

Town of Carlisle
Municipal Facilities Committee
Minutes
Virtual meeting
Wednesday, May 19, 2021 at 8:00 am

In attendance: Christine Lear, John Lavery, Jerry Lerman, Kate Reid, Scott Simpson until 8:55

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

Meeting was called to order at 8:03 am

1. Scott Simpson made a motion to accept the minutes of April 21, 2021, Kate Reid seconded the motion. Roll-call vote in favor; Steve Hinton -aye, Christine Lear -aye, Jerry Lerman -aye, Kate Reid -aye, Scott Simpson-aye
2. Discuss proposals for replacing RTU and vent at Library -
 - A. MTE: \$6,400 -
 - B. Allied: \$8,000 -
 - C. Gale: \$5,800 - Would need to come up with a specific unit and we would need to know the weight so we can determine if we need an engineering study. Jerry will ask Gale for this information as we are not necessarily interested in a direct replacement, but something more efficient and environmentally friendly. Need to ask them if the roof can handle a 3000 lb unit.
 - D. Guardian: \$99,631 (includes purchase of hardware) - Guardian proposal includes a very heavy unit and would require a structural study. This includes an upgrade from the current system, not a direct replacement. We would need to create a list of specifications to generate two more quotes that will have to go out to bid because the estimate is over \$50K.
3. Review organization charts for combined Town Facilities management including School, DPW and other town buildings
 - Discussion about John Lavery and Jerry Lerman's organizational chart. See organizational charts below.
4. Report from Facilities managers
 - Town
 - Town Hall
 - Elevator passed state inspection.
 - Will prepare filter order for summer use.

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- Kate noted that the state of emergency will be lifted on June 15, 2021. Which means more meetings will happen in town buildings. Asked if Town Hall is ready with filtered air for more people to be in the building. Steve strongly discourages opening the windows. Bill Risso reported that the Board of health checked and the air exchange exceeds expectations. He recommends adding HEPA filters and UV purification systems where we can. John Fisher added that the updated air handling in the police station has made a huge impact on the work experience for the staff. Perhaps some of the federal funding could go toward improving the air quality in town buildings, for this and future airborne health challenges. A list of air quality needs should be prepared for the task force being established to allocate the federal funds. The schools have air handling on the five year plan, so it should be part of the federal funding conversation.
- Bill Risso noted that Town Hall and the Police Station could use UV purification, Gleason Library gets plenty of fresh air. Rob Fortado can speak for the schools.
- Surge protector being installed in Town Hall early in the morning on June 24. Building will be closed for this.

Library

- Chiller is on order. Held up for electrical component, hoping for June delivery. Turned chiller on yesterday and it worked. Steve will look at it today and possibly put in a charge if necessary.

DPW

- Proposal sent for electrical to be relocated above the trailer. Steve would like approval so he can move forward. Jerry said Steve should move forward. It is about \$3,174.
- Plumbing inspector failed plumbing at trailer. Steve will follow up to find out what the issue are and will have them fixed. Not enough clean outs or freeze protection. John Lavery asked if the water is on. Steve reported that it is on. The trailer company is coming out to install the roof vent. Steve will check to make sure it has been done. Skirting and trench filling cannot happen until these issues are fixed. Steve is working with Gary to get the job finished. This will include the paving and man hole covers.
- Heaters in the garage are not installed because the truck is still in the way.

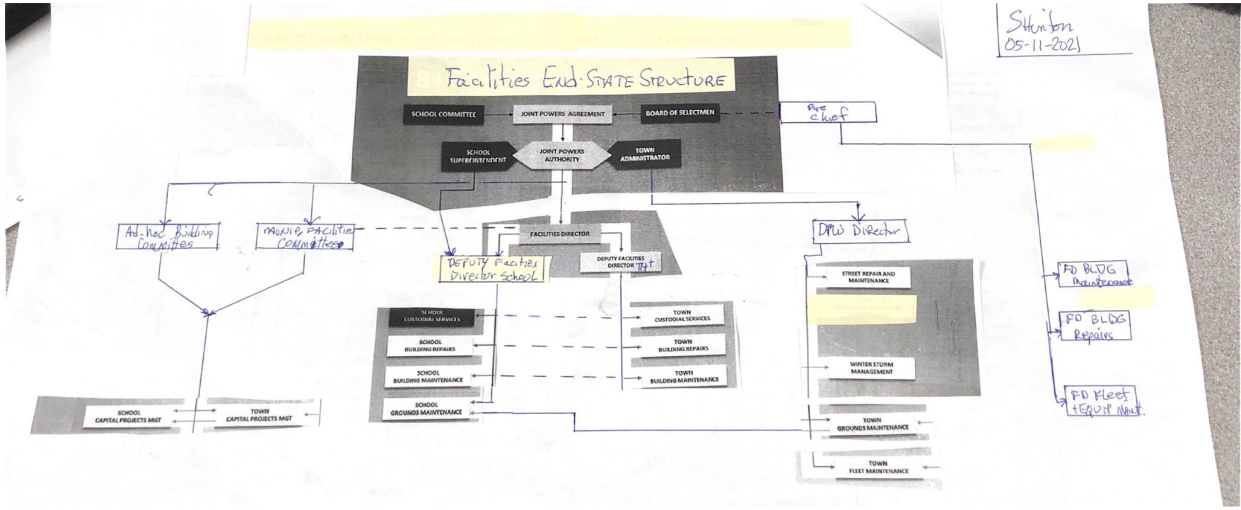
School

Solar Panels

- Email from Rob Fortado to the committee: New Church St poles are are laying on the side of Church St near the walking path entrance. Hoping this means the connections will be done soon.

5. Next meeting: June 2, 2021 at 8:00 AM.

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					Select Board				
					Town Administrator				
					Town Facilities Director				
					Assistant to Facilities Director				
					Capital Project Manager * (over \$50,000)				
	Fire Chief		DPW Department Head		Non-School Facilities Manager		School Facilities Manager		
						Non-School Custodial	School Custodial		
	FD In-House Maintenance (No License, No Permit)		DPW In-House Maintenance		Non-School Maintenance		School Maintenance		
			All Non-School Buildings and Grounds				School Buildings and Grounds		
			Non-School Snow Removal				School Snow Removal		
			Road Maintenance and Paving **						
			Town Fleet Maintenance **						
Town Facilities Director responsibilities include:									
Building and managing an annual budget for maintenance and improvement of all town buildings, grounds, and related capital projects,						Indicates sharing of expertise and some personnel/hours			
Agreeing said budget with department heads, School Committee, Finance Committee, Facilities Committee,						Indicates sharing of expertise as needed			
Presenting budget results and forecast to Town Meeting as needed.						* May be part time or contract position or initially handled by Town Facilities Director			
						** Prospective - May be outside Town Facilities Director Purview but put in as possible in order to gain further efficiencies			

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From: **Jerome Lerman** <jeromelerman@gmail.com>

Subject: FW: MFC structure

Date: May 17, 2021 at 11:43 PM

To: **Bill Risso @ home** <chriswilliam@comcast.net>, **Christine Lear** <cmiteatime@icloud.com>, **John Lavery** <john_lavery@hotmail.com>, **Kate Reid** <reidkate@me.com>, **Rob Fortado** <rfortado@carlisle.k12.ma.us>, **Scott Simpson** <scott.mitchell.simpson@gmail.com>, **Steve Bastek** <sbastek@carlislema.gov>, <shinton@mindspring.com>

JL

Scott shared these thoughts with me. I think they're worth sharing with the rest of the committee.

Jerry

From: Scott Simpson [mailto:scott.mitchell.simpson@gmail.com]

Sent: Monday, May 17, 2021 10:41 PM

To: 'Jerome Lerman' <jeromelerman@gmail.com>

Cc: 'Kate Reid' <reidkate@me.com>

Subject: MFC structure

Dear Jerry:

Thanks for the reminder about the "org chart" for the MFC. Here are some basic principles that I think are worth considering:

1. Since the Town spends about \$500k annually on building maintenance (in addition to the expenditures for operations, like basic utilities) it makes sense to do it right.
2. We should change the paradigm from reactive (fix it after it's broken) to proactive (anticipate issues and take care of them before they become problems). That will be much cheaper in the long run.
3. "There's never time (or money) to do it right, but there's always time to do it over". We need to get out of that trap.
4. Beware creating yet another bureaucracy...they tend to have a life of their own.
5. In line with #4, outsources services whenever possible. Any permanent staff should be hands-on worker bees, not management (see item c below).
6. Take advantage of the considerable professional talent that is available to staff the MFC on a volunteer basis.
7. Buildings should be "owned" by the town, not the tenant, and the MFC should operate accordingly.
8. Streamline the procurement process whenever possible. The paperwork causes delays and inevitable increases in cost and/or reductions in allowable scope of work.
9. In line with #9, Develop a stable of reliable contractors who can do work on an "on call" basis without bidding everything that comes up.

With this in mind:

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From: **Christine Lear** cmleatime@icloud.com

Subject: MFC Homework

Date: May 18, 2021 at 5:11 PM

To: **Steve Hinton** shinton@mindspring.com, **John Lavery** john_lavery@hotmail.com, **Jerome Lerman** jeromeleman@gmail.com,
Kate Reid reidkate@me.com, **Scott Simpson** scott.mitchell.simpson@gmail.com



Hello,

I did not create an organizational chart as assigned. But I have done some thinking about what work should be under the umbrella of this organizational chart. Kate requested a town asset list and in looking at it I see these as potential areas to incorporate. Some are already designated to DPW, but we should be understanding the DPW scope of work as part of this exercise.

Automobiles
Boilers/Furnaces
Computers
Copiers
Elevators
Energy Capture/Solar
Generators
Grounds - DPW
HVAC
Exterior Painting
Road Repair/Replacement - DPW
Roofing
Snow Plowing - DPW
Tree Pruning/Removal - DPW
Water safety/testing
*Any equipment operated and owned by more than one department: snow blowers, etc...

Buildings, etc.
Banta Davis Fields
Brick Building
Center Park
Cranberry Bog
Cranberry Bog House
DPW. Buildings
Fire Station
Gleason Library
Green Cemetery
Greenough Barn
Highland Building
Police Station
Schools
Spalding Field
Tennis Courts
Town Common
Town Hall
*Any facility town departments are responsible for the maintenance of, Post Office?

I am sure these lists can be fleshed out further.

Please don't reply all per Open Meeting Law.

Thanks!

CML
cmleatime@icloud.com