

Town of Carlisle  
Municipal Facilities Committee  
Minutes  
Virtual meeting  
May 5, 2022 at 8:00AM

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

Guests: Steve Bastek (Town Facility Manager), Stephen Conneaney (School Facilities Manager), John Fisher (Police Chief), John Lavery, Cynthia Sorn (Carlisle Mosquito)

1. Meeting called to order at 8:02 am.

2. Kate Reid made a motion to accept the minutes of April 8, 2022, seconded by Steve Hinton. All in favor.

3. Library

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

There is a state rebate available for the heat pump unit for \$24,575. But the unit has to be installed by the end of 2022. Kate believes that the state will extend the deadline because of the lag in supply chain. The unit will be \$7000 more than the originally propose gas fired unit. With the rebate we are still under \$100K. Bill Risso clarified that the contractor should apply for the grant so that the expense and reimbursement doesn't happen for Carlisle.

Kate Reid believes the town will be looking for better power rates. Other than signatures, we are ready to go forward with the RTU. Bill Risso would still like to see what they are going to do in the form of plans. Bill Risso suggests we need: curb that supports the unit per the thicker roof for insulation, CO2 sensor and thermostat locations, EMS interface, curb flashing, exhaust fan hole patch, how will they handle the ductwork along the ceiling, will the ductwork be sealed and insulated, etc. We need the list, to react to it to be sure it is what we understand and anticipate. Jerry Lerman will request drawings and something in writing. It should be communicated that this work will happen sooner than their interior renovation, and that it will be messy.

B. Roof study – Discuss roof vents and Historic Commission

Jerry Lerman has gone back and forth with Gale about the shingles. Gale warned Jerry Lerman that the color granules on the shingles are part of the supply chain problem. We cannot go to the Historic Commission meeting without actual samples of what we are willing to install. Kate Reid will see if she can find the shingles at Concord Lumber. The Historic Commission has already signed off on the ridge vent.

4. DPW

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

• Discuss sprinkler system

Steve Bastek shared the quote for the sprinkler RFP the night before today's meeting. He made corrections as people responded to committee members last night. The RFP should go to the procurement person, Acting Town Administrator Steve Ledoux, and then be put out for quote. School Facilities Manager Stephen Conneaney is not qualified as a procurement officer. Kate Reid suggested that both Steve Bastek and Stephen Conneaney need to take steps to be qualified as soon as possible. The RFP should be submitted to Steve Ledoux as soon as possible as he will be on vacation in June. RFPs do need to go through town counsel as part of the approval process. John Lavery shared that we should go back to Triumph to ask them to do the design for the trailer bump out/closet because they have all the engineer drawings. The sprinkler

company will design beyond the trailer. Bill Risso responded that we should keep this conversation public and offer Triumph the opportunity to bid the job. Their quote should be lower as it is their trailer. John Lavery believes Triumph should have recognized the classification required for use and they did not. He believes Triumph is most qualified to fix the problem, and perhaps they should make the town whole. Bill Risso saw the document and we did not require the sprinkler and this is on the town. Bill Risso believes that we have decided to move forward with what has been approved by the committee, to put the tank in the garage bay. Several members of the committee simply want to finish this job. The RFP will include the option for other tank location options, based on cost. Steve Bastek will update the RFP and get it to the procurement officer ASAP.

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

We will hold the ramp discussion until the tank decision is made. Jerry Lerman will ask that the quote be kept open. Bill Risso expressed concern that the position of the ramp has limited options and we don't want a tank solution that will hinder the ramp placement.

#### 5. Police Station - Failed elevator: repair or install ramp?

We need to get a professional drawing for the ramp, based on some ideas that Steve Hinton has developed. Hopefully there will not be changes to the driveway. Perhaps some bollards will need to be installed to protect the ramp. Steve Hinton suggests putting out an RFP for complete ADA compliance to find out the possibility and expense. The current solution includes an ADA compliant ramp, but the grading of the parking lot is probably not correct. We will let the RFP guide our choices once we get the designs and quotes. The parking lot grade is close to compliance, and could be corrected at a later date if the building use changes. The design appears to accommodate the current basement stairs, air conditioner condenser and the gas meter. A gate may be necessary to allow access to the air conditioner condenser, and the A/C switch may have to be moved away about 3 feet. Steve Bastek will prepare the RFP for the ramp, and share it with the committee before submitting. Bill Risso will help Steve Bastek with the RFP.

Steve Hinton, representing Municipal Facilities, is on the Historic Commission's next meeting on 5/18/22 for the ramp (although ADA is priority over HC) and the shingles. It was suggested that the sample picture of the ramp be brought to the Historic Commission as the silver is jarringly industrial looking. Kate Reid is concerned that the ramp 'floor' will not hold color over time and perhaps the floor should not be black.

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

Fire Chief Bryan Sorrows and Jerry Lerman met a technician at the Bog House on May 4, 2022. He circulated a quote. The idea would be to put the antenna in the attic rather than on the exterior of the house, or on the side without being taller than the roofline. Bill Risso noted that the quote doesn't include everything, since it is missing the connections to the existing alarm panel. Jerry Lerman will go back to the LW Bills to ask them to complete scope and quote, including panel upgrade and annual testing

John Lavery raised the issue of the lease for the bog house (there is currently no lease for the tenants). Kate Reid is sure that the new TA will take care of the lease. This does not fall under MFC purview. Kate Reid will bring the issue to the Acting Town Administrator/Select Board.

#### 7. Continuing discussion of merging Town and School facilities management

The Select Board signaled support for this endeavor. Further discussion will be facilitated at a future meeting.

#### 8. Reports from facilities manager

A. Town facilities - Steve Bastek reported:

Surge arresters have been ordered but haven't been delivered yet.

- DPW – the Fire Dept has reported that the proposed placement of the ADA ramp for the DPW trailer won't present a problem for fire trucks accessing the fuel pumps.
- Gleason Library –  
Some issues with boiler, keep shutting off when outside temp goes above 50. Steve is preparing for the changeover from winter heating to summer cooling. The library window units are being cleaned for possibly the first time since they were installed.
- Highland Building – there have been problems with the de-humidifiers icing up.

B. School

- Several late night false alarms. Found that doors rattle a lot when wind blows which triggers the alarm. The school staff is tightening up the doors and their seals to correct the problem. There have been fire panel issues, low batteries on a panel that doesn't have batteries. The company will come out today. The garden club will dig up earth near storage containers. There is electrical wire and a grease trap. He is working with DPW to see if the containers can be moved. The sensor is old and should be updated among other things at the library.

9. Next meeting May

10. Kate Reid made a motion to adjourn the meeting at 9:55AM, seconded by Steve Hinton. All in favor, roll call vote Hinton - aye, Lerman - aye, Patel - aye, Reid - aye, Hinton – aye, Risso - aye

Submitted by Christine Lear

Approved: 05/05/22