

Town of Carlisle
Municipal Facilities Committee
Minutes
Virtual meeting
Wednesday, May 5, 2021 at 8:00 am

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

Guests: Steve Bastek (Town Facility Manager), Rob Fortado (School Faculty Manager), Bill Risso, Cynthia Sorn (Carlisle Mosquito)

Meeting was called to order at 8:01 am

- 1) Discuss proposals for replacing RTU and vent at Library
 - a) MTE: \$6,400
 - b) Allied: \$8,000
 - c) Gale: \$5,800
 - d) Guardian:

Tim Goodard is putting a contract together for Chris Musorofiti. They could begin in a week. Gale will do the roof study, but none of the roof work pertaining to the RTU. Still waiting for a couple quotes for the RTU; Guardian and Norian/Siani. No need to wait for Norian/Siani as we were not thrilled with the work on the police station.

If the new RTU is heavier or has a different footprint then there are design issues that need to be addressed. Kate noted that we should also be looking for a more environmentally friendly system. Jerry Lerman noted that there will be an air recovery system on this new RTU, and it will be more efficient. Kate Reid is not convinced that this is the whole story. Bill Risso noted that we could put a heat pump unit in, but the one we have still has a life of 10-15 years. Christine suggested that we need to ask the question about a greener system. Bill noted that we are going to recover up to 50% of the energy with the new energy wheel system. There is a difference between green and efficient. New electrical infrastructure would need to be installed to change the system from gas to electric.

Steve Hinton asked why we should wait for Guardian as we have three bids and their lack of response may indicate their interest in the project. Jerry said that Guardian has done other work for the town that has gone well and they seem to have a full understanding of the needs of this project. Gale has done work in Carlisle, and they are the lowest bid. Jerry noted that Gale's bid leans toward structural information, and he would like to wait for Guardian's bid. Jerry asked Steve Bastek to reach out to Guardian. Steve Bastek noted that Guardian was also the lowest bidder on the chiller.

- 2) Discuss combined Town Facilities management including School, DPW and other town buildings
 - a) Refer to report from Town of Carver distributed by Rob Fortado
Rob Fortado noted that the Carver proposal included town vehicle maintenance. It also contracts out the groundskeeping. Kate Reid noted that there will be a governance task force proposed at Town Meeting, Should this be a part of that conversation? Rob agrees that that might be a good approach. The school and town have just gone through a study, so they have the data needed on the cleaning of town facilities. The Carlisle school has a contracted bus service. Should the superintendent continue to manage that contract? Scott asked when is it appropriate to contract out or handle service in house? Kate noted that the Carver proposal includes IT services. Jerry asked if the school facilities department is understaffed, Rob said they are always busy and would benefit from more staffing. Some contract work is specialized and needs specific license, so it is best to contract out. Steve Bastek has been a great example of up front cost for better service and ultimate savings. Jerry suggested we look at town staffing for facilities. Rob noted that some of the

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school custodial staff has been deployed to other buildings when needed, but he really doesn't have the staffing to do it on a regular basis. One custodian for three buildings in town is not enough. The report on the custodial services is done and will be public soon.

Jerry asked how we should begin. John Lavery asked if the governance task force will address this. Kate suggested a subcommittee of this group prepare a document to assist the task force. The creation of this task force will be done by the town moderator, not the Select Board. John Lavery suggests we come up with a structure or framework, like the organizational chart for facilities management for the town.

Kate believes we should fold the DPW into the proposal. Should the fire department also be part of this plan? Jerry noted that the plan should not cost the town more money. John Lavery feels that additional funds for staffing will be paid for by the savings realized by efficiencies.

Kate recommends a subcommittee with posted meetings and minutes. Steve Hinton would like each committee member to draft up an organizational chart. Jerry asked each member to make an organizational chart for the next meeting. Everyone should send draft by Friday, May 14. Jerry will send out all drafts on May 15.

3) Report from Facilities managers

Town

Town Hall

- Power company will be doing the work on May 24 for the surge protector.
- BMS software programming problems. They came out to help fix the software.
- Will probably be the same, a year of tweaking and learning when they put the new chiller in the library.
- State elevator certification coming out soon.

Police Station

- HVAC project is moving along. Most of the work is complete. Probably one more day to finish up, probably by Friday. The system still needs to be balanced before final payment. Steve authorized them to remove the flex duct and replaced with hard duct. This will be more efficient for the electrical room. The ceiling is closed up.

Library

- Tested UPS system last week, it's fine. Martha Feeney-Patten thought she heard an alarm.
- Martha found a tile with water staining, indicating a roof leak. Steve checked on rainy day, but could not find the problem. Steve thinks it must have been a wind driven rain issue.
- Got a quote for air return vent for quiet room, \$600. Will be done on Friday.

DPW

- DPW plumbing is complete, waiting for inspection. No ceiling vent, trailer folks will have to put the vent in the trailer.
- Hoping to close up the trenches this week.
- No paving quote because we are not ready to pave.

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School

Water

- Brown water has returned, getting a little better over time. Met with DEP and design engineers and filtration experts about manganese. There are two options that have been submitted to the DEP for consideration. Hope to hear back from engineers next week.

Solar Panels

- Rob walked the site with [Ameresco](#) concerning areas where ice was forming. They will prepare a proposal and send it to Tim Goddard.

Classroom lights

- Cannot regulate the lights in some classrooms. Manufacturer doesn't make or support the units any longer.

Plaza

- Games have been repainted on the Plaza. Hoping to finish basketball area this weekend and finish everything else the following weekend.

Kitchen

- Having contractor come in to clean up grease in kitchen.

4) Next meeting: May 19, 2021 at 8AM

5) John Lavery made a motion to adjourn, Kate Reid seconded the motion.