

Town of Carlisle
Municipal Facilities Committee
Minutes
Virtual meeting
July 22, 2021 at 8:00AM

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

Guests: Steve Bastek (Town Facility Manager), Rob Fortado (School Facilities Manager), Bill Risso, Cynthia Sorn (Carlisle Mosquito)

Meeting called to order at 8:02am.

1. Minutes of 06/29/21 meeting were approved.
2. Committee membership remains the same, no new appointments to the MFC. The School Committee will have a non-voting member assigned to the MFC.

3. Library

Chiller installation - final electrical being installed. The electrical inspection will be at 11:00 am today. The final piece will be finished on Monday.

Roof study - Gale was scheduled to look at the Gleason library roof tomorrow. They will meet with Steve Bastek.

John Lavery asked if the Gleason Board of Trustees have been kept up to date on the chiller. It's not the MFC purview, Jerry Lerman said that the Library Director, Martha Feeney-Patten is keeping her board up to date.

Martha Feeney-Patten found another mother board for the roof unit. It doesn't mean any changes for the project.

4. DPW

Trailer - have a quote for asphalt for the areas that need to be paved. Carlisle Building Inspector said ConsCom needs to approve before paving, because it was found the trailer is in the wetlands 100 foot buffer zone. Sylvia Willard will work with Gary Davis to understand the scope of the work. It will mean that conditions will be put on the installation to protect the wetlands, things like hay bales, which will impact the cost of the paving installation. The ramp and skirt still need to be installed. The furniture is in the trailer. Wires have been brought to the trailer for smoke detection. It is monitored, rather than on a pull box. They are working to change this to a pull box. Monitoring comes with a monthly fee. Kate Reid suggested that the gas tanks may be a good reason for monitoring. Bill Risso added that the newly finished Carlisle One project will allow us to monitor in house much better as it takes the "middle man" out of the loop. Any trip of smoke or heat alarms will go directly to FD.

Heater - Mechanic is working on the truck that is in the bay, preventing the installation of one of the heaters. The contractor wants to install both heaters at the same time, so they will wait until the truck is out. The truck cannot be moved as it is now.

John Lavery noted that once Gary has moved his office to the trailer we can begin to address the ventilation in for the truck bays. They would like to close the bay doors when working on vehicles, still cannot do this.

Kate Reid asked about the salt shed. Is there a plan to expand it? John Lavery suggested to Gary that the expansion should be off of the right of the current shed. John believes that the Select Board wanted this project to be driven by Gary Davis. Gary would like a new salt shed. There hasn't been any conversation about this for about six months. Jerry will

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invite Gary Davis to our next meeting to get this project moving again. The Transfer Station Task Force may benefit from some understanding of the site.

5. Discuss proposed org chart for Facilities and Grounds

Kate Reid looked at the Carver organizational chart, asked the committee members to look at the IT model in the Carver report. Jerry Lerman asked what the status of the Governance Task Force. They met for the first time last night. Kate and Christine would like to see this shared with the GTF and anyone who might benefit from this idea; Select Board, School Committee, Governance and FinCom. Jerry will send an email to Wayne Davis for the Governance Task Force. Kate Reid suggested that Gary Davis attend these meetings. Superintendent O'Shea and Tim Goddard should be included as well. It needs to be reinforced that this is in draft form.

Bill Risso noted that the org chart has the MFC with little apparent authority. The proposal allows for the staff to cover a lot of the logistical duties that are currently performed by the MFC. The MFC would prioritize and serve as the policy setting arm of the chart.

Jerry Lerman noted that the proposed organizational chart also begs that the schools should have a voting member on the MFC given the amount of real estate the school would bring to this new organization.

6. Reports from facilities managers

Town facilities

- Fire Station - John Lavery asked if the fire station has condensation lines, similar to the Police Station. Steve Bastek is not aware as the Fire Station handles this type of maintenance.
- Gleason Library - Steve Bastek had glycol level tested and it's only at 15%. He suggested that we include a glycol refill as part of the rooftop project. It should be at 40-50% for best freeze protection. Jerry Lerman asked what the cost would be. Steve Bastek is waiting to hear from the contractor, but he thinks it will be around \$3000. Should Guardian be responsible for this as part of the installation of the new chiller? Steve Bastek said they were only responsible to drain glycol from the old unit and move it to the new unit. Bill Risso said refilling the glycol would have to be done at some point anyway, it should be tested for quantity every year. Rob does this at the school each year, to protect the coolers from freezing in the winter. John Lavery asked if the MFC should vote on a dollar amount not to exceed and let Steve Bastek move forward. Jerry Lerman said it should be considered part of the installation. Bill suggested doing a price check with town vendor, school vendor and Guardian price. Steve Bastek will check prices but also work with Guardian to be sure a different vendor will not void the warranty. Kate Reid suggested another quote would give Steve a sense of the range we should be charged. John Lavery said this is a change order,
- Steve Hinton moved that Steve Bastek is authorized to negotiate the change order with Guardian for the glycol, not to exceed \$2500 or void the warranty. John Lavery seconded the motion. There was no discussion. Roll call vote in favor, All in favor, roll call vote Hinton - aye, Lavery - aye, Lear - aye, Lerman - aye, Reid - aye
- Steve Bastek has been going through old manuals for the equipment at the library to toss what can be thrown away.
- Steve Bastek gave a shout out to DPW for cleaning up the site at Gleason for the chiller and for fixing the guardrail.

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- Highland Building - COA has been removing old equipment from the building. The COA is having a shed installed behind Town Hall. Jerry Lerman understands that it will not take up current parking spaces. They are willing to store non-COA items as well. Highland Building Committee has received funding to have study done on the building. John Lavery donated
- Police Station - condensation line was plugged near dispatch and caused leak during high humidity. Steve had to have a plumber come out to fix the leak and resolve the issue. He has checked it since and it is working fine. There was no damage to any equipment. Steve went to the station in the middle of the night to address it when it happened.
- Town Hall - John Lavery asked if there are condensation lines at Town Hall, similar to the police station. The system is a roof top unit that do not have pumps that need to be blown out.

School

- John Lavery asked if the school has a schedule to blow out condensation lines. Yes, Rob Fortado noted that they blow them out quarterly, in house.
- Water filtration - PFAS and uranium levels were high in June, so the new filtration system design was changed. Procurement has happened under an emergency procedure, which means Rob can use his current contractor and engineer. This will save 3-4 months of bid process. Hopefully the install and inspection can happen before school opens. Kate Reid asked if the source of the PFAS has been identified. Rob said that the state does this testing and that it has been found at Gleason Library as well. The school was at twice the acceptable level, the library was at 70, which is far above acceptable levels. Rob feels this puts Carlisle ahead of something that the state will be checking more consistently in the near future. (Acton is looking at a \$60M system for the town water.). School is working with FinCom as the costs are higher than the school capital budget. May be partially covered by pending federal funding.
- Solar panels - Ameresco will be hooking things up soon. The charging stations will take a bit longer.
- Entry panels at the school will be painted soon.
- A new custodian will start soon as need identified by recent study.
- Town Hall custodian retired, temporary cleaner from school has been recommended for that opening.
- Summer cleaning is happening throughout the campus.
- Moving furniture to and from storage units. May hire movers to move very heavy items.

7. Select date/time for next meeting: Thursday, August 5 at 8:00 AM

John Lavery made a motion to adjourn the meeting at 9:26, seconded by Steve Hinton. All in favor, roll call vote Hinton - aye, Lavery - aye, Lear - aye, Lerman - aye, Reid – aye

Minutes prepared and submitted by Christine Lear