

Municipal Facilities Committee Minutes

Hybrid Meeting Minutes

Thursday, January 8, 2026

Carlisle Town Hall, Parlin Room and remote Zoom Access

Attendance

MFC Members

Jerry Lerman (Chair)

Bill Risso (Vice Chair)

Eric Balles (Member)

Scott Jamison (Member)

Absent MFC Members

Travis Snell

Attendees

Sarah Wasserman – (LSC Coordinator)

Stephen Connearney – (Facilities Director) - Zoom

James Hall – (DPW Director)

Called to Order - Jerry Lerman called the meeting to order at 9:00 AM.

Review of Minutes

VOTE: Eric Balles moved to accept the minutes prepared by Nancy Donnelly on 12/18. The motion was seconded by Bill Risso.

Roll Call – Lerman, aye, Risso, aye, Jamison, aye, Balles, aye

Report from the Facility Director

- Highland induction fan replaced. MFC funded.
- Highland heating is set at 50 degrees. The heating unit keeps running trying to satisfy the building temperature. Winter months the heat runs constantly.
- Risso mentioned that in order for the smoke detectors to work properly, the building temperature has to be at 50 degrees.
- Fire panel needs to be replaced. Connearney will look into pricing for downsizing the Highland panel along with replacing the town hall and police station panels.
- WWT facility affluence pump needs to be replaced. Funded from Capital Plan.
- WWT facility had no heat for a week. The controller had to be reset due to oxidation.
- Police Dept. - outside aluminum ramp is being corroded by sand and salt due to weather conditions. Connearney suggested using heat tape.
- Jim Hall has the same type of ramp at DPW and has been using calcium chlorate over several years with no issues.
- Snow removal in walkways and small areas, normally done by the police, will be done by Steve and Al.
- Jim Hall will continue to do the driveway and parking area.

Town Hall BMS Software upgrade

- Connearney awaiting quote from vendor.

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Town Hall bathroom renovation

- Two bathrooms will be done at once. Projected start date is February. Connearney reviewed submittals.

Town Hall mechanical room expansion

- \$5,000 allocated for the pH balancing equipment and PFAS plumbing. Project to start in the spring.
- Risso asked Connearney if he had any quotes for plumbing. Connearney is waiting to review the footprint after the wall is moved.

Town Hall roof project – notes from Ryan McLane

- GGD and Gale to quote design work for HVAC and roof replacement
- HVAC could be paid through the Climate Leader program
- Design work and replacement of the roof will need to be paid through MFC funds. (ATM 2026 Article)

Annual Town report

- Lerman completed the report and Balles requested that he add the Green Communities grant covered the Brick buildings weatherization.

Fire Station Committee

- Lerman is co-chair of the committee
- DPW dug test holes for the leaching field and are waiting for results.

Library mechanical room

- Final architectural drawing are not complete
- Need fan coil specs
- Historical Commission has supported keeping the old staircase

Grant/Robbins HVAC – notes from Ryan McLane

- Working with two house doctors to weigh in for procurement reasons, Gale for the structural work and GGD for the HVAC systems.
- To comply with Climate Leader requirements, we are also working with Environ. Environ to suggest the most sustainable option that meets our financial needs and complies with our decarbonization plan.
- GGD and Gale will then create the design documents and the town will apply for the Climate Leader Grant.
- MFC has committed to \$130,000 to complete the study and design.

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Police Dept. Project

- Basement floor cutouts at locker room and gym are ready to be filled in with concrete. Work scheduled for next week. Project on schedule

DPW

- James Hall – reported that a vendor clipped the salt shed while making a delivery
- Connearney to look at and get three quotes
- Quote will be submitted to vendor's insurance company for reimbursement

Brick building

- Gas line installed
- Gas inspection and HVAC balancing not completed
- Remote access to HVAC system needs to be completed. Scott Heffner, Network Manager is working on.
- Howe's to install JC control into Metasys on the 13th.

Adjournment

A motion to adjourn was made by Eric Balles and seconded by Bill Risso. The motion passed unanimously and the meeting adjourned at 9:45 AM.

Roll Call Vote – Lerman, aye, Risso, aye, Balles, aye, Jamison, aye

Respectfully Submitted

Nancy Donnelly

Assistant to the Facility Director

January 15, 2026