

Municipal Facilities Committee Minutes
Hybrid Meeting Minutes
Thursday, January 22, 2026
Carlisle Town Hall, Heald Room and remote Zoom Access

Attendance

MFC Members

Jerry Lerman (Chair)
Bill Risso (Vice Chair) - Zoom
Eric Balles (Member)
Scott Jamison (Member)
Travis Snell (Member) - Zoom

Attendees

Sarah Wasserman – (LSC Coordinator)
James Hall – (DPW Director)

Called to Order - Jerry Lerman called the meeting to order at 9:02 AM.

Review of Minutes

VOTE: Scott Jamison moved to accept the minutes prepared by Nancy Donnelly on 01/08. The motion was seconded by Eric Balles.

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

Town Hall bathroom renovation

- Fort Meadows will start work on two bathrooms end of January.

Grant/Robbins HVAC

- Wasserman - timeline for Climate Leader Grant application has been moved to the August deadline. Once documents are submitted, it usually takes three months for approval. The status of funding hasn't changed.
- Need GGD/Gale design and construction numbers
- Bid docs should go out in August

Library mechanical room

- Martha Feeney-Patten to attend next meeting
- Project is out to bid
- Fan coils – MFC has not received the design documents for the units. Risso would like to review and question where the control units are going.
- MFC to fund fan coils
- Snell questioned whether any additional space was available in the room. Risso said a small area of space near the lockers will increase the footprint of the room.

Police Dept. Project

- Contaminated soil was found. The garage structure will be built on a concrete slab, so the soil will not be disturbed.

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DPW

- The building committees' first meeting has been scheduled
- James Hall – received an estimate of \$21,000 for the damaged done to the salt shed
- The vendor's contractor will do an estimate on the damage.
- Vendor to advise Jim Hall if they will pay the contractor directly or go through insurance.

Brick building

- Work is not yet completed. Connearney will give an update at the next meeting.

Building a repository for institutional knowledge

- Balles questioned how we should proceed with the gathering of material.
- Suggestions were:
 - Collecting categories
 - Sharing a point site – 20LLC Tech to be involved
 - Documents that are already on computers
 - Paper documents – can be scanned and uploaded
 - Surveys and design documents should be added
 - DPW files are on the town server. Julie Mercier, Planning Board, added files to the server.
 - Sarah to work with BOH on a list
 - School building plans
 - Design plans and operational information
 - Security
 - HVAC – Risso stated town hall has a large HVAC binder that could be scanned

Adjournment

A motion to adjourn was made by Eric Balles and seconded by Bill Risso. The motion passed unanimously, and the meeting adjourned at 9:29 AM.

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

Respectfully Submitted

Nancy Donnelly

Assistant to the Facility Director

January 27, 2026