



# Town of Carlisle

MASSACHUSETTS 01741

## MUNICIPAL FACILITIES COMMITTEE

### Minutes

### Hybrid Meeting, Clark Room

**Thursday, June 15, 2023 10:00 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**

Stephen Connearney, *Facilities Director (Zoom)*, Jim O'Shea, *Superintendent, Carlisle Public School*, Steven Bastek, *Town Facilities Manager*, Jennine Blum, *Administrative Assistant*

#### **Others Present**

Cynthia Sorn, *Carlisle Mosquito Writer*

**10:06 a.m. Jerry Lerman called the meeting to order.**

#### **Evaluation of the combined School/Town facilities management pilot program**

Jerry expressed that the pilot program seems to be moving along with an occasional glitch here and there but on the whole, it's been positive from his point of view. Things are getting done more expeditiously than in the past. The issues of communication and funding are things we need to continue to work on. This will be with us for a while.

Jim O'Shea also feels it's moving in the right direction and feels it's an ongoing process. Stephen Connearney is taking the lead on this. Stephen, Jim and Ryan McLane, Town Administrator, have been meeting to discuss the process and they're receiving feedback on what is working well and what needs to be addressed. They continue to address issues as they come up. Jim feels they're making positive progress and are all committed to this process to make the merger a success.

Jim stated that they have come to realize the fact that real maintenance hasn't been done in five to seven years at the school. Allocated funds in the past used to be sufficient when proper maintenance wasn't being done, but now the current funding isn't sufficient. This will be further discussed during the budget process for next year.

Stephen requested that his meeting time with the MFC be limited to once a month ideally so he can spend more time getting work done. The MFC and Stephen agreed that questions and issues that come up with the Facilities Managers Report (FMR) for the most part can be addressed through email rather than meetings. The MFC expects to meet with Stephen only when necessary. Stephen is working toward providing more information to Ryan and including more information in the FMR which should help.

Stephen and Jim both feel the collaboration with Steve Bastek is very positive and works very well. Steve B. commented that he, too, sees the collaboration as very positive and feels they're making progress. He doesn't see any problems now or anticipate any going forward. He added that there's a

lot of work to be done. When asked if he had adequate time to address both the town and school facilities, he said it depends on the day and what's going on but overall thinks it's going well.

Regarding the funding of school maintenance and projects, Jerry stated that although the MFC has money available, it's not available for the school at the moment - this should be reconsidered.

Stephen mentioned that he would like to engage Norel Service Co. rather than Simplex to do general maintenance, and all of the testing on the alarm systems, which would save tens of thousands of dollars. Simplex would only need to be involved for reprogramming the panel. The saved money could fund some of the needed repairs/maintenance.

Jim stated that keeping the MFC and other boards informed of the maintenance issues and related costs could be supportive in the school's FY 2025 request for a larger than usual increase in funding for upkeep line items.

Travis Snell asked if it was time to formalize this merger and how this would be done. Jerry said that he will discuss this with Ryan.

Bill Risso recalled that when the pilot was first discussed, there was some discussion as to whether a half-time FTE school position would be put into the budget to make up for the time the school has lost with Stephen as he is also working on town facilities. He asked if this was still needed and if the position had been requested. Jim acknowledged that Stephen is stretched thin and this week they had started to talk about resources to help him. Stephen has a little assistance from Business Assistant Nancy Donnelly at the school. Jim mentioned that to offload Stephen they're discussing whether to hire someone half time to do hands-on maintenance work or to provide administrative help. A request for help will be part of the school's FY 2025 request. There will be further conversation about this in September.

Carrie expressed thanks to Steve B. for all of his ongoing help at the school. Carrie also praised the FMRs from Stephen as an effective way to keep the MFC informed as to the scope of what needs to be done and all that is being accomplished.

From his point of view, Jerry stated that maintenance and capital projects at the school have been a kind of a black box as far as the MFC is concerned. Learning more about the things the school needs to do to maintain their physical plant is an educational process for the MFC and probably for the whole town. It's beneficial to understand the needs of the school to adequately address them in terms of getting things done and paying for them.

Travis Snell agreed and said politically it is helpful for the MFC to know more about what the school needs and its issues when it comes time to fund various projects in the future - we're part of the same town. The MFC will have more insight and can help educate the town.

## **GPL Roofing Project**

### **Change orders requiring MFC approval - presented by Bill Risso**

1. **Gutters.** Capeway Roofing will do repairs of existing gutters rather than replace them.  
**Credit: \$4,507.00**
2. **Slate roof.** Mold is growing on the slate roof on the north side of library causing the slate to absorb moisture which will eventually result in cracking. Gale recommended the town approve the proposal by Capeway to pressure wash and repair the loose slate.  
**Cost: \$5, 722.00**
3. **East elevation window over entrance.** In driving rain and wind, water leaks onto the windowsill and floor. Gale recommended resealing the window. Capeway provided a quote.

**Cost: \$1,760.00 which includes the cost of mobilizing a lift if needed or less if Capeway can complete this before the rental period is up for the lift currently onsite.**

4. **Copper ridge cap.** Capeway can reuse nearly all of the existing copper ridge cap except for the end cap(s) instead of replacing it with a new aluminum ridge vent that had been approved by the Historical Commission. There is a slight wave in the copper ridge vent which was a result of taking it off. A mockup will be available to the Historical Commission tomorrow.  
**Credit: \$3,475.00**

Bill recommends approval of all change orders. Jerry stated that Capeway and Gale have done an excellent job of moving the project along and keeping the MFC informed. It's going very well.

#### **Motion to approve GPL roof project change orders.**

Steve Hinton made a motion to approve all four change orders as described (see above).  
Bill Risso seconded the motion.  
All in favor (5 to 0).

#### **Project Status**

**Asphalt shingle replacement.** Expected to be done today.

**Flat roof area.** Capeway found some corrugated metal that rusted through which will be replaced. The board, insulation and roofing will then be installed. This should be completed by the end of the week.

**Brick work.** The brick work required around the new slightly smaller door will be started next week and is scheduled to be completed in two weeks.

Bill stated that the combination of architect and contractor has worked out very well. Jerry stated that the project should be completed by the end of the first week in July.

#### **School Capital Plan**

The MFC reviewed a Town and School Capital Plan spreadsheet that was emailed to members on June 14th.

There was some discussion about the various versions of this document which have been distributed. It seems the version at hand is probably not the latest version as some of the items have already been addressed. Jim O'Shea will send this version along to Ryan and will get the latest synthesized version from him and send it to the MFC. It was agreed that Ryan should be the keeper of the master version of the Capital Plan.

In discussion about different line items, Bill mentioned that the only two RTUs that were not replaced when the Spaulding Building was rebuilt are in the Robbins Building. He also identified the old unit in the Grant building as a fresh air unit which provides air conditioning for the computer area in the Grant Building. Bill estimates that these three units are about 15 years old.

The discussion will be continued when the group is sure they're working from the most recent Capital Plan document.

#### **Facilities Managers Report**

Stephen stated that he sends the Facilities Managers Report to Ryan by 11:00 a.m. on Mondays before the Thursday MFC meetings. This should give the MFC members a chance to review it and ask Stephen and Steve B. any questions they might have in advance of the meeting by way of email. The responses/answers will be discussed at the MFC meetings. Stephen and Steve B. will not be

attending the MFC meetings on a regular basis but may on occasion be asked to attend when necessary. It was also requested that a distinction be made between actions that are tentative and those that have actually been taken.

Stephen had asked when project managers will be assigned for all of the projects and noted that they will be responsible for updating the project status in the work order management system. This topic will be included on the agenda for the next meeting.

## **Other/New Business**

### **Police Station Ramp Project Status**

Steve Bastek reported the following activity on the police station ramp:

- The ramp contractor, Handi-Ramp, hired by Kneeland Construction replaced the existing handrails with new handrails. Jennine Blum will notify the Historical Commission.
- An electrician was brought in by Kneeland to modify the pipes that were coming up where there used to be a pole.
- The last section of the ramp must be addressed because the concrete that they poured for the landing doesn't reach the end of the ramp.
- Kneeland doesn't intend to fix the irrigation line which they damaged.
- Steve B. marked the locations of the bollards with the Police Chief. Kneeland is responsible for calling Dig Safe to make sure the bollards don't interfere with the gas lines. The bollards will be black.

### **Town Hall Evaluation Proposal from Gale**

Jerry emailed the revised Gale proposal to the MFC members to review. There have been some changes to the scope of the project, but the total budget remains just under \$35,000.

Steve Hinton moved the motion to approve the revised Gale proposal for the evaluation of the town hall building.

Bill Risso seconded the motion.

All in favor (5 to 0).

Jerry will let Ryan know the proposal has been approved.

### **Gleason Public Library RTU Issues – Standard RTU vs. Fresh Air RTU, Heat Pump**

**Standard RTU vs. fresh air RTU.** Bill Risso updated the MFC members on the issues with the library's new RTU. Guardian Energy Management Solutions installed a standard RTU rather than a VAV (Variable Air Volume) RTU that can be controlled better. The two major problems with this are: 1. it doesn't provide 100% fresh air (it only provides 50% fresh air) and 2. there is no sensor for the discharge air. The temperature of the RTU air supply is determined by the average temperature of the thermostat settings for the whole building.

The bottom line is that the unit that was installed was designed to be a regular RTU which is a heating and cooling unit not just a fresh air unit. A fresh air unit will supply 68 to 70 degrees tempered air no matter what the temperature outside is and no matter how much fresh air is being introduced into the building for recirculation. That's not the case now. As a result, the town will not see the reduction in energy consumption and costs that were expected with the new RTU.

To make this RTU function, Guardian established a heating setpoint of 80 degrees or so and the cooling setpoint is 65 degrees so that the unit never turns on. The result of that is if it's 78 or 80 degrees outside it will introduce 78- or 80-degree air into the building instead of tempered 68-to-70-degree air so the chillers will have to work harder. In the winter it will introduce cold air into the building rather than tempered air and the heating system will have to work harder. All of these issues have been brought up to Guardian and Ryan. Ryan will have a discussion with Guardian to work this out.

Bill also mentioned that he and Steve B. found out that the heat pump isn't working - just the resistance heat is working. The town spent extra money to add the heat pump system. The heat pump should be on and when it can't maintain the temperature, the resistance heat goes on to supplement the heat pump. Instead, it went right into resistance heat.

Stephen mentioned that in his previous experience with another building RTU with similar issues, the resistance/electric heat came up because there was a problem with the installation of the compressor. This safety feature prevented the heat pump from going on but allowed the resistance heat to come on.

Bill mentioned that these issues were brought to Guardian's attention during the training and a follow-up email was sent afterwards. Guardian hasn't been into the software since the problem was mentioned at the training session. It appears nothing has been done to address the issues.

Bill stated that he thinks the system can work as intended if it's reprogrammed with a VAV system or they can add a sensor in the discharge air to establish the control. He mentioned this several times to Guardian owner Dominic Armano.

Steve Hinton recalled that the MFC discussed using the BMS to ultimately control the entire building and wondered what the level of implementation has been paid for and implemented at this point. He also asked if full implementation would address these issues. Bill replied that the MFC paid for the implementation of a tempered air RTU and control generally of the RTU, chiller, and boiler together. It is not the 100% implementation the MFC envisioned. The work done to date is the first stage. The second stage will be expensive – pumps, valves, and the bodies of the fan coils will need to be replaced. The existing fan coil units are old, and it might be best to replace them all.

Steve H. stated that the town bought a fresh air unit, and the town should get a fresh air unit. Bill agrees.

## **Community Input**

Cynthia Sorn asked for clarification regarding the library RTU situation.

## **Next meeting**

July 6, 2023, 10:00 a.m., hybrid meeting

## **Adjournment at 11:07 a.m.**

## **Documents Submitted Update**

- Facilities Managers Report, June 12, 2023 (file: *MFC\_FM-Report\_06-12-2023.docx*)
- Gale Associates proposal for the evaluation of Town Hall (file: *2023-04-24\_REVISED-2023-06-13\_Carlisle-Town-Hal-roof-wall-RTU-eval.pdf*)



## Municipal Facilities Report

June 12<sup>th</sup>, 2023

### Corrective Maintenance and Preventative Maintenance

- No report this week

### Project Updates

#### *Library RTU Progress Report*

- Guardian is giving Steve, Stephen, Martha, and Jenn training on the new BMS system. Guardian also continues to work through software bugs to make the system more functional and operational.

#### *Library Roof Progress Report*

- Capeway continues to work on the roof project. We sent our pictures through our social media sites that detail the removal of the existing roof and the beginning of the new roof's installation. We expect this project to be completed on time and we continue to work with our designers and contractors weekly.

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

- Room expansion - We will need to discuss this project and get a better shared understanding of where this project fits in terms of timeline.

#### Town Hall Updates

- Glass Walls – Sulmac installed these room on Monday, June 12<sup>th</sup>. Al helped us oversee the project. We have a contractor in place this week to reroute the HVAC system to provide heating and cooling to these rooms.

#### *Police Department ADA Ramp*

- We met with Kneeland representatives last week to discuss several concerns with the project to include the timeliness, the uncentered footings, the damage to the sprinkler system and the concerns noted by the Historical Commission. Kneeland agreed to address these concerns moving forward. We are monitoring the project for compliance.

- Jim Hall scheduled an irrigation repair estimate and timeline for the 21<sup>st</sup>.

#### *DPW Fire Suppression System*

- Still awaiting final design from GDD.

#### **School Project Updates**

- Wastewater issues. There is possibly a broken pipe near the cistern on Church Street. The water is murky and greenish. We plan to add red dye to the pump station and see if we get any red color in the ground near cistern.
- RTU 7 bearings may be going on main blower. Being proactive and getting a quote from Daikin
- School Paging system down. After rebooting all components with no change, Stephen found an UPS was not functioning. He was able to get the system back online and it is currently running on a generator circuit. Working with the tech department to get upgrades for our UPSs
- New UPS for server IDF room will be delivered soon (Stephen plans to install with in-house staff Steve Bastek).
- Issued PO for walkway lighting (Stephen plans to install with in-house staff Steve Bastek).
- Phone wiring begins in the Wilkins building June 20th. Complete campus expected to be finished by July 7th
- Summer plumbing repairs planned:
  - Boiler room gas piping size increase on boiler #1.
  - Repair leaking pump gasket.
  - Repair Gymnasium water spigot lower level.
  - Add shut-off valve to Fire Station water spigot.
  - Try to resolve low water pressure in lower-level Spalding building.

#### **Town Administrator Notes**

- I met with Gale to refine and negotiate the Town Hall Building Envelope Study. We are ready to sign the contract and begin the investigation and reporting this summer.
- Stephen and I would like to understand the project manager assignments for each town project.



Gale Associates, Inc.  
300 Ledgewood Place | Suite 300 | Rockland, MA 02370  
P 781.335.6465 F 781.335.6467  
www.galeassociates.com

April 24, 2023  
**(Revised June 13, 2023)**

Town of Carlisle  
66 Westford Street  
Carlisle, MA 01741

Attn: Mr. Ryan M. McLane  
Town Administrator  
P: (978) 371-6688  
Email: [rmclane@carlislema.gov](mailto:rmclane@carlislema.gov)

Re: **Revised** Roof, Wall and Roof Top Mechanical Equipment Evaluation  
Carlisle Town Hall  
66 Westford Street  
Carlisle, MA 01741  
Gale P10259

Dear Mr. McLane:

Gale Associates, Inc. (Gale) is pleased to present this **revised** proposal to provide Engineering Consulting Services to the Town of Carlisle (Carlisle) regarding the above-referenced facility. **For the ease of your review, new items included in this proposal have been presented in bold text, and deletions have been presented with stricken ( ~~example~~ ) text.**

#### PROJECT DESCRIPTION

The Carlisle Town Hall is a two story wood framed office building constructed with plywood sheathing for the roof and wall substrates which is covered with asphalt shingles and clapboard siding, respectively; refer to Image 1. A large monitor well extends above the center of the building which houses the building's Roof Top Mechanical Unit (RTU); refer to Image 2. The monitor well walls and roof system are covered with elastomeric (EPDM) roof membrane.



Image 1: Town Hall

Representatives from Carlisle have stated that the RTU appears to be nearing its service life expectancy, and that a more efficient unit is under consideration. However, it is Carlisle's understanding that the walls and roofs may not be air sealed and could result in inefficiencies of a replacement mechanical system. Carlisle has requested Gale to complete an evaluation of the roof, wall and RTU systems to better understand the conditions and future renovations. Design, bid and construction phase services are not included in this proposal. **Carlisle has also requested that the review of the RTU determine if there are smaller units that can replace the existing system to allow access around all four sides for both maintenance of the RTU and roof system. Carlisle is aware that the actual sizing and configuration of RTU will be schematic at this time, as the final size will be contingent on the design and full characterization of the building conditions, which is beyond the services of this proposal.**

**SINCE 1964**



## SCOPE OF SERVICES

Based upon our understanding of the project from our discussions and site visit, we propose the following Scope of Services:

### **Evaluation Services**

- Initiate the project via teleconference to establish the schedule for field services, deliverables, and to coordinate access and site logistics with Carlisle. Minutes of the meeting will be developed and distributed by Gale.
- Review original plans, specifications, reports, and similar data made available to Gale. It is our understanding that the available documents may consist of the original building design documents.
- Interview personnel familiar with the facility and the leak/repair history.
- View the interior of the facility to locate damage due to reported leakage. Carlisle will provide an escort.
- Perform a visual evaluation of the roofing and flashing systems and related accessory construction. General location of observed defects will be noted on a copy of the roof area plan provided by Carlisle or on satellite imagery. Access will be provided by Carlisle.
- Perform a visual evaluation of the exterior wall and window systems and related accessory construction. General location of observed defects will be noted on copies of drawings provided by Carlisle or on photographic documentation. Walls and windows will be observed from readily accessible roofs and the ground using binoculars.
  - A representative number of windows will be observed from the interior to determine operability and to review the condition of weather stripping/hardware.
- Observe three-to-five (3 to 5) roof test cuts to document representative existing details and as-built conditions, as well as subsurface conditions at the test openings. Test openings are estimated to require one (1) day.
  - Test cuts will be performed and repaired by a qualified roofing contractor. The cost for the roofing contractor has been estimated and is included in this proposal as a reimbursable expense. Alternatively, Carlisle can hire and pay for the contractor services directly.
  - In accordance with 310 CMR 7.15 (4), it is recommended that Carlisle consider retaining the services of an Industrial Hygienist/Environmental Engineer to perform sampling of potential hazardous material to satisfy the Massachusetts Department of Environmental Protection (DEP) Bureau of Waste Prevention – Air Quality (BWP-AC) submission requirements as part of the Notification Prior to Construction or Demolition procedures. The fee for the Industrial Hygienist/Environmental Engineer has been estimated and included in this proposal as a reimbursable expense. Alternatively, Carlisle can hire and pay for the IH/EE services directly if they have an approved vendor.



Image 2 – Monitor Well EPDM roof and walls.



- Observe the removal and reinstallation of isolated sections of existing siding to verify the as-built methods and materials of construction, the substrate system, and condition of these materials at the test opening locations. We anticipate two-to-three (2 to 3) locations of destructive testing. Test openings are estimated to require one (1) day.
  - The actual removal and reinstallation of the siding components and the staging/hoisting apparatus required to perform these tests will be provided by an independent contractor. The cost for contractor services has been estimated and included in our proposal as a reimbursable expense. Alternatively, Carlisle can hire and pay for the contractor services directly.
- Coordinate with a Mechanical/Electrical/Plumbing (MEP) consultant to provide a visual evaluation of the existing RTU and comment on the conditions and potential options for replacement. This review will be preliminary in nature to provide a general understanding of the existing conditions and potential modification(s) that may be required. It does not include sizing of the equipment, a review of the occupancy and ventilation loads, or a structural evaluation to define loading requirements for replacement equipment. This preliminary information will be provided with subsequent evaluations/schematic design after the preliminary observations are complete and a meeting with Carlisle is conducted to review options. Gale has discussed the service and fee, **including the review of the RTU's general footprint/size**, with the MEP consultant which will be invoiced as a reimbursable expense. A formal proposal is not available at the time of this proposal.
- OPTIONAL: Perform infrared thermography on the exterior of the building to assist in locating potential air and thermal loss, and areas of moisture intrusion, if present.
  - As Carlisle has indicated the potential for air movement through the wall system, a thermal scan may better help to define locations which can be focused on during the visual evaluation and test cut observations. If the optional thermal imaging is authorized, it will be performed prior to destructive test cuts which will focus on potential anomaly locations. Should the thermal scan be considered after the evaluation and test cuts, additional contractor services may be required to confirm anomaly conditions encountered.
  - Drawings provided by Carlisle, photographic documentation, or satellite imagery will be annotated to identify observed anomalies.
  - Gale's two (2) person team will require access after-hours to perform this service. Carlisle will be required to provide an escort and access to the building.
  - This proposal is predicated on one (1) night to perform the infrared scans of the exterior of the building with our handheld infrared camera.
- Prepare a brief letter report, in electronic format, outlining our findings and opinions. The letter will be augmented with photographs, reduced drawings, and construction budget estimates.
- Meet with Carlisle via teleconference to present and review the letter report. Meeting minutes will be developed and distributed by Gale.



**COMPENSATION**

- Our compensation to provide the Scope of Services described above will be as follows:

Evaluation Services	Gale Fee	Reimbursables
Gale’s Fee (fixed fee)	\$14,900	N/A
MEP Consultant Fee (estimated)	N/A	\$4,600
IH/EE Consultant Fee (estimated)	N/A	\$4,400
Roofing Contractor (estimated)	N/A	\$3,200
Carpenter/Wall Contractor (estimated)	N/A	\$3,200
Sub-Total	\$14,900	\$15,400
Optional Thermal Imaging	\$4,600	N/A
Engineering Budget Total:	\$34,900	

- Gale services will be performed in accordance with our executed contract agreement dated March 15, 2023 and our current Schedule of Fees, attached.

**PROJECT PARAMETERS AND LIMITATIONS**

- Gale will be provided complete access to required areas at the facility to facilitate our services.
- Gale’s services will be performed during normal business hours, Monday through Friday, with the exception of the optional thermal imaging services, which will require after hour access.
- Exterior envelope observations will be weather dependent.
- Using the services of an Industrial Hygienist/Environmental Engineer (IH/EE) during the evaluation phase is to confirm the presence, or lack thereof, of hazardous materials. Mass DEP BWP-AQ06 form is required to be submitted prior to construction and requires that the certified inspector be listed for the on-line submission. Not using the IH/EE during the evaluation phase could result in increased cost estimates during the design phase, or change orders during the construction phase should hazardous materials be present in the building materials impacted by the renovations. Gale has included the fee for the IH/EE as a reimbursable expense, but it is Gale’s opinion that an IH/EE be retained and paid for directly by Carlisle.
- Gale will be provided with available documents related to the building envelope systems. Gale assumes no liability for the accuracy of any documents of any type, to include drawings, provided to Gale by Carlisle. Gale will rely on the accuracy of said documents as provided.



- Our fee does not include:
  - Design Services (i.e., preparation of technical specifications, details, and/or plans).
  - Bid Phase Services.
  - Construction Phase Services.
  - Mechanical, electrical, plumbing, or fire protection engineering beyond the RTU evaluation.
  - Structural engineering.
  - Research of the building's assessed value and confirmation of the construction costs spent on the building over the last three years. Carlisle will provide this information to Gale as needed.
  - Hazardous materials evaluation (lead, PCBs, etc.). Evaluation and design for remediation, and mold identification or remediation. Representative testing for asbestos containing materials in the roof and flashing systems has been included.
  - Provision of staging, scaffolding, or hoisting equipment.
  - Field testing (leak testing, etc.).
  - Specialized material testing of construction components and assemblies.
  - Accessibility evaluations or upgrades.
  - Professional cost estimating.
  - Obtaining permits.
- If during the optional thermal imaging services the results indicate areas that may provide air exfiltration or contain moisture within the roof and/or wall system, destructive testing may be recommended. Gale's proposal does not include the costs associated with coordinating, observing, or taking/patching roof test cuts to identify the presence of moisture within the roof systems associated with the infrared imaging.
- Should the thermal imaging survey be performed, Gale will not mark the building of the suspected anomalies. The building is considered finished and marking of the building could result in an undesirable appearance should future repairs/modifications to the anomaly conditions not be performed.
- Infrared surveys are dependent on weather conditions. Upon receipt of written authorization to proceed, Gale will schedule this infrared scan as soon as possible provided the weather conditions are favorable and there is no standing precipitation on the roof system. After business hours access will be required to perform the survey.
- Infrared surveys identify anomalies as a result of temperature variations between the roof/wall cover and the uppermost insulation/coverboard substrates. They are not intended to identify the limits of potential defects, as water infiltration that occurs below these substrates could travel laterally and vertically beyond the surface of the system.
- It is understood that any cost estimates developed related to this project will be rough order of magnitude engineering estimates, not to be used for sensitive budgeting.
- Gale services are strictly limited to those defined within the Scope of Services noted above. If additional services are requested, they will be performed and invoiced on a time and expenses basis in accordance with our Schedule of Fees, following receipt of written authorization to proceed from Carlisle.

Mr. Ryan M. McLane  
**Revised** Roof, Wall and Roof Top Mechanical Equipment Evaluation  
Carlisle Town Hall  
66 Westford Street; Carlisle, MA 01741  
April 24, 2023  
**(Revised June 13, 2023)**  
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**REQUIRED DOCUMENTS**

- Space has been provided below for your signature in order that this proposal may serve as a notice to proceed and/or contract/task order for this project.
- Space has been provided under the signature line in order for the Optional Services to be authorized. Please circle the appropriate response and initial the line in order for Gale to proceed with the services.
- Receipt of written notice to proceed is required prior to Gale initiating services on the project.

Thank you for this opportunity to submit this proposal to the Town of Carlisle for consideration. Please call if you have any questions regarding this proposal.

Best regards,  
GALE ASSOCIATES, INC.

Christopher Musorofiti, RRC  
Senior Associate  
Building Enclosure Consulting & Commissioning Group

CM:pmw

Enclosures:

- Schedule of Fees

W:\Proposals\Town-Municipal Bldgs-Schools\MA\Carlisle\Town Hall\2023  
0424 REVISED 2023 0613 Carlisle Town Hall roof wall rtu eval.docx

Accepted for:

Town of Carlisle

The Undersigned represents that he/she is an officer/principal of Carlisle and is duly authorized to execute this contract on behalf of Carlisle.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Type Name and Title

\_\_\_\_\_  
Date

OPTIONAL Service for thermal imaging  
(Circle One)

YES NO \_\_\_\_\_ (Initial)



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**GALE ASSOCIATES, INC.**

**SCHEDULE OF FEES**

**JANUARY 2023**

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**300 Ledgewood Place, Suite 300  
Rockland, Massachusetts 02370  
781-335-6465**

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Fees for services are based on the time worked on the project by staff personnel in accordance with the following schedule:

Principal	\$275/hr
Senior Associate	\$250/hr
Associate	\$235/hr
Sr. Project Manager/Sr. Structural Engineer	\$225/hr
Project Manager	\$210/hr
Sr. Engineer/Architect/Planner	\$190/hr
Drone Pilot	\$160/hr
Project Engineer/Designer/Planner/Architect	\$170/hr
Landscape Architect	\$155/hr
Sr. Staff Engineer/Designer	\$150/hr
Staff Engineer/Staff Designer	\$140/hr
Sr. Technician/CAD Designer	\$130/hr
Technician/CAD Drafter	\$125/hr
Administrative Professional	\$125/hr
Clerk/Word Processor/Admin Assistant	\$105/hr

Fees for expert testimony at pre-trial conference, deposition, hearing, trial, or any other legal proceeding, including preparation time for any such testimony, will be billed at 1.5 times the hourly rate.

Fees for expedited services authorized will be billed at 1.5 times the hourly rate.

Overtime will be charged for services for more than 8 hours per day, including travel, and all services on holidays, Saturdays, and Sundays. Overtime is charged at a rate of 1.5 times the regular hourly rate.

In the event onsite construction observation services are provided, the minimum charge for an onsite visit will be 4 hours.

This Schedule of Fees will be utilized for a period of six months from the date of submission unless otherwise provided in the Agreement and is subject to revisions at six-month intervals unless otherwise stipulated in the Agreement.

**Reimbursable Expenses**

Automobile expenses for personal or company vehicles will be charged at \$0.60 per mile, plus toll charges for travel from Gale's office to the project and return and for travel required in the conduct of work.

The following items of direct non-salary expenses shall be billed at Gale's cost plus 15%.

1. Transportation and living expenses incurred for out-of-town projects.
2. Laboratory and field equipment directly identifiable to the project and specifically noted in Gale's proposal.
3. Purchase of specialized equipment and rental of equipment from outside vendors.
4. Reproduction of specifications, drawings, reports and photographs beyond what is specifically included in Gale's proposal.
5. Computer services provided by outside vendors.
6. Rental vehicles.
7. Contractor and sub-consultant services.
8. Federal Express and Priority Mail costs when requested by the client.