

Town of Carlisle
Municipal Facilities Committee
Minutes
Virtual meeting
April 14, 2021 8:00AM

In attendance: Steve Hinton, John Lavery, Christine Lear, Jerry Lerman, Kate Reid, Scott Simpson (until 8:30)

Guests: Steve Bastek (Town Facility Manager), John Fisher (Police Chief) until 9:30, Rob Fortado (School Faculty Manager), James O'Shea (School Superintendent), RJ Mathew, Bill Risso until 9:50, Cynthia Sorn (Carlisle Mosquito)

1. Meeting called to order at 8:10 am.
2. Approve minutes of March 31, 21 meeting
 - Scott Simpson made a motion to accept the minutes of March 31, 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

3. Discuss Town-wide phone system

RJ Mathew joined the meeting to talk about the status of the town-wide telephone system. RJ has been working with Scott Heffner, McKay and Bill Risso. They conducted a survey to determine the needs of the town. Then they contacted other towns to learn what has worked well for them. He shared a graphic slide with a five pronged map that has police, fire, school, town hall and library. The library is not connected to the current system. Town Hall had some connections, but not well done. Fire has a switch, but no connection. Police did not have a switch, but they are connected to the town. Overall it was very disjointed, and made little sense.

They determined that they need to build out a single fiber network, a foundation, leveraging the optic fiber that is already in place. Then each of the departments can be connected, and other facilities can be added as necessary. The system will accommodate common needs and specialized needs across departments. Each department will manage their own area of the network.

Each building will have a switch that is connected to the fiber optic network. A second fiber network is currently connected to the police department. It has been connected to the DPW with a smaller switch. The police department connects the second fiber network to the original fiber network. The second network is connected to two emergency communication towers in Carlisle.

The network is operational as of today, April 14.

The next step is to bring the digital equipment in each department up-to-date to fully use the new network. To do that, standards need to be established, secure connections need to be made and address the above ground cables and the hot-spot in the center of town.

RJ feels we are ready to move forward if the money is there. Could be done in 3-6 months.

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Jerry asked if the school and town hall systems would be integrated in the new system. Probably not, things need to be as uniform as possible. RJ believes this project, done right, will cost about \$150K - \$175K. This would include phones (275) throughout the town. The school switch may be useful, but there are three vendors at the school which is not useful. Bill Risso added that the school switch is obsolete. Phones will be much more functional.

Jerry asked if the system will send fire alarm signals, will it be that reliable and robust? RJ said yes. It is important to have the right equipment connected to the fiber optic 'highway'. It will work during a power outage with a generator. There is a hub with a generator at the school, as well as the police station. Water treatment has a generator as does the DPW.

Steve Hinton asked about the operational costs. RJ has asked for those numbers, nothing yet. Bill Risso noted that five years ago the efficiency was assessed to pay for itself. Removing the redundant monitoring systems now in place (cell phones and sensors) savings will be realized immediately. Steve Hinton says the project needs to be presented with a total current cost evaluation. The report could be done by the town accountant, this is a busy time of year for the town accountant. These numbers should include all expenses related to the current phone systems. Although the town reports have these numbers, it is not clear what these line items include. John Fisher believes each department could generate their own numbers. Jerry will follow up with Tim Goddard for Town Hall numbers. Jim O'Shea can get the phone expense numbers for the school.

4. Library

- A. Progress report on HVAC project - Jerry asked about vendors who are not interested unless they can do the entire project. Steve Bastek said the architects do not want their work to be carried out by an unaffiliated contractor. The architects are happy to speak with anyone about the project. Bill Risso added that we should consider whether or not we need an architect for this project. Building Inspector said that we may not need an architect. The current rooftop unit is only to bring in fresh air. It does not condition the air. Bill and Jerry will be in a call with Guardian at 11:00 today to review the units for Town Hall. Rob asked how the chilled water is brought into the library. The school had cooling on the roof, and would have had to put in a new duct system to put a chiller on the roof.
- B. Steve Bastek says that the lowest bidder for the roof/gutters doesn't have full clarification of costs and will likely go well about the \$4K quote. Kate is concerned that we work in a way that respects the historical nature of the library. Steve asked if he should reach out to the other bidders to understand why the costs are what they are. The \$120K package included investigation and oversight. Gale would do investigation up front and then bring forward real numbers. The Gale quote for \$50K is actually for the investigation. So we need an investigation to lead to the biddable quote for the work. Bill Risso said that there are no leaks, and the structure is fine. He is not sure why an architect is needed. Jerry noted that the vents need to be

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added, but Bill is not sure why that needs an architect. Jerry will invite Gale and Jozokos to meet with this committee to help us understand the best route to take.

5. Police Station

- A. Progress report on HVAC project - Engineer should create a punch list to finish the work. Asked for a proposal for the last three connections as a change order. Waiting for the quote, will bring to MFC for approval. Steve Bastek will follow up with engineer to be sure cleaning and balancing the duct work is included in the punch list. Steve B believes the project is 90% complete.

6. DPW

- A. New Trailer: progress report on ramp, plumbing - Scott has quotes for the ramp and steps that will work with the door swing. One company can do it all or save \$1000, to have three separate vendors. Jerry asked if the plumbing needs to be done first. Scott said it will be easier if the plumbing can be done first. Jerry suggested we move forward with one vendor. Legally we need to take the lowest bid, unless lower bids don't cover the whole project or turned it down. So we need to go with the three different vendors. Scott will gladly handle the multiple vendors. Rob Fortado suggested inviting the lower vendor to quote on all three efforts, but re-swinging the trailer door should be done by Triumph, the trailer manufacturer. Scott will invite all vendors to quote on the entire project. Scott will proceed with the lowest bid once he has all three bids. The last quote for the plumbing for the trailer was \$19K. The earlier quote was \$5K. There is no plumbing in the trailer, which is part of the issue. The trailer should have come prepared to be hooked up to plumbing. There is also damage on the side of the trailer. Scott Simpson has the relationship with the trailer vendor. If the trailer vendor is responsible for the interior plumbing set up, then we could go with the lowest bidder. The exterior work would include the hookup to the sinks, and toilet.
- B. DPW truck being repaired is in the way for heaters to be fixed, probably won't be moved until May or June.
- C. Steve B asked if the DPW is approved to purchase office furniture. It is part of the trailer project. Kate Reid made a motion to spend up to \$4K for furniture for the trailer, John Lavery seconded the motion. Roll call vote in favor; Lerman-aye, Lear-aye, Reid-aye, Lavery-aye

7. Facility Managers Reports:

Town

- . Library - will have to charge current chiller for this summer while we wait for new chiller project to be done.

Carlisle School

- . Water - well inspected on March 31. Found multiple bedrock fractures that allows water to seep into the well. There was no penetration to the casing. At the bottom of the well they found a sheen on the

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top of the water, an oxidized sheen. It was on the equipment too. Recommend covering one of the GAK filters to filter manganese. Engineer will modify their proposal to alter second filter. Capital expense for exchange system will be considerably less than anticipated. Manganese levels are slightly elevated. Manganese levels may come from the bedrock. Not considering digging a new well as it may bring same or worse problems. Best to filter manganese out. The school will probably be on bottle water for the rest of the school year.

Water storage tanks will be emptied, cleaned and inspected next week which is April break. This is a five year mandate.

. Custodial Report - Waiting for report for town and school cleaning operations.

8. Select date/time for next meeting: Wednesday, April 21, 2021 at 8:00 - 10:00 am

9. Kate Reid made a motion to adjourn at 9:59 am, John Lavery seconded the motion. Roll-call vote; Steve Hinton -aye, John Lavery - aye, Christine Lear -aye, Jerry Lerman -aye, Kate Reid -aye,