the trailer. Steve Bastek was at the site with the plumber. Electrical is already installed, so it would not be good to move the trailer. Heat is also working as it is electric. The space for the ramp is tight. Scott has a sketch that will work for the ramp. John Lavery noted that Rob Fortado once mentioned he had extra ramp sections. Scott will take a look at them. Rob will see if he can find a photo of the ramp when it was installed at the school. He'll send them to Scott and Steve. Steve asked if he should hold off on the plumbing until the ramp is done. Jerry said that would be best. The skirt will be installed after the plumbing is connected.
 - b) Heaters for the barn - parts will be in on Thursday, trying to schedule install next week.
 - c) Paving around manhole covers. Steve spoke with Gary and Gary wants more asphalt near the trailer. So he would like to wait until the trailer is installed to do any paving.
- 4) Library
 - a) RFP for chiller: bids due on 3/10/21 @ 10AM - Had to extend bid time until this Friday. Steve Bastek has walked a couple contractors through the site. We will meet next week to review bids rather than waiting two weeks.
 - b) Engineering study for roof
 - i) Jozokos Architecture: \$5,500
 - c) Engineering study for air handler - two current bids, Steve Bastek is anticipating additional bids. He was asked by a contractor if project will be FM insured. Scott said it is not uncommon in the industry, but doesn't know if it is necessary. FM insurance requires a plan that must be followed. John Lavery said FM insurance is performance based testing for the design to assure that the project will work. Additional contractors have been scheduled to come out this week to scope out the project.

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- i) MTE Engineering: \$6,400
- ii) Allied engineering: \$8,000

5) Discuss memo to FinCom and Select Board

- . Suggestion that MFC have a fund that allows for costs beyond what is budgeted in individual department budgets to complete work that exceeds projected expenses.
- . John Lavery asked Rob Fortado about how he handles his budget, both creating and managing throughout the year. Rob has not had problem where he hasn't been able to pay for the school's needs. Although he usually manages this through sharing funds from different line items.
- . Long discussion around making a town maintenance comprised of all current department budgets.
- . Suggestion to allow Town Facilities Manager to spend up to \$1000 of a budget as long as it doesn't go over a department's budget.
- . Making one town maintenance budget is a goal that would require the Select Board direction. May not take place right away.
- . A special maintenance fund would be created for ongoing, larger maintenance projects.
- . Jerry is looking for clarification on the spending authorization. For example the Facilities Manager could spend up to X, up to Y with permission from the Municipal Facilities Committee, and up to Z with permission from Town Manager/FinCom/Select Board. Steve Hinton noted that the proposed X,Y, Z amounts in Jerry's draft memo to the Town were correct. Jerry clarified that the capital expenses should not be part of the purview of this committee. John Lavery suggested that capital items might be a part of this committee's purview, but not the Facility Manager's responsibility. This should be on the agenda for next week. Jerry suggested we also include custodial services on the next agenda. Rob feel this would be part of the maintenance budget. Over half of the school maintenance budget is custodial services, which includes staff.

6) Facilities Manager's report

a) Town

- . Highland Building - Had to reset alarms due to wind storm last week.
- . Town Hall - Trying to schedule a service call for surge protector installation at Town Hall. There is a long wait.
- . DPW - Electrical is done on trailer. Will hold off on plumbing until ramp is installed.
- . Police Station - will be at station with contractor while they measure air flow today.

b) Carlisle School

- . Water - still on bottled water. Still flushing well. Will inspect the well and pumps with camera in the next few weeks. The well is 380' deep. Maybe they drew the water too low last year to get rid of the gag system. Water is looking better.
- . Will have custodial study happening soon by an outside firm that specializes in custodial service studies.
- . Solar Panel Project - Rob and Tim Goddard spoke with Ameresco last week after student slipped and fell on ice. And a teacher's car was damaged by falling ice. Eversource is running 8 months behind in their projects. Charging station has been delivered to the site last week by Eversource. Ameresco doesn't believe there will be icing problems when system is up and running. Will look into gutters to prevent icicles from forming. Jerry asked where liability falls concerning the solar panels; with Ameresco or Carlisle? Rob will follow up. John Lavery suggested that it would be helpful to know if this was/is a design flaw. Kate Reid

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suggested calling Lincoln Sudbury High School to see if they have the same issues with their array. Rob will contact them.

- . Will begin early spring projects and activity area to set up.
- . May need a surge protector for school as the power outages require resetting of multiple systems within the facility.

7) Next meeting will be on Wednesday, March 17th at 8:00 am

8) Steve hinton made a motion to adjourn the meeting at 9:35, John Lavery seconded the motion. All in favor, roll call vote, Roll-call vote; Steve Hinton - aye, John Lavery -aye, Christine Lear -aye, Jerry Lerman -aye