



# Town of Carlisle

MASSACHUSETTS 01741

## MUNICIPAL FACILITIES COMMITTEE

### Minutes

### Zoom Meeting

**Thursday, May 18, 2023 9:00 a.m.**

#### **Members Present**

Jerry Lerman, *Chair*, Bill Risso, *Vice Chair*, Steve Hinton, Travis Snell, *Select Board Member*, Carrie Patel, *School Committee Member*

#### **Staff Present**

Ryan McLane, *Town Administrator*, Jim Hall, *Superintendent of Public Works*, Jennine Blum, *Administrative Assistant*

#### **Others Present**

Kate Reid, *Select Board Chair*, Cynthia Sorn, *Carlisle Mosquito Reporter*, John Lavery, *395 School St.*

**9:01 a.m. Jerry Lerman called the meeting to order.**

#### **Minutes Approval**

Steve Hinton made the motion to approve the March 30, and April 6, 2023 meeting minutes with one edit.

Carrie Patel seconded the motion.

All in favor (5 to 0).

#### **DPW Priorities – Jim Hall**

Jim Hall, the newly appointed Superintendent of Public Works, presented his list of improvement projects and priorities for the physical structures at the DPW site.

1. Trailer sprinkler system
2. Building
  - Roof
    - The roof is in a state of disrepair.
    - Jim is open to solar panels if that's the preference of the town and the roof can handle the weight in addition to weight of snow in severe storms.
    - Jim stated that the roof has not be redone in 30 years but is uncertain if it's the original roof.
    - Current roofing material is believed to be rubber with metal underneath.
    - Ice dams can be a foot long and 8-10 inches deep in the front of the building overhanging the garage doors. Warning signs are put up for the staff. The staff uses a 25-foot basin shovel to knock the ice dams down.
    - Snow melts and slides off mostly at the back of the building.

- Floor
  - The floor slopes to the center to a drain trench which drains into a dry tank.
  - Water comes in under the garage doors during heavy rains and pools in the middle of the floor. When the dry tank fills up, it's pumped for disposal by Action King Services.
  - Remediation discussion included grading the land, roof repair/replacement, installation of a gutter system, rain diverters, and/or inground drainage and changing the slope of the floor, although concerns were expressed about DEP regulations.
  - Snow, salt and sand runoff from the trucks in the winter will fill up the dry tank as well.
- Ventilation System
  - Currently a large exhaust fan mounted in the wall blows out the mechanic's bay.
- Extending repair/mechanic's bay
  - More room would be good, but the staff can make the current space work for now. All of the trucks fit in the repair bay except the roll up, which fits in the repair bay diagonally.
  - The lift can only handle one-ton vehicles and the slightly larger F-450 and F-550 trucks.
  - The six-wheel sand trucks are worked on at floor level.
  - Moving the back wall, which involves load bearing walls and seems like a big undertaking, is less of a priority for Jim.
- Exterior
  - It's in poor condition. Some sections have holes and other damage caused by falling ice that the staff has patched.
  - Regarding paint color: Jim stated that the DPW trucks and buildings are all painted green and felt the same color should be used in the future.

### 3. Salt shed

- Previously there was a discussion about adding a small structure onto the existing salt shed to store additional sand and salt in case of late deliveries and/or running out. Some excavation had been done by the staff. Jim said that lately, they haven't had problems with running out and there is a reserve pile in the yard in the back.
- The salt shed roof was replaced five or fewer years ago and the staff put on new siding three years ago.
- Jerry had mentioned that there was discussion in the past about building a new salt shed (50% larger) in the same location.
- Jim stated that the shed appears to be in good condition, but it should be inspected.
- Paving (not prioritized)
  - Jim would like to see the entire lot paved for ease of clearing snow and moving vehicles.
- Refueling station (not prioritized)
  - Jim stated that the refueling station has been working out well since fuel pumps were removed from the fire station.
  - There is a sporadic issue controlling the rate of fuel being dispensed. Sometimes it has to be controlled manually using the handle.
  - There are surface cracks in the two feet thick concrete.
  - The mechanics of the pumps and tanks should be addressed within two years.

- Delivery issues that were ongoing in the past have improved since the winter. Fuel is delivered within three days of ordering.
  - The only alarms have been for low fuel level.
  - Kate Reid asked if Jim would like to relocate the fueling station and mentioned that the Fire Department rather not drive through the dirt. Jim replied that it would be helpful to move it about ten feet back or so to allow the larger ladder trucks to maneuver around that corner to fuel up properly.
- Pit area (not prioritized)
- Gravel and cold patch supplies and sweepings are kept there. It's another issue but is fairly stable for now.

**Site plan.** Kate Reid suggested that perhaps it makes sense to develop a new site plan now for the entire site rather than starting to move things piecemeal.

**Heartfelt thanks to Jim and the DPW Staff.** Carrie acknowledged that Jim and the DPW Staff have been extraordinarily helpful to the volunteers working on the recent sprucing up of the Rory Bentley Fitness Cluster and building the Castle Playground. They have offloaded a lot of heavy work from the volunteers for which they have been extremely grateful and helped out when volunteers couldn't. Carrie expressed that the DPW needs better PR and feels the DPW Staff is underappreciated for all that they do for the town. They always go above and beyond.

Jim expressed gratitude for Carrie's kind words. Jim stressed that he and the staff are happy to help and try to help wherever they can – Sustainability Day, recent All Chairs event, Old Home Day, any town event. The DPW's motto is *everything, everywhere, all at once*.

**Jim mentioned several projects in the works:**

- Digitizing cemetery records so people can find the plots of their loved ones more easily.
- Grinding and paving Milne Cove Road.
- Paving East Street, Rutland Street, Pine Brook Road, and Patch Meadow Lane. Hoping to get more roads paved soon.
- The DPW staff will be busy doing roadside mowing, pulling out heaved up rocks, and repairing holes.

The Committee wished Jim well in his new position.

**Facilities Manager Report**

**Proposals status.** Jerry confirmed for Ryan that the MFC voted to move forward with GGD proposal to design the DPW trailer sprinkler system. The MFC also approved the Gale proposal for the evaluation of the town hall, subject to the additions discussed at the May 4<sup>th</sup> meeting. Jennine will provide the details of the May 4<sup>th</sup> requests to Ryan so that he can follow up and get the ball rolling.

**School projects update.** Ryan relayed that he had a good meeting with Jim O'Shea, Stephen Conneaney and Andy Paquette, CPS business consultant, to discuss various school projects including the Corey Auditorium lighting, Wastewater Treatment Plant MUA, RTUs for refrigerator and freezers, security cameras, walkway lighting and air conditioning for the (inaudible) room. Ryan believes the air conditioning and the walkway lighting projects can be done within the FY2023 budget. The other projects will go out for bid.

The MFC asked whether making the WWTP system more energy efficient rather than doing a one-for-one replacement of the RTU was included in the work discussed. Ryan replied that because of increased cost and timing he doesn't think that part of the project was included. Bill had discussed

this with Stephen and believes they'll go with a one-for-one replacement. Jerry and Bill said that this is a missed opportunity for the town. Carrie said that it would be best to take a step back and reconsider in order to save a significant amount of energy going forward.

Jerry asked if the MFC could fund one of House Doctors to look at the system at the WWTP. Ryan said that the MFC funds don't allow that. The School Committee would need to vote to spend school funds for that. The most recent guidance that Stephen and Ryan have received is to move forward with the one-for-one replacement. If that's changing, it needs to be communicated through the School Committee to Jim O'Shea.

The question was asked if the WWTP unit is in failure. Must it be addressed right away? Ryan stated that it has been identified as a failure point and could shut down the school. Bill stated that in the past it has been broken for periods of more than a month. Previous facilities managers have been able to keep the facility running. It's a matter of opinion and how much effort to put into it to keep it going. However, if Stephen thinks it needs to be replaced, Bill said he would support him. Jerry said he would reluctantly agree to support a one-for-one replacement but thinks the town would be better served if it was done right.

Ryan stated that it would be helpful to discuss the various projects over the summer with the School Committee and bring all the town and school projects under one capital umbrella. We'll be trying to incorporate some of the MFC's ideas for improving efficiency into our capital planning for future projects. He added that the MFC will be grappling with the issue of increased costs to improve efficiency in the coming years. The MFC will invite Jim O'Shea to the next MFC meeting to discuss better planning for these projects so things like this don't happen again.

**Work Order Management System.** More detail was requested about the ticket items and the MFC questioned when town work orders could be submitted. Ryan stated that staff at Town Hall, Police Station, Fire Station, Gleason Public Library, and Brick Building have all received training to submit work orders. Steven Bastek will need to log his work to capture the data. Ryan will attach the details on work orders to future Facility Manager Reports.

### **Gleason Public Library Progress**

**RTU project.** The BMS training will be on June 1. Bill stated that the training that's being set up serves as a learning tool for the programmer to learn exactly what we expect from the system. A lot of things haven't been provided yet. We don't have the degree of control over the set points as we'd like and there are some big issues with how the system is operating. He's not confident that one day with the programmer will solve all the issues. Jerry and Bill recommend that the final payment be held back until Guardian has satisfied all the requirements for the project.

**Partial roof replacement and vent project.** The kickoff will be on May 25<sup>th</sup> at 9:00 a.m. to talk about the logistics of getting the project started.

**Mechanical room expansion.** Kelsey Laser of Schwartz/Silver has requested the town's boilerplate text to be incorporated into the bid document. Ryan will get that to her.

### **Membership and Officers**

Carrie mentioned that she'll know on Monday whether or not she'll continue on as the School Committee's representative to the MFC. Jerry will continue on as Chair, and Bill as Vice Chair. It was noted that the terms of Jerry, Bill and Carrie will expire on June 30, 2024.

## **Other/New Business**

**Moving forward with the capital plan.** The MFC has approximately \$700,000 in funds left in warrant articles. Ryan recommended that the MFC consider what projects can be done in 2024 (and possibly 2025), what money they want to spend and what to keep as contingency. The MFC plans to revisit their list of prioritized projects, the DPW priorities provided by Jim, and the potential projects that are likely to come to light from the town hall study and further DPW evaluations. The resulting plan will be a helpful contribution to the comprehensive town-wide capital plan.

Travis Snell requested that Jerry send updated lists and documents to members to prepare/in preparation for this discussion.

## **Community Input**

Kate Reid was pleased to see Jim at the meeting and hopes Jim Hall will attend more meetings and encouraged the MFC to keep him linked in.

John suggested that rain diverters could help keep water out of the garage. It might be as simple as putting in an inground gutter right at the garage door or a curb to divert the water around the building into drains.

John expressed support for putting the fire suppression system including the water tank(s) inside the trailer. He believes it would be the least expensive option and the trailer/sprinkler system would be a single complete package making it easy for the town to relocate it in the future if needed.

## **Next meeting**

June 1, 2023, hybrid meeting

## **Adjournment**

Travis Snell made the motion to adjourn the meeting at 10:17 a.m.

Bill Risso seconded the motion.

All in favor (5 to 0).

## **Documents Submitted Update**

- Facilities Managers Report, May 15, 2023



## Municipal Facilities Report

May 15<sup>th</sup>, 2023

### Director Notes

- Thank you to the Town, the MFC, Ryan, the Finance Committee and the Select Board for supporting our FY24 budget request, the Corey Lighting warrant and the long-term capital project (internal security cameras)
- Meeting at Town Hall Monday the 15<sup>th</sup> to present the WOMS (work order management system FacilityOne) to the town employees
- The Superintendent and I joined an award ceremony on May 11, 2023, for Carlisle Public Schools drinking water compliance award.

### Corrective Maintenance and Preventative Maintenance

- 63 CM work orders completed in the past 30 days. School
- 42 PM work orders completed in the past 30 days. School

### Project Updates

#### *Library RTU Progress Report*

- The BMS installation occurred earlier this month, but we need additional programming, and we need to add points to make the system what we want. We also need to have training on the system. The training is scheduled for June 1. The timeline for the additional programming and additional points are ongoing (some remote) with the final installations likely to take place on June 1.
- The State inspector verified heat pump installation on May 2.

#### *Library Roof Progress Report*

- Steve Bastek informed me that there will be a pre-construction meeting on 25<sup>th</sup> with Capeway roofing and Martha. This meeting will discuss building/public access, bathroom access, dust mitigation, timeline, and additional project constraints.

#### *Gleason Public Library Mechanical Room Progress Report*

- Room expansion
  - o No updates on this project that are unknown to the MFC

#### Town Hall Updates

- Glass Walls – Sulmac ordered parts will install the new rooms in mid-June.

- VOIP telephone installation is delayed due to issues with Verizon. We expect the project to now complete sometime in June.

#### *Police Department ADA Ramp*

- Steve Bastek reports Kneeland is waiting on parts scheduled to be delivered “mid-May.” No additional update at this time.

#### *DPW Fire Suppression System*

- Pending design to be discussed at 5/4 meeting

#### *School Project Updates*

- Sue Thomas is working with Guardian and Ryan on getting the school envelope weatherization project underway.
- I am currently planning, with Scott Hefner, for the installation of our new phone system coming up in the next few months.
- Working with Guardian on the Wilkins HVAC project. They are able to keep costs down to my original assessment of this project being around \$200K. I am working with Andy Paquette, James O’Shea and Ryan McLane to make sure we are compliant. There is a possibility this does not have to go out for bid under **MGL chapter 25A section 14**; whereas Guardian is municipal vendor for Eversource and National Grid
- We are coordinating meetings with myself, Ryan, Jim and Andy Paquette to ensure that we are moving forward appropriately on each of the school projects that the town has approved funding for (Wilkins, WWTF MUA, Grant Elevator, Corey Refrigerator, Corey Auditorium Lighting and internal security cameras)

#### **Town Administrator Notes**

- I don’t want to be redundant and might have missed a MFC vote, but I am looking to see if we have final approval to sign the studies with Gale (Town Hall) and GGD (DPW Trailer) to start this work. If not, please provide revisions/guidance.