



# Town of Carlisle

MASSACHUSETTS 01741

## MUNICIPAL FACILITIES COMMITTEE

### Minutes

#### Zoom Meeting

Thursday, March 2, 2023 9:00 a.m.

#### Members Present

Jerry Lerman, *Chair*, Bill Risso, *Vice Chair*, Carrie Patel, *School Committee Member*, Travis Snell, *Select Board member*

#### Member Absent

Steve Hinton

#### Staff Present

Ryan McLane, *Town Administrator*, Jennine Blum, *Administrative Assistant*

#### Others Present

Cynthia Sorn, *Reporter*, *Carlisle Mosquito*, John Lavery, *resident*

9:00 a.m. Jerry Lerman called the meeting to order.

#### Minutes Approval

A motion was made by Travis Snell to approve the February 2 and 16, 2023 minutes with suggested amendments. Bill Risso seconded it. All in favor (4 to 0).

#### Facilities Managers Report - Review

**Report format and content.** The MFC was pleased with the format of the new facilities managers' report and the concise content. Going forward if the MFC members have questions or need additional information, it was agreed that Ryan and Stephen C. should be contacted and they'll make sure the right people respond. The MFC should contact Stephen C. if it wants an issue added to the work order system. Jerry asked that all members be copied on this communication to remain informed.

#### Updates to reports from the last few days by Ryan McLane

- **Library RTU project.** The BACnet card was delivered and the invoice for it can now be paid.
- **Library roof project.** The contract has been fully signed. The Certificate of Appropriateness issued by the Historical Commission last year was forwarded to the designer/engineer and the project is moving forward.

- **Police Station ramp project.** The materials have not yet been delivered. Payment #3 will be withheld until delivery is made.
- **Town Hall lobby “fishbowl” meeting spaces.** With the Nickles Room now being used for the Building Department, there is a need for some additional meeting space. This additional space created in the alcoves on either side of the main entrance is well suited to one-on-one meetings and webinars, and for use by the Council on Aging and Human Services. It was discussed with the Select Board, and Jon Metivier, Building Commissioner, will meet with the vendor next week to discuss the project timeline.

As the plans stand now, glass will be used for walls which will remain open at the top. The issue of airflow was discussed. Bill Risso mentioned that the space might still be a bit stuffy requiring the door to be left open a bit. He suggested that if Ryan wanted to bring the glass to the ceiling, an air feed and exhaust could be installed to provide adequate air flow. Ryan stated that this will be discussed.

Carrie Patel had concerns about how that might affect the voter check-in process during elections. Ryan explained that he spoke to Peggy extensively about this and it’s being designed so that it will still work in a similar manner but will accommodate one less person in the queue. Concern was also expressed about the drop box. Ryan stated that not much changes about the access to the drop box unless the room is being used.

- **Work order system**
  - **Employee training.** Stephen C. will put together a training webinar which will be reinforced at the staff meeting.
  - **System accessibility.** The application will be added to all desktops so employees can submit work orders to alert Steve B. directly. Stephen C. will prioritize the work orders if a backlog develops.
  - **Additional reporting.** All types of maintenance (preventative, on-call and emergency) will be included in the biweekly facilities reports. Estimated time of work order resolution will be provided in the system and appear in reports.

### **Design Selection Committee Activity - Ryan**

There are about a dozen designers, at least two in each discipline, who have submitted RFQ packets. The DSC will meet on March 6 to review and evaluate the candidates and decide on their recommendations, which will go to the Select Board on March 14 for selection.

Once the selections have been made, the MFC can engage those designers to start planning projects such as the DPW trailer fire suppression system, salt shed expansion, and the Town Hall roof. Ryan will work on the procurement documents and the MFC can move forward in planning what they want to get done in the year or so.

Travis Snell suggested that projects on the Building Capital Expenditure List be included in the biweekly report so we can keep an ongoing log of project activity and/or lack of activity. It could serve as a reminder of the projects that have been budgeted or will be funded by ARPA that should be accomplished this year.

### **Building Capital Expenditure List**

Jerry put together a list of projects to discuss and prioritize and then determine which can be accomplished with available funds and which will require additional funds. Projects for the DPW, Gleason Library, Town Hall, and school are included in the list. The police and fire stations were

omitted at this time because those buildings have an uncertain future. Priorities for the school haven't been worked out yet.

There were questions about who would prioritize the school projects and how they would be prioritized with the town projects. Ryan commented that the MFC's expertise will be very valuable in working with Stephen C. and the School Committee on this.

**School RTU replacement/heat recovery system.** Bill mentioned that he has been asked to assist with the RTU replacement project at the school's wastewater treatment plant. Bill strongly suggested that a heat recovery system be designed and installed rather than a one for one RTU replacement where there is tremendous amount of wasted energy.

Bill stated that the current system exhausts and replaces 9,000 cubic feet of heated air per minute when the lights are on. The cubic volume of heated air lost is nearly the equivalent of the cubic volume of air in Town Hall being replaced every minute. The lights are on when the operator is there (at least one to two hours every day), and when maintenance is needed. Also, anytime there is a call for heat, the heated air is blown out at that rate. When the school is closed and no one is there, the exhaust fan is turned off and an estimated 5,000 cubic feet per minute (CFM) of heated air is released to the outdoors.

Ryan mentioned that what he sees in the school plans is a one-for-one swap of the RTU, but he will connect Bill with Stephen C. to discuss. This project is regarded as an ARPA target in the budget process. He added that this is a good time for Bill to introduce this idea.

Bill suggested that the House Doctor designers/engineers be asked to provide a budget estimate for the heat recovery system. Bill estimated that the cost at about \$100,000.

**Process for updating the Building Capital Expenditure List.** The question of how projects (maintenance and other) are added to this list was discussed. It was suggested that the MFC review the property condition reports and add projects that haven't yet been completed to the list. New projects will also likely come from the facilities managers, building occupants and as a result of equipment and materials reaching end of expected life.

It was suggested that a narrative for each project be added to justify the requests as it's likely that the Capital Expenditure Project List will eventually be shared with other boards as the MFC makes their case for priorities and funding.

**Maintenance expenditures.** The maintenance expenditures break-line rule of thumb for the MFC has been \$10,000. Ryan stated that the police have about \$5,000 to \$10,000 for maintenance costs built into their budget, the town hall has about \$10,000 and the library has \$27,000. Ryan is in the process of evaluating whether there are pockets of that money allocated for certain recurring bills. Ryan believes the budget process going forward will have \$25,000 allocated to small cap maintenance in the facilities budget that wouldn't impact the MFC's bottom line. The \$25,000 set aside by the MFC hasn't been touched because maintenance money is built into the building budgets.

Eventually the amount will need to be \$50,000, drawing all maintenance dollars from across the town so swings year to year can be handled. Anything more than that would be considered an emergency and would tap the \$150,000 - \$200,000 the Finance Committee puts aside for things that are unforeseen. Ryan stated that whether that meets the operational needs of the MFC is still something he is learning.

Jerry indicated that is a goal that's been discussed for a long time – to be able to break out all the operational maintenance expenditures all in one place so the town can see how much is being spent. Now it's buried in the budgets for each building and is somewhat invisible. Ryan noted it had been

done that way in the past out of necessity. He expressed that if the funds for maintenance are centralized, the facilities departments should be able to allocate those dollars across the town.

**Prioritizing the capital expenditure project list.** See attached document: *Building Capital Expenditure List* for priorities that were established at the meeting.

Suggestions not yet reflected in the list:

#### Town Hall

- Bathroom refurbishing could likely be moved to maintenance if one floor was done at a time.
- A gutter system is needed to protect the front façade from water. This might be a small cap item or done as maintenance that can be done this year or next.
- Columns that support the front entrance need some attention.

Jerry will ask Steve B. for input as well.

#### Other Business

Travis commended Jerry and the other MFC members for being right on track in terms of their responsibilities as described in the new charter: *The MFC shall be responsible for prioritizing, developing and implementing both short-term and long-term maintenance and capital plans and reviewing maintenance activities for all such town facilities.*

**Annual Report.** Jerry thanked members who sent comments and suggestions which he integrated and will submit the report.

#### Next Meeting

Thursday, March 16, 2023, 9:00 a.m.

#### Adjournment at 9:46 a.m.

Travis Snell made the motion to adjourn the meeting. Bill Risso seconded.  
All in favor (4 to 0).

#### Documents Submitted

- Facilities Managers Report dated March 2, 2023
- Building Capital Expenditure List – March 2, 2023
- MFC 2022 Annual Report



## Municipal Facilities Report

March 2, 2023

### On-Call and Preventative Maintenance

- Moved Town Hall preventative and on-call maintenance to work order system.
- Future memo will have an attached maintenance report

### Project Updates

#### *Library RTU Progress Report*

- In duct smoke detector (for RTU) – required by the fire department
  - Contracted with Johnson on 2/22/23 as a sole source procurement
  - Purchase price = \$9,905
  - Timeline TBD
- Bacnet Card – Allows us to see into RTU through BMS
  - Back order, 6-8 weeks...been 3-4 weeks
  - Included in the scope
  - Once installed, there will be a day of training

#### *Library Roof Progress Report*

- Contract Status
  - Signed contract with Capeway 2/22/23
  - Timeline TBD

#### *Gleason Public Library Mechanical Room Progress Report*

- Room expansion
  - Schwartz Silver came to the library to provide architectural and engineering support. Their report on the room is pending.
  - PFAS Treatment System went out to bid. Bids close on 3/1/2023. We received a quote from SWSS. No other quotes received.

#### *Town Hall Updates Progress Report*

- Clark Room – Completed IT install, working on redecorating.
- Fishbowl rooms – Procuring glass walls for additional office space

- Employee Reorganization – Completed IT walkthrough, working on records reduction for a consultant review on March 6, moving employees into Nickles February 27
- IT Upgrades

#### *Police Department ADA Ramp Report*

- Kneeland indicated materials will be dropped off by February 22<sup>th</sup> and work will begin after that. This was confirmed via email from Greg at Kneeland
- Payment applications 1-3 processed for payment

#### *DPW Fire Suppression System Report*

- Kneeland indicated materials will be dropped off by February 22<sup>th</sup> and work will begin after that. This was confirmed via email from Greg at Kneeland

#### *School Project Report*

- Electrical upgrades (life safety & WWTF) continuing.
- Auditorium rigging inspections complete.
  - Fire proofing of curtains due
  - Some rigging not to code will get quote
  - Stage Fire extinguisher placement not to code need to add one 1 more.
- Generator/ alternator sent out for repair
- Fire Alarm testing complete
- HVAC interior PMs near completion (80%) continuing
- Teacher work order requests that cannot be performed during school session being completed this break week
- Work order database has had town building rooms added (town Hall & Library) [Follow Link.](#)
  - Still need to walk the police and fire stations.
- General floor care deep cleaning/buffing off all school buildings.
- All roof leaks have been repaired and holding. \$0 cost. Under warranty

#### **Town Administrator Notes**

- Designer Select Committee will review qualifications for design firms after bidding closes on March 1, 2023. Contract will take place the week following with design firms selected for three-year contracts by mid-March.

#### **Questions for the MFC**

- If I need to purchase something for the town side of the buildings, how does it get invoiced? Do I use my school account and submit the invoice through our business office?

## Building Capital Expenditure List - March 2, 2023

	Cost	
<b>DPW</b>		
1 Trailer Sprinkler system	?	
2 Salt Shed expansion	\$125,000	
3 Roof for garage (solar panels)	\$200,000	
4 Expand repair bay	?	
5 Ventilaltion for repair bay	?	
6 Renovate office space (ADA?)	?	
<b>Total:</b>	<b>\$325,000</b>	
<b>Gleason Library</b>		
1 Install PFAS filtration	?	
2 Expand utility room	?	
3 Upgrade fan coils and pumps (with BMS)	?	
4 Pave parking lot	\$100,000	
5 Re-condition elevator	\$125,000	
<b>Total:</b>	<b>\$225,000</b>	
<b>Town Hall</b>		
1 Replace RTU	\$125,000	
2 Replace roof & insulate	\$130,000	
3 Re-condition elevator	\$125,000	
4 Repair/paint exterior	\$80,000	
5 Pave/modify parking lot	\$85,000	
6 Refurbish bathrooms	?	
<b>Total:</b>	<b>\$545,000</b>	
<b>School</b>		
Re-condition elevator	\$125,000	FY24
RTU -1	\$100,000	FY24
RTU -2	\$150,000	FY24
Window Replacement	\$150,000	FY24
Auditorium lighting	\$375,000	FY24
New Equipment?	\$500,000	FY24
Security cameras	\$72,000	FY24
Fridge and freezer RTUs	\$35,000	FY24
1st & 2nd floor classroom AC	\$230,000	FY24
	<b>Total for FY24:</b>	<b>\$1,737,000</b>
RTU -3	\$150,000	FY25
Window Replacement	\$150,000	FY25
Corridor flooring	\$125,000	FY25
Cafeteria floor	\$50,000	FY25
Robbins classroom AC	\$245,000	FY25
	<b>Total for FY25:</b>	<b>\$720,000</b>

Gym/exercise space AC	\$440,000	FY26	
Wilkins courtyard paving	\$40,000	FY26	
	<b>Total for FY26:</b>		<b>\$480,000</b>
Cafeteria/kitchen AC	\$475,000	FY27	
HVAC upgrade?	\$430,000	FY27	
	<b>Total for FY27:</b>		<b>\$905,000</b>

**Total building CAPEX: \$3,842,000**



## **Municipal Facilities Committee 2022 Annual Report**

The Municipal Facilities Committee (MFC) was created by the Select Board in 2017 to oversee the maintenance of all Town buildings except for the Carlisle School. It was formed partly in response to a study performed by TBA Architects. They evaluated four (4) Town buildings: the Police Station, the Fire Station, Town Hall and the Department of Public Works (DPW). Their report showed a total of \$7,093,250 in costs both for deferred maintenance and for regular maintenance.

In 2019, the MFC commissioned TBA to perform a similar study of the Gleason Library. This resulted in an additional projection of \$528,000 in maintenance costs.

Given the long and costly list of maintenance projects and the Town's limited financial resources, not all of the maintenance projects can be handled in a single year. The MFC has had to organize the list of projects by priority, with projects that affect health and safety rising to the top of the list. Each year, we address those projects that are most significant.

In 2022, the following major projects have been completed:

### **Organizational**

- When the Town hired a Facility Manager in 2019, there already was a Facility Manager and staff in place at the Carlisle Schools. Since then, the Town Facility Manager and the School Facility Manager have been working together in an informal manner to coordinate maintenance of Town buildings. During 2022, a pilot project was begun to form a unified building management department responsible for managing all Town buildings. This modification to the organizational structure required no additional staff. During 2023, the pilot project will be evaluated to determine how well it is working and whether and further changes are needed.
- Administrative assistance was made available to the MFC to produce minutes of the meetings and assist in managing existing vendor contracts.
- The charter of the MFC was updated by the Select Board in conjunction with the MFC to focus more on long-term planning rather than on day-to-day operational and management issues.

### **Gleason Library**

- The new rooftop ventilation unit to replace the old failed unit has been installed. Due to supply chain issues, it won't be fully operational until 2023 when a necessary interface card is obtained. The project also included a Building Management System that will allow remote management of the ventilation unit and eventually all of the Library's HVAC systems. Cost: \$135,388

- Design documents for repair of sections of the library roof were completed and put out for bids. The consultant that produced these documents will also be responsible for project management. Cost: \$84,500
- Several bids were received for the library roof project. A vendor was selected and work will begin in April of 2023. Cost: \$332,00

### **Bog House**

- The existing fire alarm connected to the Carlisle Fire Department by 2 telephone land lines (for redundancy). The telephone lines were unreliable and generated many faults requiring someone to determine the problem. It also incurred a monthly cost for 2 telephone lines. This system was replaced with a radio transmitter that connects to the Carlisle Dispatch Center without the telephone lines. Cost: \$8,099

In 2022, the following projects were initiated, by not yet completed:

### **Organizational**

- In conjunction with the Town Administrator, RFQs were developed to acquire engineering assistance for various Town building projects. The selected vendors will be able to provide expertise in various disciplines (plumbing electrical, HVAC, etc.) as needed. Several responses have been received and during 2023 a Design Selection Committee will be convened to choose the vendors.

### **Gleason Library**

- An architect was engaged to draw up plans for an expansion of the utility room. This is needed to accommodate additional filtering systems to deal with PFAS contamination in the water supply as well as additional space needed for planned upgrades to the HVAC system.

### **Police Station**

- A vendor was selected to install a ramp to replace the failed outdoor lift system. Due to supply chain issues, work will not be completed until 2023. Cost: \$103,200

In the coming year, the MFC will complete the projects listed above and continue to address the list of prioritized deferred maintenance.

### **Members**

Jerome Lerman, Chair  
 Bill Risso, Vice Chair  
 Steve Hinton  
 Carrie Patel  
 Travis Snell

### **Non-voting Members**

Stephen Connearney, School Facility Manager  
 Steve Bastek, Town Facility Manager