

## Municipal Facilities Committee

Minutes of 01/29/2019 Meeting

Submitted by Steve Hinton

Attendees: Jerry Lerman, Kate Reid, Josh Kablotsky, John Lavery, and Steve Hinton  
Also present: Rob Fortado (School Facility Manager), Helen Lyons (Carlisle Mosquito)

The meeting was called to order at approximately 8:01 AM.

With respect to approval of the Jan 15<sup>th</sup> meeting minutes, John requested two clarifications – the DEP requested testing within 100 ft (not 500 ft) of the UST removal and upon more detailed study of the engineer's report, the chemical analysis suggested the presence of gasoline and diesel, and not just gasoline as had been discussed at the last meeting. On motion by Steve / Josh the minutes were unanimously approved as mended.

The discussion then turned to Tim G's most recent status report (**attached**).

1. Town Hall roof heating cables have been installed and are operational.
2. Gas meter cover and adjacent siding repair is almost complete.
3. Police remodel feasibility contract with TBA has been signed.
4. Library study contract has been signed and returned to TBA.
5. Facility Manager, Steve Bastek, should be appointed through June 30<sup>th</sup> at next BOS meeting.

Josh suggested creating a spreadsheet type template for future status reports. Jerry volunteered to create template and follow-up with Tim / Steve Bastek.

John and Jerry reported on recent developments surrounding the FD UST removal.

1. BOS to vote to approve notification letter at tonight meeting around 10 pm.
2. The proposal to do the next phase of work requested by DEP will cost \$23K.
3. DEP is now requesting private well testing within 500 ft. That's 8 wells. Funds for this should be available in the BOH departmental budget.
4. On site engineer for the `borings` could possible collect the private well samples and thereby keep collection costs to a minimum.

There was unanimous agreement to recommend that the notification letter to the neighborhood be delivered as soon as possible.

John raised questions regarding: (1) the FD generator tank removal and (2) the status of the drain tanks servicing the FD equipment bays. Both could potentially be contributors to the recently detected site contamination. With respect to drain tanks, the current site engineer has suggested an immediate engineering study be conducted to determine the location and status of floor drain collection system since there is no documentation on the system. On motion by Josh / Steve, MFC unanimously approved the expenditure not to \$2,500 to determine the extent/location of the drains and test the integrity of the system with fund coming from the MFC FY19 departmental budget. John volunteered to obtain a quotation and send same to Tim G for execution so the work could be undertaken immediately. With respect to the FD generator tank, John volunteer to obtain a quotation for preparation of an engineering plan for the removal; tank removal will be programed into the FY20 budget since its status is known and not presently know to be critical.

The group discussed the residing of town hall and concluded that such a building improvement project would best be handled in one event and not spread-out over four years. The group concluded that the project will be scheduled beyond the FY20 budget request.

Steve presented the revised quotation for conducting a comprehensive site survey of the DPW land to facilitate planning for the new salt-shed and administrative trailer. On motion by Kate / Steve, the MFC unanimously approved the expenditure of up to \$20.1K for the work described on the 12/14/18 S+M quotation (**attached**) with funds coming from MFC department FY19 operating budget on an as-available basis with any balance due coming from the FY19 MFC warrant article.

Steve exited the meeting at 9:10 AM.

Next regular business meeting will be at 2/5/2019 at 8:00 AM.

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**Attachments follow:**

**From:** Tim Goddard [<mailto:tgoddard@carlislema.gov>]  
**Sent:** Monday, January 28, 2019 4:01 PM  
**To:** Jerry Lerman <[jlerman@tiac.net](mailto:jlerman@tiac.net)>  
**Subject:** RE: MFC status report

Hi Jerry,

I'm sure that John Lavery will have an update for the MFC on the fuel tank project so I won't reiterate it here except to say that I will be presenting to the Selectmen Tuesday night a proposal from Wilcox & Barton (attached) to provide licensed site professional services to the Town in connection with the response to petroleum contamination at the site.

Regarding the Town Hall projects, the heating cables to deter ice dams from forming on the roof have been installed satisfactorily and are operating currently. The project to construct a protective shelter over the gas meter and to remove clapboards/exterior wall sections and reinsulate the northwest corner of the building is well underway and Building Commissioner Jon Metivier is satisfied with the workmanship and progress to date. This project should be finished within the next week or so.

Our candidate for Facilities Manager will meet with the Selectmen tomorrow night and I anticipate that they will appoint him through June 30<sup>th</sup> allowing for a performance review before he is reappointed.

We have resolved the dispute over indemnification language in the Police Station Design contract with TBA and executed the agreement for the Phase I feasibility design services (attached).

I have a number of project-related invoices for which I recommend that MFC approve so that we can process payment. I will leave them for you in an interoffice envelope in the Heald Room.

Thanks,

Tim

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STAMSKI AND MCNARY, INC.

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JOSEPH MARCH, P.E., P.L.S.  
GEORGE DIMAKARAKOS, P.E.

December 14, 2018

Steve Hinton  
Carlisle Municipal Facilities Committee  
66 Westford Street  
Carlisle, MA 01741

Re: Carlisle DPW Building  
59 Morse Road

Dear Mr. Hinton,

In response to your request, we are pleased to furnish the following Amendment proposal for civil engineering and land surveying services on the referenced properties. The proposal is for design and permitting associated with the facilities expansions at the referenced address. Specifically we propose the following:

**1.0 Scope of Services**

**1.2 Wetland delineation;**

Our consultant, B&C Associates, will field delineate the edge of the Wetlands for the wetlands shown on the attached sketch in accordance with the Massachusetts Wetland Regulations and Carlisle Wetland Bylaw. The wetland consultant will provide wetland field data forms for submittals.

**1.2A Wetland Delineation Add Alternate; (See expanded limits on attached sketch.)**

**1.2B Soil evaluations and percolation tests;**

We will perform soil evaluations and percolation tests for a new sewage disposal system. We will coordinate the testing with the Board of Health, a backhoe and dig-safe. We anticipate spending one full day in the field over the winter with one certified soil evaluator performing the tests required. We anticipate returning to the site in the early summer to perform the percolation tests if the groundwater is too high to perform the percolation tests over the winter. We anticipate spending one full day in the field early summer with one certified soil evaluator performing the tests required. We expect the Town DPW to provide the backhoe.

**1.3 Partial Topographic Survey;**

We will conduct a Topographic Survey of the portion of the site shown on the attached sketch. We will locate the existing buildings, driveways, roads, parking areas, paved areas, storage areas, concrete pads, delineated wetland, observable utilities, the soil testing, tree lines, large trees in open areas, high and low points, stone walls, fences, ledge outcropping and boulders as well as other significant topographic features. We will plot said information and prepare a base sheet showing said information with a one foot contour interval based on NAVD of 1983. We will also set iron rods at the two lot corners with #225 Lowell Road as shown on the attached sketch.

**1.3A Partial Topographic Survey Add Alternate; (See expanded limits on attached sketch.)**

ENGINEERING

PLANNING

SURVEYING

1.4 Conceptual Site Plan;

We will prepare a Conceptual Site Plan which will show the proposed new DPW building and the Proposed Salt Storage building expansion. We will also show a proposed stormwater management system in a general manner and a preliminary sewage disposal system design. This Plan can be used to submit to the Planning Board for Conceptual Site Plan review and discussions to determine the submittal requirements for the final Site Plan submittal. We anticipate attending one Conceptual Site Plan meeting with the Planning Board and will prepare a presentation plan for the meeting.

**2.0 Additional Services (not included)**

- 2.1 NPDES permit application, Construction stake-out and as-built services, Building Plans and Elevations;
- 2.2 We will provide a proposal for Planning Board Site Plan submittal, Conservation Commission Notice of Intent submittal and a Sewage Disposal Plan after completion of this scope.

**3.0 Fees for Services**

- 3.1 We will earn our fees on a **Fixed Fee** basis. The cost for those services outlined in Section 1.0-Scope of Services to be as follows:

Article 1.2	\$1,500.00	\$1,500.00
Article 1.2A Add Alternate		\$800.00
Article 1.2B	\$2,000.00	\$2,000.00
Article 1.3	\$9,500.00	\$9,500.00
Article 1.3A Add Alternate		\$3,500.00
Article 1.4	<u>\$2,800.00</u>	<u>\$2,800.00</u>
<b>Total =</b>	<b>\$15,800.00</b>	<b>or \$20,100.00</b>

- 3.2 Invoices will be rendered monthly after the completion of each Article.
- 3.3 A separate proposal shall be furnished prior to conducting any **Additional Services** or services not specifically included in this proposal. Town fees and backhoe fees not included. This proposal supersedes the prior proposal dated October 17, 2018 except Article 1.1.

**4.0 Schedule of Services**

- 4.1 We will complete Article 1.2 and 1.2A within four (4) weeks and should be able to complete Article 1.3 within ten (10) weeks of authorization to proceed. Article 1.4 within two (2) weeks of request.

For our records, please execute and return one (1) copy of this Proposal Letter. Thank you for considering our firm and for permitting us the opportunity to provide our services.

Very truly yours,

Stamski and McNary, Inc.



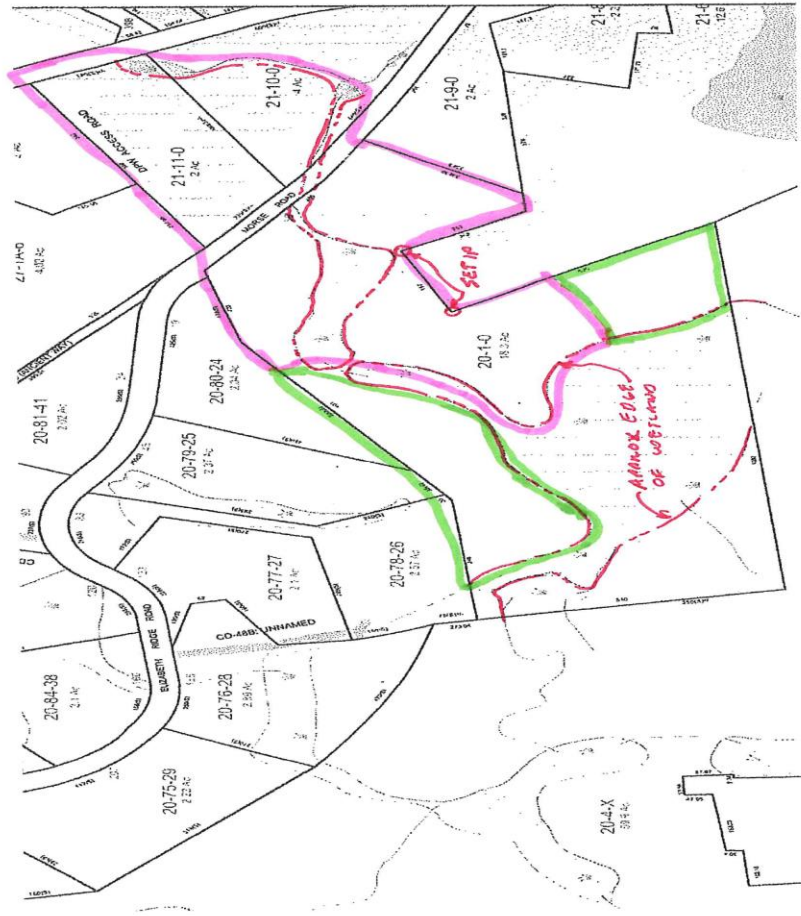
Joseph March, P.E., P.L.S.  
President

**AGREED AND ACCEPTED**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



LIMIT OF WETLAND BOUNDARY  
 & TOPOGRAPHIC SURVEY  
 (ARTICLE 1.2 & 1.3)

LIMIT OF WETLAND BOUNDARY  
 & TOPOGRAPHIC SURVEY  
 (ARTICLE 1.2 & 1.3A)

ATTACHED SKETCH  
 12/11/18  
 REV 12/14/18