

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

Heald Room

Wednesday, June 16, 2021 at 8:00 am

In attendance: Steve Hinton, Christine Lear, Jerry Lerman, Kate Reid

Guests: Steve Bastek (Town Facility Manager), John Fisher (Police Chief), Cynthia Sorn (Carlisle Mosquito)

Meeting called to order at 8:01.

- 1) Approve minutes of 06/02/21 meetings, Kate Reid made a motion. Steve Hinton seconded the motion. All in favor
- 2) Police Station HVAC  
Police Chief Fisher says the HVAC is going well, system is balanced and done. Still trying to get cooling on third floor.
- 3) Library
  - . Gale study of roof is still going back and forth between Carlisle and Gale.
  - . RTU replacement, Guardian bid was accepted by Carlisle. Guardian: \$99,631 (includes purchase of hardware). Guardian said the cooler may need custom made VFDs and a standard surge arrestor, for efficiency. Even though the document specified a unit to include VFD. They say it doesn't exist as we specified. Jerry asked Steve to contact Tim Goddard as the procurement officer. There is a chance that Carlisle can cancel the contract because Guardian cannot meet the scope that they agreed to in the bid.
  - . Ventilator will need to go out to bid because it will be over \$50K. Chosen firm will need to coordinate with Gale. As the size and weight of the unit will have impact on the overall project.
  - . MTE: \$6,400; Allied: \$8,000; Gale: \$5,800 (but doesn't include bid documents)
  - . Steve Hinton moved that if Gale gives estimate below \$8k for the bid document and study then we will authorize Jerome Lerman to go with them, otherwise Jerome will go with Allied. Kate Reid seconded the motion. All in favor.
- 4) Review organization charts for combined Town Facilities management including School, DPW and other town buildings
  - . Steve Hinton's organizational chart included all physical plant efforts, so it includes DPW.
  - . Kate Reid and Christine Lear will merge the proposed org charts into one that covers all the things we want to cover, including the people currently employed in the included departments. Kate asked if IT should be a part of it. We feel it should be included and then removed if it is determined that it is not under MFC purview. Jerry suggested that MFC consult with Governance Task Force concerning IT, should MFC include IT in the organizational chart.
- 5) Review finances
  - . Approaching end of fiscal year. We have approximately \$30K unexpended in FY19 warrant article. We could apply it to the Gale contract if that comes in before the end of June. There is also a plumbing bill for the Transfer Station trailer.
  - . Gary is working with his paving contractor to see if he can get a quote for the cost of the paving at the Transfer Station. Steve Bastek thinks it will be upwards of \$10K
  - . Chief John Fisher suggested that we purchase the compressor for the third floor of the police station. He believes it will be around \$6K. Steve Bastek said he is not sure they will have the clearance for a new unit in the current compressor location. John said he was not aware that there would be such a complication.

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6) Report from Facilities managers

- a) Town - Steve Bastek reported that the state and federal statutes will soon mandate that we will need to check the water for PFAS.
  - Steve Hinton, who has a background in micro testing, suggests that we understand the quality of the lab and how the tests are conducted before we react to such fine testing. With quantities this small, the chance for error or misinterpretation is high.

Highland Building

- The dehumidifier hose was disconnected, so the unit stopped working. Steve Bastek reconnected the hose and notified COA not to touch or move the dehumidifier.

Library

- RTU was blowing hot air, Steve Bastek adjusted thermostat and it is working fine. He checks it daily.
- PFAS test shows 100 PPB, so Martha Feeney-Patten turned off the taps in the library. A filter will need to be installed.
- This water issue confirms that all buildings should be tested by one company annually under the direction of the MFC.
- There is a state program that will test private homes, will they test our municipal buildings? This is probably a question for the Board of Health.
- Small Water Systems did the test for the library.
- Will change rooftop unit filters as pollen is just about done.

Police Station

- Steve Bastek cleaned the AC for the second floor, it worked. He called contractor to install capacitor and it needed refrigerant gas and to be balanced. It is working for \$1,010.16.

Town Hall

- Surge protector is all set.
- Will change rooftop unit filters as pollen is just about done.
- Will be moving an employee in Town Hall. Lots of stored stuff, and furniture to move.

DPW

- Trailer passed plumbing inspection.
- Overhead electrical lines, above trailer, still need to be moved.
- Trailer skirt and ramp should be installed after the area is paved.
- Truck is still in bay, they are waiting for a motor.

Clock Tower

- Steve Bastek is working with JJ Supple to get the materials for the clock tower.

7) Select date/time for next meeting: Thursday 06/24/21 at 8:00 am on Zoom.

8) Kate Reid made a motion to adjourn the meeting at 8:57, Steve Hinton seconded the motion. All in favor.