

Town of Carlisle  
Municipal Facilities Committee  
Minutes  
Virtual meeting  
March. 17, 2021 8:00AM

In attendance: Steve Hinton, John Lavery, Christine Lear, Jerry Lerman, Kate Reid, Scott Simpson

Guests: Steve Bastek (Town Facility Manager), John Fisher (Police Chief) at 8:05, Rob Fortado (School Faculty Manager), Bill Risso, Jim O'Shea (School Superintendent), Cynthia Sorn (Carlisle Mosquito)

1. Meeting called to order at 8:00 am.

2. Library

- . RFP for chiller: bids now due on 3/10/21 @ 10AM. Guardian submitted lowest bid by just a bit. We must accept the lowest bid unless that bidder seems to be of concern. Muirfield has done work for Carlisle before, but their bid was much higher. Steve Bastek has been happy with Guardian's work in the past.
- . Steve Hinton moved that we accept the Guardian bid for \$56,033.46. Scott Simpson seconded the motion. No discussion. Roll call vote in favor: Lear aye, simpson aye, Hinton aye, Lavery aye, Lerman aye.
- . Jerry will let Tim Goddard know that we have voted to move forward with Guardian.
- . Engineering study for roof  
Jozokos Architecture: \$5,500
- . Engineering study for air handler - a few more companies came out to see the site last and this week. Two more companies are scheduled to come this week.  
MTE Engineering: \$6,400  
Allied engineering: \$8,000

3. Discuss memo to FinCom and SB

Thanks to John Lavery for bringing together some excellent information from previous town reports, pulling out the maintenance and custodial expenses. He will send a copy of the data to Cynthia Sorn. Jerry questioned that custodial services were included in the data. John used what has been included in other town facilities and maintenance departments. John understood that this might be what is in store for MFC long term.

Discussion about the purview and responsibilities of the MFC. What buildings and sites are under our care? Maintenance funding is allotted to individual departments, and there is funding to MFC. Should all this funding be in one bucket?

Looking at the purview of what may be, and the assumption that MFC will assume maintenance for all these spaces, the current staffing configuration will not be enough. Steve Bastek is only in three days a week. And we need a clearly defined list of what structures are under the MFC umbrella. All town buildings with list in appendix of including but not limited to...

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Jerry asked when the committee believes the school maintenance office should begin to officially oversee the town maintenance. Steve Hinton suggests 3-5 years. Steve Bastek has been tracking his efforts and when he has realized savings for the town. Between the four main buildings and Steve's budget there is about \$130K budgeted. Savings would be realized if it were one budget. But Steve Bastek cannot do this in three days a week. Perhaps there is an overall maintenance manager and then someone under them for the school and the town. This would have to be a new line item to staff maintenance appropriately. Jerry noted that FinCom may not favor this, adding a new position. Kate responded that we cannot answer the call for this department and not spend money to get it done.

Kate suggested that the Select Board would need to establish the MFC as a department and begin to clarify that maintenance budgets will be under the MFC umbrella.

Jerry asked if this memo should go before FinCom this week. Kate says sooner is better than later, even if we cannot include specific numbers.

4. Police Station

· HVAC project

The airflow study has been completed by Davison. We're waiting to get a schedule from them showing when the work will begin.

5. DPW

· New Trailer

Discussed the orientation of the handicap ramp. Steve B. stated that the position in Scott's previous drawing would result in water puddling at the entrance doors into the DPW barn. A new positioning was proposed. Scott will develop a new drawing and check with the building inspector to get his OK.

· Heaters

The new heating units have arrived. They can't be installed until one of the DPW trucks, which is currently dis-assembled in one of the bays, can be moved.

5. Facilities Manager's reports

Town - Steve Bastek

- Library - John Lavery asked what was in the Gleason Library maintenance budget last year at approximately \$44K. Which leads to an example of how one building represents the tracking needs for projects across the board. Some sort of 'School Dude' maintenance tracking software will be needed. Rob believes he could add buildings to School Dude and add Steve Bastek as a user/admin. This software would also track maintenance needs and can prompt tasks and reminders. If it is possible, Rob will add Steve. Lots of data entry is needed to make this software most effective.
- Town Hall

The Building Management System (BMS) in Town Hall had another glitch. Steve is working with the vendor to try to get the problems resolved.

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The surge protector is still waiting for a date from the power company before it can be installed.

Carlisle School - Rob Fortado

- Building - Walk through with custodial consultant will happen today. They will also visit Town Hall and the police department.

There was a problem with the boiler system causing the heat to turn off. It is being investigated.

There are ongoing problems with the security system. It will generate motion sensor alarms even when the system is dis-armed. Unfortunately, it is no longer under warranty. The problems are being investigated. One possibility is that the problems are with the auto-dialer unit. Bill Risso suggested using the fiber optic line instead.

- Grounds

Spring cleanup is underway, including painting of the outdoor courtyard.

- Water

The manganese level in the well water has risen again. School is still on bottled water.

- Solar Panel Project

Rob spoke with Ameresco. The power company will be installing a new utility pole soon which allow connecting the panels to the grid and also allow installation of the auto charging station.

There have been problems with ice formation and water drainage from the panels. Ice has fallen on a parked car causing damage and someone has slipped on ice caused by drainage from the panels.

Rob will get a quote from Ameresco for modifications to solve these problems.

6. Date/time for next meeting: March 31, 2021 at 8:00AM

Steve Hinton made a motion to adjourn at 9:36AM, John Lavery seconded the motion. Roll-call vote:

Steve Hinton -aye, John Lavery - aye, Jerry Lerman -aye, Kate Reid -aye, Scott Simpson-aye