

Fire Station Building Renovation Committee
Monday, January 5, 2026, 10:00 a.m.
Heald Conference Room and Zoom (Hybrid)

RECEIVED

By Town Clerk's Office at 11:35 am, Jan 16, 2026

The FSBRC met on Monday, January 5, 2026, at 10 a.m. at Carlisle Town Hall (Heald Room). The meeting was also available via Zoom.

Attendance

Committee Members (remote participation noted): Eric Balles, Jerry Lerman, David Flannery, Suzanne Spinney (remote), and Gregory Zurlo (Remote)

Committee Members Not Present: Tony Mariano

Staff Present: Ryan McLane, Town Administrator; Gretchen Gallimore, Executive Assistant; Bryan Sorrows, Fire Chief; Neil Joyce and Steve Vaccaro Town OPM - CMS, Matt Salad, Project Architect – Tecton.

The Open Meeting Law (OML) regulations governing remote participation, 940 CMR 29.10 - All votes must be taken by roll call. This meeting was live-streamed.

Ryan McLane opened the meeting at 10 a.m.

Fire Station Renovation Project Update

The Fire Station Building Renovation Committee held its organizational meeting to review the current status of the fire station renovation project. Town Administrator Ryan McLane served as temporary Chair and provided an overview of the project's goals, including meeting modern safety standards, creating appropriate living space for on-call firefighters, supporting gender equity, and maximizing the use of the existing facility while maintaining a focus on sustainability.

Mr. Salad of Tecton Architects, along with Mr. Joyce and Mr. Vaccaro of Construction Monitoring Services, presented updates on the design process and emphasized the importance of aligning project decisions with the Select Board's established goals and financial parameters. The Committee's primary responsibility is to support the completion of design documents and the bidding process in time for potential consideration by voters at the Annual Town Meeting in May.

Project Timelines

The Committee discussed the tight timeline for developing bid documents, with the goal of issuing drawings by March 13 to align with the May Annual Town Meeting schedule. Mr. Salad provided updates on the limited permitting windows and the need to coordinate closely with the Board of Health, Planning Board, and Conservation Commission. Ryan McLane emphasized the importance of completing the permitting phases on schedule to ensure the development of an accurate cost estimate for Town

Meeting consideration. He also outlined the Committee's role in shepherding the project through the required boards and commissions to meet what are achievable, but demanding, deadlines.

Mr. Joyce explained that Massachusetts prequalification requirements for construction projects exceeding \$10 million require the process to begin well in advance. The Committee authorized the Town Administrator to work with Mr. Joyce on the advertising and procedural requirements necessary to initiate contractor prequalification. The Committee plans to review a draft of the prequalification Request for Qualifications (RFQ) at its next meeting on January 13.

Co-Chair Project Leadership Structure

The Committee discussed its organization and structure and voted to establish a co-chair arrangement. ***Upon a motion by Jerry Lerman, seconded by David Flannery, the Committee unanimously approved, by roll-call vote, the appointment of Eric Balles and Greg Zurlo as Co-Chairs.***

Bi-weekly Meetings and Contractor Review

The committee agreed to hold bi-weekly hybrid meetings starting on Tuesday, January 13th at 3:30 PM with subsequent meetings planned for Mondays at 3:30 PM. The Committee also confirmed that the construction project's estimated value exceeds \$10 million, requiring the formation of a pre-qualification committee to review contractor qualifications in February, with the committee to be formed and scoring methodology defined at the next meeting.

Adjournment

Motion to adjourn moved by Jerry Lerman, seconded by David Flannery, unanimously approved by roll-call vote.

Ryan McLane adjourned the meeting at 11 a.m.

Minutes

Minutes were approved by the FSBRC on 13 Jan 2026.

Minutes prepared by Ryan McLane, finalized and respectfully submitted by Eric Balles.