

Municipal Facilities Committee

Minutes of 05/14/2019 Meeting
Submitted by Steve Hinton

Attendees: Jerry Lerman, John Lavery, Kate Reid, Steve Hinton, Steve Bastek (FM)

Also present:

The meeting began at approximately 8:01 AM.

No minutes were approved.

Jerry reported on his meeting the Town Accountant. Funds just voted at this year's annual town meeting can't be spent until after July 1st and can only be used for the specific projects involved due to `bonding`. Jerry reported that \$55K of FY19 funds has been expended.

SteveB weekly report of activities:

- 1) Door roller replacement and weather stripping at the fire house has been completed.
- 2) CO/NO2 sensor has been ordered. It will be preprogrammed with High-Low limits. Steve B to install upon arrival.
- 3) New DPW generator start-up was missed. However, it is under warranty for one year. This 'miss' highlights the need for better coordination with departments as well as the need for a master inventory of equipment requiring routine maintenance.
- 4) Steve B has begun creating a master inventory list.
- 5) Steve B needs to review maintenance tracking software used by Carlisle schools to determine if that system could be used for maintaining a master inventory and maintenance tracking list.
- 6) The fire chief's input on key-card access system has been obtained; he is on-board with low bidder proposal (**attached**).
- 7) UST replacement - questions on quotes remain. There seems to be \$6K premium to increase tank capacity from 300 to 500 gallons and add a refueling hose. SteveB to contact vendor and determine relative costs for each of the two components. Fire Chief's view of the length of refueling hose is also needed along with a recent electric bill to judge fuel consumption. SteveH to calculate consumption.
- 8) The elevator will be tested on 5/28 and thus Steve's arrival for that meeting will be impacted.
- 9) TBA second visit to the library revealed issues with roof-top ventilation, roof-top air handlers, and a chiller refrigerant leak. TBA report is scheduled for mid-June.
- 10) A draft of the `project tracker` was reviewed. Josh suggested adding start and end date fields as well as actual v. estimated costs.

On motion by Kate/SteveH, the committee unanimously approved the purchase and installation of a key-card access system for the fire station with the expenditure of up to \$6,000 from FY19 departmental funds if available, otherwise funds to come from FY19 warrant article funds.

The group discussed Kate suggestion that MFC meet with the BOS this summer to set a plan for FY21 warrant article projects.

Next meeting will be 8 AM on 5/21/19 since town election is next Tues; Jerry to post.



**TOWN OF CARLISLE
REQUEST FOR QUOTATIONS**

PROCUREMENTS VALUED BETWEEN \$10,000.00 AND \$50,000.00

Description:

ACCESS CONTROL STATION AT THE FIRE STATION

3 Door quotes highlighted in bold

VENDORS CONTACTED (Must contact at least three)	UNIT PRICE	TOTAL
1. Company: PASEK Corp Address: 9 West Third St, S. Boston MA Date: March 11, 2019 E-Mail: Linda Lynch <llynch@PASEK.com> Notes: Quote # 19C11D18 (wire 3 doors) (617) 269 - 7110	\$14,407.13	\$14,407.13
2. Company: Prestige Security Solutions Inc Address: 109 Mammoth Rd, Lowell MA Date: Feb 20, 2019 (3 doors) Estimate #1017 Feb 22, 2019 (1 door) Estimate #1018 E-Mail: info@prestigesecuritysolutions.com Notes: 3 door -Estimate #1017 ; 1 door- Estimate #1018	\$5,513.11	\$5,513.11 ← motion
	\$3,324.68	\$3,324.68
3. Company: Nashoba Security Inc Address: 474 Great Rd, Littleton MA Date: Feb 21, 2019 E-Mail: mleblanc@nashobasecurity.com Notes: Estimate # 18763 (1 door) 3 DOOR QUOTE DATED APRIL 17, 2019	\$3,154.19	\$3,154.19
	\$6,391.65	\$6,391.65

(If you contact more than three, please put additional information on new sheet and mark continued Page 2)

RECOMMENDATION: _____

SIGNATURE OF PERSON OBTAINING QUOTES: _____

SIGNATURE OF PROCUREMENT OFFICER: _____