

Town of Carlisle  
Municipal Facilities Committee  
Minutes  
Virtual meeting  
March 31, 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), Rob Fortado (School Faculty Manager) from 8:10, Bill Risso, Cynthia Sorn (Carlisle Mosquito)

1. Meeting called to order at 8:00 am.
2. FinCom sent letter that the financial proposal for MFC funding for FY22 will be \$500,000 available over three years.
3. Approve minutes of 3/10/21 and 3/17/21 meetings
  - Kate Reid made a motion to accept the minutes of March 10 and March 17, 2021, Steve Hinton seconded the motion. Roll-call vote; Steve Hinton -aye, John Lavery - aye, Christine Lear -aye, Jerry Lerman -aye, Kate Reid -aye, Scott Simpson-aye
4. Library - Steve Bastek has received several quotes for the work, with a wide range in pricing. One company included total project oversight. Steve doesn't expect any more quotes. Jerry asked if GALE would do the roof or ventilation rather than both. Steve said that they feel they should do both to avoid voiding the current warranty. The study could be done without affecting the warranty. Bill Risso doesn't feel we need to conduct a study as we know what needs to be done.

Back in January the MFC asked Steve to get quote for the work and for a study. Jerry asked if we need architectural drawings to do the work. Steve Hinton strongly believes we need them. We should go back with a more detailed RFP to include the complete elements of the project and drawings. Bill said we need drawings, not a study.

One proposal included drawings, but a whole lot more. Steve Bastek will contact the companies that didn't include drawings to ask them to include them. Kate feels we should put out a new RFP. Jerry clarified that we didn't put out an RFP. We only need an RFP if the cost is over \$10K. Several members of the committee feel the work will go over \$10K. Rob Fortado said RFP's are for costs over \$50K. We just need 3 quotes. Steve will go back and ask for bidding documents to replace what is there, with a better roof slope, roof ventilation and drawings from each company that offered a bid.

5. Police Station
  - a) Report on HVAC project - The workers will be at the police station for about three weeks. Steve Bastek sent committee members some photographs of the work thus far. Work is challenging due to wires in ceilings. Building inspector stopped in and is satisfied with the work.
6. DPW
  - a) New Trailer - All paid for, except the skirting. Waiting for bid on ramp. Will go in as soon as the plumbing is finished. Plumbing will include some hand digging to get to the depth the plumber needs. Steven Bastek is concerned they will hit ledge, which will cost more. Steve Hinton is concerned that getting to \$10K sounds very high and recommends that we look for

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another plumber to get a better price. Rob Fortado will send the contact information for the plumber that the school uses to Steve Bastek.

Steve Hinton made a motion to authorize Steve Bastek to execute a contract for the plumbing at the DPW trailer not to exceed \$10K. Kate Reid seconded the motion. Roll call vote; Steve Hinton -aye, John Lavery - aye, Christine Lear -aye, Jerry Lerman -aye, Kate Reid - aye, Scott Simpson-aye

7. Facilities Manager's reports

Town - Steve Bastek

- . Library - Elevator battery backup unit in the elevator needs to be replaced to pass state inspection. Steve and Martha are working on prices for the battery. Kate asked if there is any movement on the consolidation of elevator maintenance. Rob Fortado shared that they are all under the same company, now just need to coordinate appointments. Kate's question seeks to understand what budget will cover the cost of the battery. Rob has been trying to get the three school elevators to be inspected by the state on the same day. They are not interested.
- . Transfer Station - Gary requested \$4K for office furnishings for the trailer. Steve Hinton offered a 30"x60", steel desk, he will send it to Steve Bastek who will share it with Gary Davis. Money is available in the MFC budget for the furniture.

Carlisle School - Rob Fortado

- . Water - A camera is being lowered into the well to try to identify the source of the manganese. The levels have been hovering around 1.0, so there hasn't been much change. One theory is that it may be a Jaswell seal. If this is the problem, they may be able to replace it when they replace the well pump, which is planned for this summer. Rob has been working with Gary Davis to build a ramp to get the equipment over the well.
- . Building - several inspections happening at the school, going well. Will have water storage tanks emptied, and power washed over April break.
- . Grounds - the plaza will be painted over the April break. Will have community involvement. Spread about 30 yards of much on the grounds, 20 yards left.
- . Solar Panel Project - Bob Zogg reported to the school that they are trying to get the panels running and to provide some remediation from the ice and rain problems.

8. Next meeting: April 14, 2021 at 8:00 am

9. Scott Simpson made a motion to adjourn at 8:49 am, Steve Hinton seconded the motion. Roll-call vote; Steve Hinton -aye, John Lavery - aye, Christine Lear -aye, Jerry Lerman -aye, Kate Reid -aye, Scott Simpson-aye