

Town of Carlisle  
Municipal Facilities Committee  
Minutes  
Virtual meeting  
April 08, 2022 at 8:00AM

In attendance: Steve Hinton, Christine Lear, Carrie Patel, Kate Reid, Bill Risso

Guests: Steve Bastek (Town Facility Manager), Stephen Connearney (School Facilities Manager), John Lavery, Cynthia Sorn (Carlisle Mosquito)

1. Meeting called to order at 8:05 am.

2. Carrie Patel made a motion to accept the minutes of March 24, 2022, seconded by Steve Hinton. All in favor.

3. Library

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

The revised quote from Guardian was for in excess of \$100K. Steve Hinton asked if the project was supposed to be broken into two projects.

B. Roof study – 90% submittal from Gale

Kate Reid saw the shingle samples at Town Hall. They look very good, one is very close to the original. The secretary from the Historic Commission said that one of the members is advocating to keep the roof ridge as close to the original as possible, darker. She and Steve Bastek selected the shingle that is closest to the current roof and hopes that it will be well received. We just need to be sure that the pitch is correct and will work in our space. Steve Hinton believes the sample was not the final version of the vent we will receive. Steve Hinton believes the Historic Commission would like the lowest profile possible. Kate Reid would like to have Gale share the options with the Historic Commission to shorten the conversation

Steve Hinton made a motion to authorize Gale to charge us an additional fee to meet with the historical commission to make the decision about the roof vent, not to exceed \$1000. Seconded by Bill Risso. All in favor.

4. DPW

Kate has reviewed the situation with the trailer with the interim town Administrator and town council. Some early paperwork seems to show that MFC did not note that people would be sleeping in the trailer.

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

Discuss proposal from JS Consulting for sprinkler system design. Cost is \$5,000. This design does not reflect what we discussed needed to be in the proposal. Steve Hinton said we probably need to create an RFP or at least a one page description of what needs to be done. Steve Bastek will do this and Bill Risso will review for full content. (Good practice going forward.)

Discuss quote from Triumph for ramp and door swap. Cost is \$16,837.97

Steve Hinton questioned why the ramp is being quoted again as it was already requested in an earlier quote. Kate is reluctant to go forward with the ramp until the sprinkler system is solved as the tank location may be of concern when placing the ramp.

1) Bog House maintenance issues – fire alarm system.

Still pending visit from vendor (LW Bills)

2) Continuing discussion of merging Town and School facilities management. Carrie Patel shared that Superintendent Jim O'Shea would like this agenda item moved as he could not be at this meeting today.

## 5. Reports from facilities managers

### A. Town facilities - Steve Bastek

- Elevator inspection at police and library, both failed. Library needs fireman switch. He anticipates Town Hall elevator will fail for the same reason. This switch could be \$10K. The police station elevator wouldn't even switch on, and one side is corroded. May not permit the police station elevator to be used. This may hasten the need for the ramp. We paid \$4,400 a few months ago to get the police elevator running. The quote for the police station ramp, that will likely traverse the front of the building, will require the project go out to bid. Kate Reid suggested an emergency meeting with the Historic Commission for the ramp. The project would require removing the shrubbery in the front of the building, installing the ramp and then restoring some greenery in front of the ramp. Steve Hinton doesn't believe we need drawings for the initial meeting with the Historical Commission. He also advocates for a point person to oversee all elements of this project. Bill Risso and Kate Reid are available and willing to attend the Historic Commission meeting at 7:00 pm on April 20. Steve Hinton will ask the Historic Commission to add us to the agenda, with the understanding this is an emergency situation.
- The shrubs around Town Hall and the parking lot are old and failing. Perhaps they could be removed. Kate Reid also noted that the slate at the front door is uneven, and caused her to fall this week. Bill Risso noted that Gary Davis and his crew fixed the walkway last year. Should be addressed right away. Bill asked Steve Bastek to contact DPW to get the walkway fixed immediately.

### B. School - Stephen Connearney

- A hot water heater rotted out yesterday. This is the second water heater to fail. Got some quotes.
- One elevator failed inspection yesterday.
- Fire panel batteries have been updated.
- There is a roof leak. Stephen is checking in to see where the roof is in the warranty. Bill Risso knows the roof and it is a newer roof and should still be under warranty.
- Kate Reid asked about monitoring through dispatch. He has not been able to meet with the dispatcher at the police station yet.

6. Next meeting, Thursday, April 21, 2022 at 8:00 am

7. Steve Hinton made a motion to adjourn the meeting at 9:02, seconded by Bill Risso. All in favor.

Submitted by Christine Lear

Approved: 05/05/22