

Town of Carlisle
Municipal Facilities Committee
Agenda

Virtual meeting
Thursday 06/16/22 at 8:00AM

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

Others in attendance: Stephen Connearney (School Facilities Manager) until 8:30, Michael Denommee from BLW Engineers the firm working on the library renovation until 8:47, Steve Hinton, Jim O'Shea O'Shea (School Superintendent), Cynthia Sorn (Carlisle Mosquito) until 9:40, Angela Ward Hyatt from Schwartz/Silver, the firm designing the library interior renovation until 8:47

1. Approve minutes of past meeting – Kate Reid made a motion to approve the minutes of May 26, 2022 Carrie Patel seconded the motion. All in favor.

2. Reports from facilities managers

A. School - Stephen Connearney submitted the following via email as he had to leave the meeting at 8:30:

SERVER ROOM COOLING

- Currently operable but still a mystery as to why it fails every few weeks. The HVAC vendor believes it is due to generator exercises and the time-line fits with our generator situation.

COREY ELEVATOR

- The FS90 state inspection software upgrade seems to have fixed the elevator breaking down. Been operating 2 weeks with no break down. Previously twice per day.

GRANT ELEVATOR

- The ghosting door on the second floor of Grant has been repaired.
- This has been ghosting for 1 full year.
- The elevator is in need of an update though. May want to consider this being added to a Capital expense plan.

COMMERCIAL KITCHEN BACKFLOW

- The backflow is scheduled to be repaired on June 23rd.
- The filter system will be removed, as the water treatment room handles full building filtration

RTU-7 SPALDING HVAC

- Continues to crash
- I showed Steve Melanson where the breaker is so that he does not have to climb on the roof to cycle the power
- When we get our contract approved for Howes Corp to maintain our HVAC automation system, they will get deep into the trending of this system and see what is the root cause of the crashing.

BURGLAR ALARM

- The system has only crashed once since the new circuit board was installed
- Still need to find the cause and plan on bringing JCI/Simplex back when school is out.
- Quote has been emailed

GENERAC GENERATOR

- Kraft Power just emailed me at 4:47PM 6/15/2022 and stated they are working on the rental charges now.

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WASTE WATER TREATMENT PLANT

- Met with Bill Risso and Steve Bastek about the lighting. Steve is going to send me the type of lights we need and then I will purchase.

AUDITORIUM LIGHTS/SOUND/RIGGING

- Met with Jeremy and Barbizon today for an hour and went through everything.
- Barbizon will come up with a generalized overview of the walk-through via email and schedule someone to do a deep inspection of all rigging equipment including, stage electrics, stage curtains. A quote will follow to get up to par on rigging. Yearly inspections are required. NOTE: curtains are treated with flame retardant and are supposed to be sent out every 5 years for cleaning and flame retardant.
- The lighting situation is in need of a full upgrade and the proper thing to do if we get approved or raise the money via the town is to move the lighting back to the upper control room. This is where it originally was and the proper viewing angle for a lighting operator. This also keeps the equipment out of harm's way, opens up emergency egress, energy savings with LED version. A win, win situation.

ROBBINS ENTRY DOORS

- Doors are a custom size and we are just waiting for the doors to arrive and should be installed July or August.

CAMERAS

- Waiting on quote for getting cameras added.
- Server needs to be upgraded to Windows 10 and if we keep Avigilon it needs to be upgraded to 7.xxx. (we are currently at 5.xxx)

WATER TREATMENT ROOM INJECTOR PUMP

- The chlorine injector pump has been replaced

B. Town

Gleason. Library - had a false alarm a couple weeks ago. They found replacement detectors online and Chief Sorrows installed them. Simplex would have charged about \$1,000 for this; they paid \$32 for each of the two detector heads. Gutters are full of catkins on library roof. The library has the gutters cleaned in the fall. The catch basin and storm drains are working great. The chiller is working well. Steve suggested that they raise the temperature because the system is working so well. He added glycol and will check the level in a few weeks. Steve Bastek changed the time clock on exterior lights. Steve Bastek and Bill Risso met with Guardian about the new BMS system. It was a good meeting, hoping for response within a week or so. Kate Reid asked if they took notes on what we requested in the meeting. She encouraged Steve Basket to send an outline of the conversation to Guardian to prompt a response. Bill Risso said that they should have smoke detectors in the ducts. The RTU cannot be commissioned without them.

Steve Bastek will do touch up painting at the library entrances over the next few weeks.

Town Hall & Library - had elevator company come to do preventative maintenance. Elevators are over 30 years old. Had company open up systems to see what contractors need to replace before they fail. Town Administrator signed off on parts. He is trying to keep ahead of any potential problems. Bill Risso suggested that Steve Bastek ask to attend all elevator inspections to understand what they are looking for.

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He visited the wastewater treatment plant. He will replace the lights with LED explosion proof lights. Stephen Conneaney said he will buy the lights for Steve Basket to install.

Steve got into FRS for the steeple cribbing project. He reached out to JJ Supple who will try to get there by the end of the month. We need an invoice as there is some confusion about the end date for the funds; June 2022 or 2023. It is best if we encumber the funds through an invoice from JJ Supple to secure the funds before the end of June 2022. Steve Bastek will ask JJ Supple for an invoice today.

Steve Bastek is also chasing down a number of invoices for the end of the fiscal year on June 20, 2022.

Highland Building - humidifiers are working well.

3. Committee membership

Kate Reid, as representative of the Select Board will be rolling off the committee. Another SB representative will be named at the SB meeting on June 28. Christine Lear will roll off the committee at the end of her term on June 30. Jerry Lerman suggested Steve Hinton join the committee as a full member to replace her.

4. Library

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

We do not have a delivery date for the RTU. We could add language to the contract that preserves the integrity of the roof if the roof is completed before the RTU arrives and is installed. Bill Rizzo and Steve Bastek met with Guardian to get information on the controller but they have not heard from them. Back in March they were saying that the equipment is on a six month delay. The architects want insulation and 3/8" plywood to protect the new roof rather than just plywood, which impacts the cost of the RTU placement. Steve Bastek and Bill Rizzo are not in favor of doing the roof before the RTU unit, risking damage to the roof. Although, Jerry Lerman raises the point that things only get more expensive the longer we wait. Kate Reid suggests it would be better to wait to do the roof as it is not an emergency. We need an RTU choice to be made so we can move forward. Steve Bastek asked if we are on a grant timeline. It will be part of our discussion at our next meeting. Bill Rizzo encouraged us to order the unit to get the \$25K rebate. All of the documents, including rebate documents, have been signed and delivered to Guardian. Steve Bastek should be calling Guardian weekly to let them know we want to move forward. We also need the quote for the controller.

B. Roof study

Steve Hinton reported that the Historic Commission approved the roof shingles, with the requirement that the contractor must get them actual shingles to approve before installation.

C. Expansion of utility room to accommodate PFAS filtering

Angela Ward Hyatt began with a discussion on expanding the mechanical room in Gleason Library. By moving the stairs, a space that was behind the current desk would allow more space to expand the mechanical room by about 20%. Other than the staff use, this work could begin anytime. It is simply

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removing a wall, putting in a door and filling in a door opening. Kate noted that the staff uses this potential space to keep carts and as a pass through. It may mean removing the sink and counter in the hallway to give them back the space. Bill Rizzo asked if there could be more wall space in the electrical room behind the mechanical. Do we need the closet? She will look at this more closely. Her associate, Michael Denommee is not familiar with this part of the space. Code prevents the electrical and mechanicals from being in the same room. Bill Rizzo asked why this is being fast tracked. Kate Reid responded that they want to address the PFAS issue as soon as possible. Jerry Lerman asked if we expand the room as suggested, will there be enough room for the PFAS filter? Angela Ward Hyatt responded that code may require a space twice as large as the expanded space. Steve Bastek asked if the doors open out or into the room. It currently shows opening out, it currently opens in. Opening out is preferable, which may require a new door. Angela Ward Hyatt will check the openings to be sure the door widths are to code. Kate Reid also suggested that the janitorial supplies can be moved to the mechanical room as they are now stored under the stairs, if there is space for shelves between on the director's office wall. In summary, there is no architectural reason not to capture a little more space for the mechanical room as part of the library renovation, approximately 46sf. And perhaps a little more space in the electrical room, approximately 26sf. Angela Ward Hyatt would like to confirm before this committee begins to rely on these figures and proposed configuration. Bill Rizzo asked how soon we could get the cost for this project and the architectural changes. Angela Ward Hyatt clarified that they can do this work on an hourly basis as the project hours for the library architectural design is complete. Bill requested a drawing to present to the library trustees and librarian. She said it will not take a long time to provide this drawing to the committee. Kate Reid asked if we want full drawings for moving items within the mechanical room. Bill Rizzo said it should wait and we should focus on the PFAS for now. Kate Reid noted that the switches will need to be moved, but they too should be done with the complete transition of the mechanicals. Jerry Lerman just wants to make sure that any choices made for the placement of the PFAS filter doesn't preclude other mechanical changes in that space. The quote should include installing the PFAS and the doors. This project will hopefully be done with ARPA funds, and so it will require three quotes.

D. Plan for replacement of window fan coil units – Schwartz/Silver would charge \$600/hr for consulting. Jerry Lerman raised the replacement of the fan coil units in the library. What is involved? Michael Denommee from BLW Engineers said they could go inspect the current situation and it might be as simple as a drop in replacement with a new wiring from each unit to the building management system. Bill Rizzo said there is a three-way valve bringing the water to each unit. Could this be changed to a two-way valve unit so the pumps could be replaced with VFD units. Michael Denommee doesn't think two-way valves would be the way to go. He would like to look at it. Believes something more efficient could be great for this change. He asked if there are any other valves that need to be replaced or just the fan coil units. Michael Denommee believes this is the right time to make this change. There are 42 fan coil unit in the building and two electrical heaters in the foyers. We'd like to change the electrical to water or at least heat pumps. Angela Ward Hyatt noted that these were not part of their renovation design. They did add a room, so at least one fan coil unit will need to be added. Feeding the new unit needs to be explored. Bill Rizzo believes they are fed through the wall. Angela found that some are fed through casework, others are free standing. She suggests we keep in mind that removing the central stairs will impact anything going under the stairs as they will be demolished. Michael Denommee's initial glance at the current building drawings doesn't seem to show anything necessary under the stairs. Michael Denommee will work with Bill Rizzo to determine the best path forward for the fan coil units. Bill Rizzo suggested that Michael Denommee might

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benefit from knowing what the plans are for the new RTU on the library. Bill Risso described the unit and the plan.

5. DPW

A. Trailer status:

There is still some discussion happening to say that Triumph may still have to do something pertaining to the sprinklers in the trailer. Jerry Lerman will follow up. We need this done so the staff can use the trailer this winter.

6. Police Station

A. Ramp to replace failed elevator

Steve Hinton reported that the Historic Commission is looking for a design to sign off on. The lawyer will probably have the RFP ready tomorrow and available for review. Then it can be put out to bid (probably) for 30 days. The cost is less than \$50K, which means we need to ask for three bids, but not required to receive three bids. Steve Hinton noted that it would be good to move forward sooner rather than later as it is a safety issue.

Steve Bastek reported that when an elevator or lift is taken off line, it has to be done by an elevator company and approved by a state elevator inspector. It will cost \$1,900 for the permit and to decommission (detach wires and bolt shut) the elevator. Then they come back to take it away under state supervision. Steve Hinton asked if there is a separate fee from the state. He doesn't believe there is, but yes to the elevator company at \$225 an hour.

Steve Hinton made a motion to approve an amount not to exceed \$3,000 to decommission the police station elevator. Bill Risso seconded the motion. All in favor.

B. Emergency generator service contract

Jerry Lerman received an email from Police Chief Fisher for a 5 year agreement with the generator company and a 3 year maintenance contract. Jerry Lerman believes it should not be paid by the police department but by the maintenance budget. Kate Reid said that the police department currently has a maintenance budget. Bill Risso suggested that we should have been in this conversation before it was signed if we are going to pay for it. Jerry Lerman will follow up with Chief Fisher on this note.

Kate Reid asked the town assessor to assess the value of town assets to then begin to request 3% maintenance for each building as part of the budget process. She believes we will have this data soon as she thought she'd have it last week. Bill Risso noted that the insurance costs will go up.

7. Bog House

A. Fire alarm system

The company agreed that the current quote of \$8K covers the cost of installation.

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Kate Reid made a motion to approve an amount not to exceed \$10K to purchase and install, including connections, and making operable, the alarm system at the Bog House. Bill Risso seconded the motion. All in favor.

8. Next meeting: Thursday, June 30, 2022 at 8:00 via zoom

9. Kate Reid made a motion to adjourn the meeting at 9:50AM, Bill Risso seconded the motion. All in favor.