

Town of Carlisle
Municipal Facilities Committee
Minutes

Virtual meeting
Tuesday 09/08/20 at 8:00AM

Meeting called to order at 8:00 am

In attendance: Christine Lear, Jerry Lerman, Steve Hinton, Kate Reid, Scott Simpson
Guests: Steve Bastek, Chief John Fisher, David Newman, Bill Risso, Cynthia Sorn

Review projects for October Town Meeting warrant article. Assign priorities to each of the items. Started process by prioritizing projects on spreadsheet.

- Priority 1 Town Hall Roof Top Unit & Roof - It is better on all levels to do both the roof top unit and replace the membrane roof around it at the same time. Best to do the job right the first time. Steve H noted that the numbers on the spreadsheet may not be reliable as they are 3-5 year old estimates.
- Priority 2 Town Hall South Wall Eave
- Priority 3 Town Hall Parking Lot Reconfiguration
- Priority 1 Fire Station Air Source Heat Pump - FY19 budget, need to get it started.
- Priority 1 Police Station First Floor Duct Work (see below)
- Priority 1 Police Station Deferred Maintenance (fire alarm, AC for 3rd floor, ceiling plenum, new shed)
- Priority 3 Police Station Septic System - passed Title 5 recently. This is a sub 3 priority
- Priority 1 DPW Salt Shed Repair
DPW Roof - postponed until FY22 warrant, Bill suggested we speak with Gary as he believes it has been patched for now. Steve B will ask Gary about the roof.
- Priority 2 DPW wall board
- Priority 2 DPW entry doors
- Priority 2 DPW Repair floors
- Priority 1 Library Chiller Unit
- Priority 1 Library Roof
- Priority 1 Library Stairway Railing
- Priority 1 Library Rear Emergency Exit

Fire Station

- Fire department needs storage for their boat. Should there be a storage shed in location where first septic was proposed at transfer station. Could this be combined with need for new police storage? No, as police need 24 hour supervision of the shed.
- Emergency generator storage tank is complete except for LSP decision to remove or fill tank in place.
- David will let Jerry know if there are projects for the Fire Station for FY21.

Police Station

- a) Repairs to HVAC system – Norian/Siani design project underway, contract signed.
- Have conversation with FinCom about the funds that have not been used for the police station to get some items (new shed) repaired. Jerry doesn't think it would be approved without a town meeting vote. Jerry will start by speaking with Tim. If we are not allowed, we should close the warrant.
- Kate suggested we request a waiver from the BOH for the police station septic.
- John Fisher will look into a replacement shed for the police station as it is falling apart.

DPW

a) Salt shed

b) Septic system

- Perk test was performed near garage; it passed. Conceptual design on paper, Gary Davis can 'live with it'. It will cut into his work area near the third garage bay. It is far from the buffer zone. No need to file notice of intent. We need to complete to design and submit it to the BOH. Speak with contractors who expressed an interest. Risk is that we need to start construction by November 1. Which means we need to get the proposal to the BOH immediately. We need to approve site, authorize additional expense (up to \$5,000) and get this to the BOH.
- Motion to approve up to \$5,000 addition expense for the septic system at the transfer station. Discussion:
- Jerry clarified that they can drive over graded area. Concerned that trucks may hit retaining wall. Steve H agreed could happen, we could install barriers but probably best to leave this to Gary to decide. Steve B asked if it was too close to the neighbor. Steve H said no, would only require a waiver from the BOH. Cynthia Sorn noted that she spoke with staff member, Chris, at transfer station who said he is very excited about this plan and thinks it is an improvement over the last plan. Roll-call vote: Reid - aye, Hinton - aye, Simpson - aye, Lerman - aye, Lear - aye.

c) New trailer

- Scott S. has run new document about trailer past Tim Goddard and it will go out to bid.

Highland Building

a) Safety status

- Will be a warrant article at Town Meeting about the Highland Building. We need to find out how much it will cost to demolish the building.
- Steve B has already changed the locks on the building. Keys have been distributed. Steve will rekey the back door locks to have one key for the whole building.
- David Newman will add caution tape to the areas of concern inside the building.
- Steve B took school fire alarm parts from old school alarm to see if he can sure up the system in the Highland building.

Facilities Manager's report

- Library chiller is leaking. Discouraged Martha from refilling this late in the summer. Upstairs unit has fresh and conditioned air.
- Replaced UPS system after it failed in Town Hall. Up and running now. Problem with roof top unit. Building Management System lost communication with roof top unit. Steve B. and Bill are trying to pinpoint problem. May have to call in Carrier and BMS technicians to find out what the problem is. Right now the system is following the program schedule. Not sure if it will trip into heating as seasons change. If it is the 'brain', it could be \$10k-12K. Slight smell of gas at the unit too. Not currently a concern that it will filter back into the building. This is a priority. David offered a sniffer.

Next meeting on September 22 at 8:00 am.

Motion to adjourn at 9:15.