

Town of Carlisle  
Municipal Facilities Committee  
Minutes  
Virtual meeting  
February 10, 2022 at 8:00AM

In attendance: Steve Hinton, Christine Lear, Jerry Lerman, Kate Reid, Bill Risso

Guests: Steve Bastek (Town Facility Manager), Cynthia Sorn (Carlisle Mosquito)

1. Meeting called to order at 8:02 am.
2. Kate Reid made a motion to accept the minutes of January 26, 2022, seconded by Steve Hinton. All in favor.

3. Gleason Library

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

No delivery date info from Guardian, shipping info drives install date. Kate Reid went to the library renovation meeting and the engineer said that if they do any renovation about \$100K then the building would need to be sprinkled due to code. The roof and the RTU costs contribute toward the \$100K. The library is considering a \$1M project. Bill Risso asked what the plan is, wondering if the footage will change impacting the size of the RTU. Kate Reid suggested putting the air-handling part on order, and purchase the control system later. The ducts in the library are relatively small, so if the occupancy changes the duct work may be an issue. Kate Reid doesn't believe the goal is to move walls but to remove the main stairs and replace them closer to the children's reading room. Bill clarified the the staircase is the main exhaust return. Sealing it would isolate the first floor from the second floor. Kate Reid reported that Chief Sorrows will appeal to the state about the code that is tripping the sprinkler system. It would include installing a 40K gallon cistern system as Carlisle doesn't have public water, including a pump house. Once the appeal is answered, the decision to make the changes to the staircase will be made. There is some concern that the RTU might trigger the sprinkler code as well. Bill Risso asked if the fact that the RTU is replacement, not improvement, still counts toward the sprinkler code. The \$100K amount is annual. Cynthia Sorn asked if the septic system was tripped by the project. Bill Risso will go back and look at the code, he believes it is renovation based on the value of the building. John Lavery asked about the timeline for the stairwell project. There is a focus group today, the scope is not well defined because they are still in the research stage. They also need to get a fundraising effort together to pay for the project. Steve Bastek asked if there was any discussion about upgrading the mechanical room to make room for PFAS filtering, etc. Kate Reid said they looked at the mechanical room, but their focus was on public spaces. Bill Risso said that the mechanical room is already too small for code and should not have all the systems in the same space.

Christine Lear suggested the MFC look at all facilities to assess the mechanicals and code issues to understand what the need is throughout the town. Kate Reid mentioned that the fire department should also be sprinkled. Steve Hinton mentioned that all of these code issues are in the five year plan. Jerry Lerman noted that he does not recall details about mechanicals. Bill Risso said the report was light on mechanicals and code compliance. Kate Reid suggested that we look at the 5 year plan, tick off what has been done and then have a mechanical survey done.

Bill Risso mentioned the state is working on a code that will include more green requirements.

B. Roof study – 90% submittal from Gale

Gale will attend our next meeting to go over the study they sent to the MFC last week. Kate Reid suggested that the fascia be covered with no maintenance metal to match an off the shelf roof ridge. Bill Rizzo also noted that this may be something to discuss with the Historic Commission. He is also concerned about the depth of the insulation below the membrane on the flat roof and requested that Gale let us know how long they have been including a similar detail on their projects and what the maintenance issues have been, if any. Jerry Lerman noted that the septic tanks are under the area where Gale intends for the contractor to store their equipment. Bill Rizzo and Steve Hinton do not think that they should use this space or put heavy equipment over the septic. Steve Bastic has had heavy equipment come in the exit to the library to avoid heavy weight on the septic area.

#### 4. DPW

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

Jerry Lerman met with Foster Plumbing to assess the water hook up for the sprinkler system. Jerry Lerman and John Lavery met with the folks from Metro Swift. Their preference would be for the tank to be inside the trailer. John Lavery believes that Gary Davis is not eager to have the tank in his office. There is a general disappointment among the DPW staff concerning the slow progress of this project. John Lavery noted that the staff is currently sleeping on site, which is not to code. Kate Reid suggested that the tank is placed in the second office in the garage. This office is not to code, the tank could go there or under the stairs to the loft. Several alternate tank locations were discussed. Christine Lear suggested that we only move forward if someone from the DPW attends these discussions to help the MFC find the best solution for the DPW. John Metivier and the fire Department should be in the conversation at one devoted meeting to get the trailer done. Steve Hinton suggested that the water tank should be installed in the parking bay. Jerry Lerman will follow up with Gary Davis. They will mark out that area on the floor where the tank and equipment will be located in the parking bay, approximately a 3'x9' area. The area will need a bollard at some point as well. Steve Bastek also asked if the motors would be closed to prevent sparking in an area where gasoline is used frequently, and cars are present. Jerry Lerman will also make sure that it is permitted to put the tank in a building that is not sprinkled. Perhaps a sprinkler over the system would mitigate this.

An outcome of this conversation is that the department head of the project being considered needs to be at this meeting.

Jerry Lerman said that he will get in touch with the folks to get the ramp project going on the trailer.

Steve Bastek will get some help on the wiring once he knows where the tank will be located. The DPW building will need a sub-panel.

#### 5. Discussion of submission for Annual Town Report

Jerry Lerman will circulate a draft before our next meeting.

#### 6. Bog House maintenance issues – fire alarm system

Two proposals in hand. Sylvia Willard is submitting an application for funds to pay for the system. One proposal upgrades the system from a landline to a cell line. The cost would be approximately \$800, with \$93 monthly fee. These fees will probably go up. There are two phone lines and a current monitoring fee that the town is already paying. LW Bills radio box system would connect directly to the town dispatcher. The radio box system is preferred by the fire department and the conservation commission. It is just over \$8K, with no monthly fee. The fire department would maintain the system with LW Bills. This is the same system used at Benfield Farms. The cost of this maintenance would be paid by the entity that maintains the Bog House.

Bill Risso made a motion that LW Bills come out to the Bog House to verify that a radio system will work and provide us with a firm price for a minimal system. Steve Hinton seconded the motion. All in favor, roll call vote Hinton - aye, Lear - aye, Lerman - aye, Reid - aye, Risso - aye

7. Continuing discussion of merging Town and School facilities management

Bill Risso was present for all three candidates for the shared facilities manager. All three candidates are well qualified to do the job. Two of them were exceptional. School Superintendent Jim O'Shea will meet with one candidate one more time and then make a report to the screening committee. Jerry Lerman asked if there was some concern about the salary. Not all candidates were concerned with the salary. John Lavery asked what the process was going forward. The screening committee will make a recommendation for the School Superintendent to hire.

8. Reports from facilities manager

A. Town facilities - Steve Bastek reported: Steve Bastek's recovery will take up to 6 months, although he is driving now.

Gleason Library - No concerns

Highland Building - Bill Risso reset the panel after the power blip.

Town Hall - Systems okay.

9. Next meeting on Thursday, February 24, 2022 at 8:00 am.

10. Kate Reid made a motion to adjourn the meeting at 9:26, seconded by Steve Hinton. All in favor, roll call vote Hinton - aye, Lear - aye, Lerman - aye, Reid - aye, Simpson - aye

Submitted by Christine Lear

Approved: 02/24/22