

**Town of Carlisle**  
**Municipal Facilities Committee**  
**Minutes**

Virtual meeting  
Wednesday 06/02/21 at 8:00AM

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

Steve Bastek (Town Facilities) , John Fisher (Police Chief), Rob Fortado (School Facilities Manager), Cynthia Sorn (Carlisle Mosquito)

1. Meeting called to order at 8:02
2. Vote to approve minutes from May 5 and May 19, 2021. Scott Simpson, Steve Hinton Roll call vote to approve Steve Hinton - aye, Christin Lear - aye, Jerry Lerman - aye, Scott Simpson - aye
3. Discuss proposals for replacing RTU and vent at Library
  - Jerry will ask Gale Associates to prepare specs for HVAC
  - Chris Musso and Tim Goddard are working on the contract. Jerry believes the work will begin in a week or two.
4. Review spending on FY19 warrant article
  - There is \$50K remaining in the FY19 warrant that will need to be spent by the end of June 2021.
  - Jerry will ask Priscilla if the funds can be held for an upcoming project.
  - Scott Simpson noted that it gives this committee credibility to return unused funds to the town. John Fisher requested a condenser for the police station. Steve Bastek will get some quotes for this item.
5. Review organization charts for combined Town Facilities management including School, DPW and other town buildings
  - Christine presented her organizational chart.
  - Rob Fortado clarified that his office assistant is a .25 staff member. She handles the scheduling, data entry and assists with the budget process.
  - Jerry asked who would manage the overall budget for this org chart, probably the facilities manager, with tech and DPW preparing their own areas of the budget.
  - Rob asked if a grounds person in this org chart would be town-wide? Yes. Rob has a couple grounds people who are retiring, would like to know how the town will proceed before hiring new folks. Rob agrees that it might be wise to increase DPW to include the schools and Rec Com fields. Rec Com, we believe, hires an outside company to mow their areas. Rob clarified that consolidating efforts may cost money up front for equipment and establishing systems.
6. Reports from Facilities managers
  - A. Transfer Station
    - Trailer - Still waiting for power to be moved above the area. Failed plumbing inspection, needs a clean out and a heat to prevent pipes from freezing under the trailer. Has requested plumber to come out this week, hopefully will be re-inspected next week. Also there is no phone or radio dispatch in the trailer. Installing phone and dispatch may require conduit installed in the ground. They will need internet access as well. Once all is installed, the pavement needs to be installed. Steve Bastek will follow up with Gary.

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B. Town Hall

- Surge protector was installed last week.
- The power company owns the vault that connects the power to the building. It is located on the left side of the entrance to Town Hall.
- Emergency batteries did not hold up during power outages while work was being done. Steve replaced them. These are usually checked by the fire department annually. Steve found that these were fine when tested, but failed after a few minutes. These tests should be done for a little longer to assure the battery life is sufficient.

C. Highland

- Had to reset power
- Had to purchase new dehumidifier

D. DPW

- Truck is still in place and so repairs cannot be made to the garage.

E. Police Station

- Changed stairwell lighting.
- HVAC work is complete.
- Company that did the work was probably understaffed, but the work was good.

F. Library

- Steve had to have chiller recharged for the summer. The supplier does not have a delivery date for the new chiller. Steve does not have the bill yet, probably between \$1,500 and \$2,000.
- Steve and Bill checked the emergency door and they feel it was fine. Jerry thought there was rust and leaking. Steve did not find any issue with the physical door or its' function.
- Conduit to main electric room has had water coming in. Steve traced it to the street. There are no seals on any of the pipes. Steve spray foam sealed the pipes. Jerry asked if this is the power company's responsibility. The fire alarm and cable internet conduit were not sealed.

G. School water

- Received a letter for outstanding achievement from the DEP for 2020-2021. It was due to compliance, not water quality and diligence.
- Engineer company that designed water system is redesigning system to include a water softener, trying to use as much of the plumbing that was put in place last year. Pre-filtration and UV light had been added last year. There will be a backwash system added in the new configuration, which was not permitted for the GAK system. The water softener doesn't prevent a backwash system. Filters may need to be cleaned weekly. A brine tank may be added. The DEP is still involved.

H. School Power Cuts

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- Power blips tripped several units at the school. No permanent damage, all issues were revived in house. Some of the units are older.

I. Solar Canopy

- Power poles have been installed
- Rob contacted Ameresco to see if they can get the power company to hook up the panels

J. School Landscaping

- Doing some sprucing up for graduation in June
- Some CCHS kids are going to help finish the painting on the plaza.
- Town Meeting happening this weekend on the lower parking lot under the solar panels. Rob and his team are working with town officials to set up the meeting.

K. Grant Building Elevator

- Having issues with the door clutch, parts are worn.
- This is an older elevator and is probably at the end of its' life.
- Hoping replacement will be approved in next fiscal year
- Cynthia Sorn asked if the elevator is safe. Rob will alert the Superintendent that students should not use the elevator unattended.

7. Next meeting

- Bill Risso cannot attend on Wednesday mornings any longer. Jerry suggested Thursday mornings at 8:00 am would work for most. Our next meeting will be on Wednesday, June 16, 2021 at 8:00 am.

8. Motion to adjourn John Lavery, second by Christine Lear. All in favor.