

Town of Carlisle
Municipal Facilities Committee
Minutes
Virtual meeting
September 2, 2021 at 8:00AM

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

Guests: Steve Bastek (Town Facility Manager), John Fisher (Police Chief), Rob Fortado (School Facilities Manager), Christopher Musorofiti (Gale Associates), Jim O'Shea (School Superintendent), Carrie Patel (School Committee), Bill Risso, Cynthia Sorn (Carlisle Mosquito)

Meeting called to order at 8:04 am.

Steven Hinton made a motion to approve minutes of 08/19/21 meeting, seconded by John Lavery. All in favor, roll call vote Hinton - aye, Lavery - aye, Lear - aye, Lerman - aye, Reid - aye

1. DPW

A. Trailer status / paving (Allied: \$24,750).

ConsCom approved the paving but we must put up hay bales. John Lavery made a motion to accept the quote from Allied for \$24, 750. Steve Hinton seconded the motion.

Discussion: Steve noted that the hay bales, or similar barrier, will be expensive, probably a thousand dollars. The quote doesn't include the barriers. Perhaps Gary Davis could put up the barriers? The quote also doesn't include grading. Will Gary Davis' crew be able to work with Scott Simpson to grade the area? Steve Bastek will check with Gary Davis to see if he can do the grading. Steve Bastek said Gary Davis could do the hay bales if they are supplied. John Lavery note that the grading needs to keep the water away from the building and trailer. Jerry Lerman suggested we approve the quote, have Gary Davis do the hay bales. If Gary Davis cannot do the grading we will have to find another contractor to grade the space. John Lavery suggested that the DPW labor for the hay bales should come out of the MFC maintenance budget.

All in favor, roll call vote Hinton - aye, Lavery - aye, Lear - aye, Lerman - aye, Reid - aye

B. Heater status

Steve Bastek reported that the heaters are installed and working. They have not been inspected yet. Hopefully the heat and plumbing inspections will happen this week.

C. Salt shed

We have drawings for a salt shed, but the roof is flat. Kate Reid would like the roof to be similar to the current roof. (Kate sent the drawings to the committee members and Cynthia Sorn). Scott Simpson will share the drawings with Gary Davis. Jerry and Kate said the drawings show smaller door heights and capacity. John Lavery suggested that we let Scott Simpson present his drawings to the committee. At the next meeting Scott will have had time to review the drawings with Gary Davis. Cynthia Sorn asked with that pitch is on the current roof, as she recalls the old roof was damaged because it is too low. John Lavery said it is user error, not the design. The pile in the current shed is too high, causing the crew to use the loader at higher than typical heights.

D. Fire Alarm system: (L.W.Bills: \$55,600)

The Fire Department asked for the quote for the fire system at the DPW, independent of the need for fire protection for the trailer. The fire chief needs to sign off on the application for the certificate of occupancy. This probably tripped the fire department to request the quote. The trailer should have come, by law, with smoke detectors. Scott Simpson will have to go back to the trailer company (Triumph) to address the missing smoke alarms. Massachusetts code doesn't require that the fire detectors are hard wired. However it is the local fire chief who makes the final determination on the smoke alarms in a town building. Jerry Lerman will ask Chief Sorrows for clarification. John Lavery spoke with Building Inspector John Metivier about the trailer, as part of the certificate of occupancy process. Kate Reid asked what else might be outstanding on the inspection. John Metivier is waiting for the paperwork to come back from the Fire Department.

2. Library

A. Roof study progress report (Questions for Gale Associates)

Report indicates that the roof insulation must be increased to R30. This would cause considerable modifications to the roof. Could we spray the underside? Gale does install spray insulation, however they have found that using it on the underside of a roof increases the condensation. They could do a dew point analysis to see if spray insulation is possible for the library, but there are a lot of mechanicals that would need to be removed and reinstalled. They do not recommend spray insulating the underside. Jerry asked what the cost difference would be, Christopher Musorofiti from Gale said it would be around \$50K. And it would be very disruptive to the goings on in the library. John Lavery pointed out that the roof/gutter line would change if we add more insulation. Christopher Musorofiti agreed. John asked if the spray foam is its own insulation and vapor barrier; it is. Christopher Musorofiti said that Gale has found that Icynene insulation and similar products cause condensation and other moisture problems. The profile of the eaves would change all around the building. The quote is at prevailing wage and includes the contingency. There are a couple alternatives to choose from, our choice will determine the cost within the range provided. Christopher encourages us to use a more durable membrane. Some of the stucco on the gable end stucco walls (dog houses) will need to be removed, probably best not to bother replacing the stucco. The access door, with a thicker roof, doesn't need to be ADA compliant since it is a maintenance door. He recommends that the new door simply be smaller to accommodate the changes to the thickness of the roof. If the gutters are raised in this section of the roof, they will not line up with the rest of the roof. This may not play well with the Historical Commission. Christopher Musorofiti said it may require removing some slate round the perimeter of the building to make it uniform around the building. Kate Reid said that this part of the building is not visible from a public way, so this should not be a problem for the Historic Commission. Kate Reid suggested we keep the project simple, and ask the Gleason Library Trustees how they feel.

John Lavery asked if there is a rooftop unit that is similar in size and weight to the current RTU. He believes there are four columns currently holding up the RTU, perhaps a frame could be built on those columns. We would not like to pull up the roof and install support steel. Christopher Musorofiti clarified that the current decking is light gauge steel so pulling it up won't be difficult. He believes we will need a support system built around the current supports for a unit larger than the current RTU. If the new unit is larger or heavier than the current RTU, we will need to add steel to support it. The unit in the Gale report (proposed by Guardian) is heavier than the current RTU. John Lavery asked if we could find a unit of the same size and weight? Gale does not consult on choosing an RTU unit. But they could tell us if another unit could be supported by the current supports. John Lavery would like to know the weight limit of the current supports. Christopher Musorofiti said that would require an in-depth study of the building. John doesn't understand how Gale can make the assessment that the larger unit would require more structure without being able to tell us what the weight limit is for a new RTU. Jerry Lerman asked if we found a

similar weight unit, then additional structure will not be necessary. A wider unit would require some additional framing along the existing W12 steel beam, and accommodate for the fact that the unit would be toward the middle of the roof, possibly causing the roof to bow. So some additional supports would be necessary. Steve Hinton asked if we must increase the insulation R value. Christopher Musorofiti said that it would be required if we replace the roof.

After Christopher Musorofiti left, the committee discussed the project. Kate Reid encouraged the committee to do it right or not at all. Still waiting for a report from Allied about possible rooftop units. Steve Bastek sent Allied the Gale report, but has not heard back from Allied. Jerry Lerman will call Allied.

B. RTU study progress report

RTU study is in progress. Jerry will check with them to find out when draft report will be available.

3. Continue discussion of proposed org chart for Facilities and Grounds

A. Review combined facilities organization

The town has posted the IT job several times and has not received any applicants. Kate Reid said that the Select Board may not re-post the job, but instead ask DriveTech to expand their services. DriveTech also services the police station. Police Chief John Fisher said that DriveTech does their security and back up, and he pays for other services as needed. John Fisher noted that he is happy with the current system with DriveTech and is hesitant to have a town IT person step in to a system that is currently working for the police station. Kate Reid asked if the police station pays for DriveTech out of their budget, they do. Jerry Lerman asked what the school does to handle IT maintenance. Superintendent Jim O'Shea said that the school handles all of their IT needs in house. Jim O'Shea just wanted to clarify that the last minutes suggested that the school doesn't see the benefit of an all town IT department. But he wants this committee to know that the school is open to learning more about it. Bill Rizzo suggested that the school have representation on the IT working group.

B. Report on communications with Governance Committee

There is a chair of the Governance Committee. Hopefully we will be able to work with them soon.

4. Reports from facilities managers

A. Town facilities - Steve Bastek

Highland Building - very high humidity caused the fire alarm to go off last Saturday. Steve put an industrial dehumidifier in the building to correct the problem. There are now two humidifiers in the building. They drain into a sink and outside. The sink drain goes into the school septic. Steve Bastek put antifreeze in the pipes to prevent freezing, etc. The building is very moist. The building is classified as a school, and will need a fire alarm system that is qualified for a school. Bill Rizzo said that some grading may keep the water from seeping into the foundation.

Gleason Library - there was a problem with the new chiller. It was a flow switch problem. On Wednesday the chiller wouldn't go on. The contractor (Guardian) came in on Thursday and put in a new flow switch. It has been working fine since the new switch was installed. Jerry Lerman asked if this is something that should have been known at installation. There was no charge for this fix.

Steve Bastek cleared out the drain in the RTU unit to prevent backup.

The power company said the building power needed to be turned off to install power to the building across the street from the Library. They never showed on the scheduled day, but they showed up yesterday. Steve was able to prepare the building for no power and then brought things back on line when the power returned.

Steve Bastek is doing all he can to keep the leaves from the gutters and drains at the library to keep water out and headed toward the catch basins. He will paint the gable ends of the roof to protect it from the weather.

Town Hall - Still having trouble with software running the RTU. Working with support from the software company; they are not charging for the troubleshooting.

The site behind Town Hall is being prepared for the new storage shed. Steve Bastek is working with Gary Davis and his team.

B. School – Rob Fortado

Rob reported that they completed the pre-opening walk-through with the fire department. All went well. No longer need wall packs. Some of the closets were decluttered for fire sprinkler clearance.

Brick Building - floors cleaned for Carlisle Recreation.

Working with Steve Bastek for the glycol contact. Glycol will be done at the school soon.

Small leak in the building last night. Will repair this week.

Furniture has been swapped out per teacher requests.

School opened yesterday, all went well.

5. Jerry Lerman reminded the committee that emails among committee members should be informational. Other communications may be in violation of the Open Meeting Law.
6. Next meeting: Thursday, September 16 , 2021 at 8:00 am
7. John Lavery made a motion to adjourn the meeting at 9:40, seconded by Kate Reid. All in favor, roll call vote Hinton - aye, Lavery - aye, Lear - aye, Lerman - aye, Reid - aye

Submitted by Christine Lear