

Town of Carlisle
Municipal Facilities Committee
Minutes
Virtual meeting
January 26, 2022 at 8:00AM

In attendance: Steve Hinton, Christine Lear, Jerry Lerman, Carrie Patel, Kate Reid

Guests: Steve Bastek (Town Facility Manager), Charles Ehl until 8:45 (Guardian), Jeff Hickenbottom until 8:45 (Guardian), John Lavery, Cynthia Sorn (Carlisle Mosquito), Josh Taylor until 8:45 (Guardian)

1. Meeting called to order at 8:02 am.
2. Kate Reid made a motion to accept the minutes of January 13, 2022, seconded by Steve Hinton. All in favor, roll call vote Hinton - aye, Lear - aye, Lerman - aye, Patel - aye, Reid - aye.

3. Library

A. RTU – status of RTU order, discussion of controller

Tim Goddard signed off on the bid documents from Guardian. The unit is pending approval at Guardian and then it will be ordered. Then they will know when it will be delivered. Lead times are currently 4-5 months.

Control Unit for RTU - Charles Ehl expressed concern for the chosen control for the RTU. The ventilation for the building needs to average out all floors and spaces as they are being used. The idea was to use three sensors to engage the ventilation system. They typically use Johnson Controls for their jobs. Carlisle is asking for Schneider as is installed at Town Hall. Carlisle is not happy with the Johnson Controls at the school. The Johnson Controls system requires their technician, the Schneider system allows Carlisle to make adjustments. Josh Taylor from Guardian asked for specifics on the Schneider system as there are several versions. He suggested a network management system that could manage the systems. This system could be expanded as needed. Then we would have one internet-based interface for all systems that could be located in Town Hall, and/or accessed from a smart phone. It would be a [Niagara Tridium Jace system](#). This frees the town up to use any vendors for different town sites going forward. This won't solve who fixes the individual systems in each building, but it will be able to see details of all building systems from one location. Analytics can be collected for all systems on this hub. Jerry Lerman asked about linking into the school system (Johnson Controls). Josh Taylor would need to look at the many rooftop systems to assess if they are linked to one interface at the school. Kate Reid expressed that we are trying not to paint ourselves into a corner. The Tridium Jace system has been around since the 1990's, and it speaks to just about every control system available. Jerry Lerman expressed concern for the ability to connect to the mechanicals in Gleason Library. Charles Ehl said that it would be some effort to bring all mechanicals into the system, but once it is done it is done. The project could be done over time; put in the interface and connect it to the major mechanicals. Then bring the rest of the mechanicals into the system over time. Jerry Lerman asked what a Jace system would cost for Gleason Library. Charles Ehl thinks it will be around \$25K, although this number is not based on a site visit. He suggests that Guardian look at Gleason to develop a better number. They will also look at the school in relationship to the Jace System. Steve Bastek asked about the service on the system. How quickly will he hear back from customer support? Charles Ehl said that Guardian does not provide 24 hour service at this time. The decision on this system is independent from the RTU decision. Christine Lear suggested that Guardian provide contact information for a couple current users for Steve Bastek to speak with. Steve Bastek also asked about the lead time for the Jace system. Josh Taylor said it would be 6-8 weeks.

After Guardian left the meeting Jerry Lerman noted that Bill Risso suggested to Jerry that we begin with a minimal system on Gleason, and then look into a building management system later. Steve Hinton agrees with Bill Risso's suggestion, as did several members of the committee.

4. DPW

A. Trailer status: sprinklers, use classification, certificate of occupancy

Jerry Lerman met with DPW Superintendent, Gary Davis who identified two locations, one in the garage where we could put the water tank for the trailer sprinkler system. It would need a pipe connection of about 40'. The second location would be in Gary's office that would need a pipe connection of 10-15'. The vendor will need to weigh in on which location would be optimal.

Meridian quoted \$8,800 for the job, seemingly half of what MetroWest is quoting. John Lavery noted that the garage location is not well heated and is open to being backed into. Jerry Lerman will check with Meridian, and John Lavery will check with MetroWest about the challenge of a potential 40' pipe. John Lavery doesn't think the pipe run will be an issue, but it may require a stronger pump. Steve Bastek asked if the pump is necessary as the tank is pressurized. John Lavery said it would be a booster pump to assure the pressure is consistent.

The committee agrees that the tank placement would be better located in the DPW Superintendent office rather than the garage.

Discussion about the electrical connection for the pump to the trailer. We need: plumbing quote, electrical quote, agreement from Gary Davis on the cost for the pipe support, and the tank installation costs from the vendor. It is possible that Steve Bastek could supervise folks to do the electrical work. Steve Bastek will contact Eric Foster Plumbing to see if they can do the connections. Jerry Lerman will meet them at the site to get an estimate. John Lavery will also get a quote on the alarm and the final quote from MetroWest. MetroWest will need the tank location. Then they will create the layout which would be submitted to the Fire Department. We have asked for three quotes, and we have two; MetroWest and Meridian. We must take the lowest if they are for the exact same specifications. (Steve Bastek has responses for two additional quotes). Jerry Lerman feels MetroWest would be a better company based on presentation. The quotation from Meridian seems vague and perhaps not correct. At the least, it isn't consistent with the quote from MetroWest. Tony at the Fire Department suggested we look into antifreeze systems, but is satisfied if we choose to go with the heat tape solution. Kate Reid would like us to confirm with Gary Davis that he is comfortable having the tank in his office. Jerry Lerman will follow up with Gary.

5. Police Station - handicap lift

Invoice for repair has been signed.

6. Bog House maintenance issues – fire alarm system

Jerry Lerman has been emailing with Conservation Administrator, Sylvia Willard and Fire Chief Bryan Sorrows. Nothing is resolved. Bryan Sorrows would like a different solution that doesn't require a monitoring system rather than a cell phone that goes to a monitoring system. The cell phone system would be between \$600 and \$700. We do not have a quote for a radio box system as Chief Sorrows prefers. Jerry is still conversing with Chief Sorrows. The cost of the radio box system will inform this committee's decision.

Christine Lear suggested that the overall fire alarm system for town buildings be considered and developed rather than doing each facility individually. The system that Guardian introduced earlier in the meeting may suffice, [Niagara Tridium Jace system](#).

7. Gleason Library - Gleason is doing an interior renovation project financed by the Friends of Gleason Library and would like a representative of this committee to sit on their committee. Kate Reid will serve in this role. Jerry Lerman will serve as Kate Reid's back up.
8. Continuing discussion of merging Town and School facilities management
Several resumes were received. The hiring committee selected six candidates for first interviews that will be done via zoom. Jerry Lerman was impressed with the quality of the candidates
9. Town facilities - Steve Bastek reported:
Steve Bastek is concerned that the folks who are removing snow at the entrances to buildings as they are older and working alone. These are currently the custodians for the buildings. It might be better if the DPW, who work in a team, could take on these areas for snow removal. Kate Reid noted that this is part of the reason we want to have an overall facilities program to have one department assuming responsibilities for these types of tasks. The police do patrol all town buildings and can be alerted to this concern. Christine Lear suggested that the DPW check these buildings to see if any of these folks need support. This may already be happening, but it would be nice to know. DPW clears the driveway but not the walkways at Town Hall. The same is true for Gleason Library. Kate Reid suggested we contact the custodians to tell them they should call the police dispatch to let them know they are out shoveling snow, and when they are done. Then the police can be aware of them as they patrol. Kate Reid will reach out to the Town Administrator, Tim Goddard, to ask him to implement this plan.
10. Next meeting will be on Thursday, February 10, 2022 at 8:00 am.
11. Steve Hinton made a motion to adjourn seconded by Carrie Patel. All in favor, roll call vote Hinton - aye, Lear - aye, Lerman - aye, Patel - aye, Reid - aye

Submitted by Christine Lear
Approved: 02/10/22