

MINUTES

FIRE STATION BUILDING RENOVATION COMMITTEE

13 Jan 2026

Location: Heald Conference Room & Zoom

Time: 3:30 p.m.

Participants:

- Members Present: Eric Balles (co-chair), Patrick Collins (representing BoH for Tony Mariano), David Flannery, Jerry Lerman, Suzanne Spinney, Greg Zurlo (co-chair), Bryan Sorrows (Fire Chief), Ryan McLane (Town Administrator)
- Members Absent: none
- Non-Members Present: Matt Svatek (Deputy Fire Chief), Matt Salad (Tecton), Steve Vaccaro (CMS), Neil Joyce (CMS)

1. Call to Order

Eric Balles called the meeting to order at 3:30 p.m. A roll call confirmed members present as listed above.

2. Public Input

No public input was received.

3. Committee Housekeeping

The committee discussed and approved the minutes from the previous meeting held on 5 January 2026.

Motion: To accept the 5 January 2026 meeting minutes as previously distributed by Eric Balles.

Moved by: Jerry Lerman **Seconded by:** David Flannery **Vote:** Passed unanimously via roll call vote with abstentions (Suzanne Spinney, and Patrick Collins).

4. Project Design Review

Schedule Overview

Eric introduced the tight schedule for the project, noting the firm deadline of the May 18th Town Meeting where an actual number needs to be presented as part of the warrant article. Ryan explained that the Select Board wants to bring an exact number to town meeting rather than an educated guess, which requires completing the design documents and bidding process before town meeting. This aggressive timeline is partly motivated by the current favorable construction market and rising costs.

Mr. Salad noted that schematic design was completed before the committee was formed and Tecton is already halfway through the design development phase. Any pause at this point would put the end date at risk due to the accelerated schedule.

Project Evolution and Current Design

Mr. Salad provided context on how the project has evolved since the Select Board presentation in September.

Key changes include:

- The original concept had administrative functions built over apparatus bays with a 22-foot floor-to-floor height, creating excessive unused volume
- The current design reduces building volume by 10-12 feet in height and 400-500 square feet in footprint, improving cost effectiveness
- The site layout was reconfigured after survey data became available, improving functionality for apparatus movement
- The site now includes more parking space

- The building shifted toward the right side of the site
- Drive-through apparatus bays instead of the previous back-in design
- Additional parking areas with separate public and staff access points
- A pre-engineered metal building that will house fire suppression systems
- New water management systems including oil-water separators and stormwater treatment

Site Development Challenges

Several significant site challenges were discussed:

- **Wetlands Delineation:** The Conservation Commission has a winter moratorium until April on wetland confirmations, which conflicts with the project timeline. The team has submitted an early request to seek a waiver.
- **Ledge Concerns:** Greg expressed concern about potential ledge on the site and its removal costs (\$350 per cubic yard). Mr. Salad confirmed geotechnical assessments were done, though Greg requested more detailed ledge contour surveys.
- **Utilities:** The team is exploring two options for wastewater - either a new leaching field or potentially tapping into the Carlisle Public School's wastewater treatment plant.
- **Tree Replacement:** The Planning Board requires replacement of 50% of the aggregate caliper of trees removed, which could be substantial given the large trees on site.

Building Design

Mr. Salad walked the committee through the updated floor plans:

First Floor:

- Existing building: Infill of current ambulance bay with outdoor equipment storage, workroom, decontamination space, and SCBA room
- New addition: Public lobby with elevator, administrative offices, transition zones to apparatus bays, and new drive-through apparatus bays
- Health and safety features including positive pressure air systems to prevent carcinogen transfer from apparatus bays to clean areas

Second Floor:

- Training room accessible to the public via elevator
- Duty bunks (4 regular, 1 officer)
- Day room, kitchen/dining area, and support spaces
- Training stair with exterior access for ladder and rappelling training

Budget and Procurement Process

The project team is managing costs through several approaches:

- Regular cost estimates (next one due first week of February)
- Value engineering decisions like using load-bearing masonry with pitched steel instead of tapered insulation
- All-electric systems to qualify for rebates (no gas in the building)

Contractor Prequalification Process

The committee established a prequalification team for evaluating contractors, appointing Jerry and Suzanne to support the pre-qual effort with CMS. Mr. Joyce explained the prequalification process using the BidDocs system, noting that contractors must provide DCAM certification, update statements, and bonding capacity information.

Motion: To appoint Jerry Lerman and Suzanne Spinney to support the pre-qualification effort.

Moved by: Greg Zurlo, **Seconded by:** Patrick Collins. **Vote:** Passed unanimously via roll call vote.

Public Engagement

The committee discussed the need for public engagement ahead of town meeting, with Jerry emphasizing the importance of breaking down costs to help residents understand the project's scope and value. Ryan noted that previous video presentations were particularly effective in reaching residents.

Jerry also raised concerns about future flexibility, noting that the station would likely serve for 45+ years and should accommodate potential growth needs.

3. Adjournment

The next meeting was scheduled for January 26, 2026.

Motion: To adjourn the meeting

Moved by: Jerry Lerman **Seconded by:** David Flannery **Vote:** All agreed.

Eric Balles adjourned the meeting at 5:13 p.m.

Minutes:

Minutes approved by the FSBRC on 9 Feb 2026.

Minutes compiled and respectfully submitted by Eric Balles.

Attachments: There was no Zoom chat file for this meeting.

Minute taker's note: Committee members are typically referred to by first name except for attendance and motions/votes. Non-members are typically referred to by full name or honorific and last name.