

Municipal Facilities Meeting
Carlisle, Massachusetts
May 26, 2022
7:30 am
via zoom

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

Others in attendance: Stephen Conneaney (School Facilities Manager), John Fisher (Police Chief), Kim Kane (Carlisle Finance Director/Treasurer-Collector) Jim O'Shea O'Shea (School Superintendent), Cynthia Sorn (Carlisle Mosquito)

Stephen Conneaney presented a slide to clarify the type of work being done at the school, the time it will take to execute each job. He talked through some of the specific items for the committee. This work identifies decisions made prior to his arrival, and the steps and time it will take to bring things up to acceptable maintenance standards.

School Superintendent Jim O'Shea – is there someone who can get Stephen Conneaney the documents of the town buildings to add to the Facility One program to help keep track of all the buildings in one place.

Kate Reid- Can we get a summer intern to help with this?

Stephen Conneaney gave a quick demo of how Facility One works to create a work order that can be accessed online by any of the staff.

Jim O'Shea- this is what we are proposing for the moment: getting all the town buildings into Facilities One and having Stephen Conneaney tour the town buildings and talk with the staff to see what the buildings need.

Kim Kane- deferred maintenance has been an ongoing problem in town, we need an evaluation of our buildings and have create a maintenance budget. Steve B is a master electrician, so if he and Stephen Conneaney work together, we could maybe save some money and if we could get a plumber on staff that would help save money as well.

Bill Risso – when we tour it would be good to have Steve B join us.

Jim O'Shea – who will be the point person to help us get the documents for Facility One

Kate Reid – Steve B would be the best.

Stephen Conneaney – Pdf would be the best form if you have it.

Kate Reid- whatever we don't have maybe we can get John Metevier to help us digitize the documents. Should we have a FinCom liaison or member so we have one of them coming along with us as we build a budget. Scott Triola may be a good pick as he is also the liaison to the school. We may have a Select Board regionalization committee and this Facilities task force may end up under that committee.

Jim O'Shea – hoping to get docs and get Facilities 1 filled by July and then this summer the Steves and Bill Risso can tour the buildings and have the punch list done by October.

Kate Reid – don't forget the grounds as well as the buildings

Stephen Conneaney – I have the grounds as a subcategory in the database

Jerry Lerman – Stephen Conneaney do you get support from the DPW for grounds issues?

Stephen Conneaney- Helped with some trash on the side of the building, sweeping the parking lot and cleaning some drains, seeing if they can help get some poison ivy off a hill near school.

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Jim O'Shea- Good for you to meet Gary and build a relationship there. Look to schedule a meeting mid August and get a task force together and have these meetings separate from the regular MFC meetings.

Kate Reid – Day time government should be leading this initiative

Stephen Conneaney – what buildings should I be adding to the Facilities One.

Kate Reid – we have a list of everything and I will get that to you.

Jim O'Shea – I'll chat with Jerry Lerman and we will come up with a day in August

Jerry Lerman _ I would like to get FinCom involved and get them a list of what most of these repairs will cost

Kate Reid – I think it is important for us to know the value of our buildings and have that in our database, I'll get the assessor out to assess our buildings, so the town has some idea of what they are worth and why we should be maintaining them.

Chief Fisher – I was hoping to get a roadmap of who answers to who and how we get things done. I'd like to get the radio towers on the list of maintenance. That might not be the purpose of this meeting

Jerry Lerman – yes that is where we are heading but we want to get a sense of what needs to be done first

Kate Reid- that conversation is going to be between the school and town admins so I believe we need to wait until we get a new town administrator on board.

Jerry Lerman – Called for adjourning the meeting

Kate Reid moved and Bill Risso seconded - adjourned at 8:25 am

Submitted by Carrie Patel and Christine Lear

Approved: 6/16/22