



Town of Carlisle

MASSACHUSETTS 01741

MUNICIPAL FACILITIES COMMITTEE

Minutes

Zoom Meeting

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

Members Present

Jerry Lerman, *Chair*, Bill Risso, *Vice Chair*, Carrie Patel, *School Committee Member*, Steve Hinton

Member Absent

Travis Snell, *Select Board member*

Staff Present

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

Others Present

Cynthia Sorn, *Reporter, Carlisle Mosquito*

9:02 a.m. Jerry Lerman called the meeting to order.

Minutes Approval

March 2, 2023 minutes will be approved at the next meeting

Facilities Managers' Report Review - Comments

Library RTU project. Remaining work:

- Software work for the chiller
- BMS monitoring
- Validation and verification
- Change order for the BMS is at most 60-70% completed
- RTU will be close to 100% completed once the smoke detectors have been installed and tested

Report updates since March 13 provided by Ryan.

Police Station ADA ramp. Kneeland came today to deliver the materials, couldn't get into parking lot, and left. Not sure what the reason was although it might have had to do with the snowfall yesterday. Will work with them to figure out a solution.

"Fishbowl" office space in Town Hall lobby. Ryan met with SulMac Glass and Mirror for glass walls that will create the small meeting spaces in alcoves on either side of the entrance.

Ryan and Jon Metivier, Building Commissioner, are working with Davison to supply heat and ventilation in those spaces per the MFC's suggestion.

Town administrator notes edit. The LiRo Group, fire protection designers/engineers, was inadvertently omitted. The report has been updated.

Library Interior Renovation Project – to be rescheduled

Strategic Long-term Planning

The Select Board has approved the house doctors/on-call designers. For the list of on-call designers, see the Town Administrator's Notes in the Facilities Managers Report following these minutes.

The MFC established new priorities for the following projects and estimated costs:

1.	DPW	trailer sprinkler system	cost unknown
2.	DPW	repair bay - expansion and ventilation	cost unknown
3.	DPW	roof for garage (solar panels?)	\$200,000
5.	DPW	salt shed expansion	\$125,000
6.	TH	repair/paint exterior (complete project started in 2017)	\$80,000
7.	TH	replace RTU	\$125,000
8.	TH	replace roof and insulate	\$130,000
9.	LIB	upgrade fan coils and pumps (with BMS)	cost unknown
12.	LIB	pave parking lot	100,000
13.	TH	pave/modify parking lot	\$85,000
20.	LIB	recondition elevator	\$125,000
21.	TH	recondition elevator	\$125,000

This list will be provided to the on-call designers to address. Projects 1, 2 and 3 (trailer sprinkler system, repair bay expansion and ventilation, and the garage roof) are health and safety concerns and will be addressed first.

After much discussion about the complexity and concerns about the first three projects, Ryan suggested that designers and engineers be invited to the DPW to learn more about these projects. Those who want to take these projects on can provide proposals. The MFC will get different approaches to solving the problems – these projects call for creativity. The MFC members agreed that this was a good approach and will use their next meeting on March 30th to hold this gathering at the DPW.

Comments regarding other projects on the list

DPW: salt shed. The current DPW staff places it at a lower priority than other DPW projects. It's alright for now and they would rather deal with the garage roof where there is water intrusion.

Town Hall: repair and painting of exterior. This project, started in 2017, repaired the back wall of the building. Repair work included replacement of rotted wood and replacement of wet insulation. This work will be continued for the other exterior walls.

It was suggested that the exterior pipes be reinsulated as well because there has been water intrusion. It was recommended that the Facilities Managers handle this as maintenance rather than a capital project. A contractor who did similar work at the library was recommended for this work.

Town Hall: RTU. The issues (erroneous BMS errors when it rains) have existed for ten years and haven't gotten worse. The belief is that it's alright for now.

Town Hall: replace roof and insulate. It needs to be determined whether the roof membrane is leaking or not.

Library: upgrade fan coil and pumps. This would be done in conjunction with interior renovation.

Library: pave parking lot. Paving will be done after construction is completed.

Town Hall: pave/modify parking lot. Concerns were expressed about the impact the proposed parking studies for the police and fire stations might have on the MFC's plans/work on the Town Hall parking lot.

On March 28th the Select Board will define the scope of the parking studies. Ryan suggested that the MFC attend the meeting to provide recommendations and ask them to consider the MFC's concerns, including the request for cost estimates for additional parking spaces. Ryan asked the MFC to consider paying the additional cost of expanding the study scope to include Town Hall parking as well.

An MFC member expressed that the scope of the parking should look at the biggest picture possible – police and fire stations, Town Hall and the town center. Ryan explained that at this time, the goal is to find solutions for the police and fire stations using town-owned space sooner rather than later. Studying the full scope of parking issues would take some time and delay relief for the police and fire departments.

Library and Town Hall elevators. Both have been identified as being at the end of their expected life. Both have recently passed inspection and there are no issues at this point regarding safety or cost.

Bog House

A discussion of the Bog House will be included in the Select Board's April 11th meeting. Ryan invited the MFC to join the discussion – the MFC needs to be involved with this. The Conservation Commission has been invited too.

Members stressed that if the town is taking over the maintenance of the bog house, the responsibilities of the town and the tenant need to be made very clear and there needs to be a written lease.

Community Input – John Lavery

- Reminded the MFC that six bunks were requested for the trailer.
- The reconfiguration of the repair bay could create office space to free up office space currently in the trailer allowing for additional bunks.
- If the trailer office space is used for additional bunks, the water tank and pump would fit in the trailer. This would be less expensive than situating the tank and pump in the repair bay.
- The trailer bunk rooms can have direct egress, eliminating the need for a sprinkler system. An appeal can be filed with the state. The town might save \$100,000 for the cost of a few thousand for the appeal.
- If the tank and pump are located in the trailer, they can be deployed to another site later if circumstances change.
- Office space requirements included one space for DPW supervisor, one for an assistant, and a third for repair equipment information.
- The original plans included two trailers side by side rather than one. One was planned for offices, the other for living space including six bunks. The current office space in the DPW would have been used for storage.

- The furniture and sofas have been removed from the loft as of a couple of weeks ago.

Other Business

Library wood windows. Martha Feeney-Patten, GPL Director, mentioned to an MFC member that the wood library windows were worked on extensively ten years ago. They were scraped, painted, puttied, and caulked, so there is no need to worry about lead paint or doing extensive restoration work on them.

The MFC will have the windows puttied and repainted to preserve them for another ten years. New quotes will be obtained for the scaled back work. Recommended painters who have previously worked in Carlisle include RJ Forbes (police station) and JJ Supple (Brick Building).

PFAS standards. The federal government has issued substantially stricter standards than Massachusetts' standards. It was asked if the library PFAS is installed now, what recourse would there be when new standards go into effect. It's not known whether it would be grandfathered-in or if there would be federal or state money to update it. Members agreed it would be best to move ahead with the installation and upgrade later as it could take years for the federal government to roll out the new standards. It was noted that there may also be a new administration and things could change.

Library roof shingles and ridge vent samples. Samples that were presented to the Historical Commission in 2022 will be delivered to Town Hall for the Historical Commission so they can compare them to the new samples. Steve Hinton offered to attend the April 22nd Historical Commission meeting if needed to discuss new roofing shingle samples.

MFC voucher from Guardian.

The recent voucher from Guardian for the BMS for \$28,205 was discussed. The MFC stated that the work had not been completed as it didn't include the chiller and the related testing and verification. It was suggested that as much as 25% be held back until the system is fully commissioned.

Next Meeting

Thursday, March 30, 2023, 9:00 a.m. at the DPW

Adjournment at 10:19 a.m.

Steve Hinton made the motion to adjourn the meeting. Bill Risso seconded.
All in favor (4 to 0).

Documents Submitted

- Facilities Managers Report dated March 13, 2023, updated March 31, 2023



Municipal Facilities Report

March 13, 2023

(updated March 31, 2023)

Director Notes

- Working with Steve Bastek on emergency lighting and outdoor lighting issues. Need to wait for warmer weather before we can break ground to repair underground wire near the Plaza.
- The generator is back online and the rental has been removed. A wire within the alternator broke free and that is what caused the issue.
- Currently focusing on some burglar alarm issues in the Grant building.
- The DPW mechanic helped the school by performing some repairs on our pick-up truck related to the master cylinder and oil pan.
- Checking our snow equipment to get ready for Nor'easter coming tomorrow (03/14/23)

Corrective Maintenance and Preventative Maintenance

- 34 CM work orders completed in since the last MFC meeting as of (03/13/23)
- Maintenance Tech still working on HVAC filter & coil PMs 90% complete with internal

Project Updates

Library RTU Progress Report

- In duct smoke detector (for RTU) – required by the fire department
 - o Still awaiting parts delivery
- Bacnet Card – Allows us to see into RTU through BMS
 - o Installed and working correctly
 - o Final inspection waiting for smoke detector installation

Library Roof Progress Report

- We received submittals from Gale for the contract and bonds. This project is now ready to begin as scheduled.

Gleason Public Library Mechanical Room Progress Report

- Room expansion

- Schwartz Silver report still pending.
- PFAS Treatment System contract awarded and signed. Martha is coordinating with SWSS to schedule the system install.

Town Hall Updates

- Glass Walls – Contracting with Sulmac to install walls and doors for fishbowl rooms. Connected with Paul from Davison to discuss duct work to supply heat and ventilation to the rooms. The Building Commissioner is working with
- VOIP telephone installation contract signed. Expecting six weeks for install and removal of old lines. Should be operational by June 2023.

Police Department ADA Ramp

- Kneeland schedule delivery of materials to the Police Department on March 13th but cancelled and is now rescheduling the delivery.
- Materials will be stored on site (adjacent to building, not blocking parking)

DPW Fire Suppression System

- Pending design

School Project Updates

- Working with Jeremy from the town, we helped get the auditorium lamps changed out for the upcoming play utilizing our school lift.

Town Administrator Notes

- The House Doctor On-Call DSC recommended the following firms to serve as Carlisle’s primary designers for the next three years. These firms are pending Select Board approval on Tuesday, March 14, 2023. Thanks to Bill and Steve for their hard work on this committee.
 - Architecture
 - CSS
 - Gienapp
 - Liro
 - Building Envelope
 - Gale
 - Socotec
 - Civil Engineering
 - Gale
 - Nitsch
 - MEP/FP
 - BLW
 - GGD
 - The LiRo Group

- ***Design Priorities: With the designers now selected, we are looking for direction from the MFC on project priorities. Once identified, we can parcel out design work to ready projects for bid.***