

Joint Meeting
Public Safety Facilities Task Force
&
Municipal Facilities Committee
Minutes
June 21, 2022
9:30 am
Heald Room, Carlisle Town Hall

Members in attendance: Christine Lear, Jerry Lerman, Bill Risso, Lee Storrs, Ingo Szegvari
Members not in attendance:

Others in attendance: Police Chief John Fisher, Fire Chief Fire Chief Bryan Sorrows, Stew Roberts of Johnson Roberts Associates, John Ballantine

I. Meeting called to order at 9:32AM

II. Approval of Minutes

1. Lee Storrs moved that minutes of the 06/14/22 meeting be approved; Bill Risso seconded. Approved by all.

III. Stew Roberts from Johnson Roberts Associates

2. The committee review the proposal from Johnson Roberts Associates (attached to this document). They will review each room of the police station and fire station to produce room data sheets. They will look at current square footage and produce estimates of required square footage. They will evaluate the fire station for code compliance (building codes and ADA requirements). They will look at the cost of demolishing the existing fire station in order to build a new station on the same site. This will include the cost of a temporary fire station while the construction project takes place.

3. They need a list of all fire station apparatus and sizes (Bryan Sorrows will provide the info).

4. They need a list of current and projected future personnel. If there is the need for quarters for full-time personnel, how many beds will be needed (Bryan will provide the info).

5. Stew suggested looking at their design for the Essex Public Safety Building which includes fire and police. It has hot, neutral and safe zones for contaminants using positive air pressure to deal with the contaminants. Stew will send the Essex design for the committee to examine.

6. Stew proposed a making a site visit sometime in early July. Christine will negotiate an acceptable date and time.

7. After Stew Roberts departed the meeting, the committee continued the discussion. Part of the committee's mandate is to look at other uses for the existing buildings. Possibilities include: additional Town offices and space for the COA.

8. **Police Station:** has a second floor that isn't ADA accessible. Could be used for storage. To be made ADA accessible would require installation of an elevator. The committee should get a cost estimate for an elevator. Parking may be an issue

9. **Fire Station:** has same accessibility issues with second floor. Parking is less of an issue.

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10. Discussed whether a new building (either fire or police) should have a public meeting space. The committee decided it would require many parking spaces which would have major implications on site requirements. Unless a site is available that could support parking, a public meeting space is not desirable.

11. Discussed how to prepare for Fall Town Meeting. In order to ask the Town for funding of any sort, we need:

12.1) A clear choice for what to do, i.e. renovate, build, combined structure. The committee thought this would be achievable.

13.2) A clear choice for a site or sites. This might be more difficult.

14.3) Cost estimates for the chosen course of action.

15. A possible time line was discussed:

16.1) Complete Stew Roberts study well before the Fall Town meeting

17.2) Given the results of the study, ask for funding for a Feasibility Study that will evaluate several different site possibilities and develop cost estimates for the building or buildings

18.3) Given the results of the Feasibility Study, ask Spring Town Meeting for funding to develop architectural drawings and bid documents.

19. Jerry Lerman was tasked with producing a document that lists the various choices the committee has considered with the pros and cons for each choice. The document will be circulated to all committee members for comments, corrections and additions.

20. Christine will set up a meeting with the Select Board to report on our progress and discuss possible land acquisitions for a new building site. Jerry Lerman will also attend.

IV. Public Comments

27. There were no public comments.

V. Bill Risso made a motion to adjourn the meeting at 10:40am, Lee Storrs seconded the motion. Roll call vote in favor: All said aye.

PSTFT Documents area available through the town website or at <https://drive.google.com/drive/folders/1kgTJDWtzyoV6BejpL8H8424J2QZd3aHj>

Submitted by Jerry Lerman 6/27/22

Approved: Unanimously approved on July 29, 2022

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15 PROPERIAL WAY
SOMERVILLE, MA
02143-1028
617-666-8583
www.jrarchitects.com

July 7, 2022

Christine Lear, Chair
Carlisle Public Facilities Task Force

Re: Agreement to provide Building Programming services for an expanded Carlisle Public Safety Facility

Johnson Roberts Associates is pleased to provide the Town of Carlisle with the following agreement to provide Building Programming services for an expanded public safety facility to house the Carlisle police and fire department and potentially other non- public safety functions.

Johnson Roberts Associates will kick off the program development phase with an onsite meeting to review the goals of the project, review the space usage of the existing facilities, and discuss, review the future space needs of the expanded facilities.

Following the kick-off meeting, Johnson Roberts Associates will develop a draft building program outlining the functional, spatial furnishing and equipment requirements of each space to be included in the expanded facility. We will also review the space requirement for any non- public safety functions which might be included as a part of the project,

Johnson Roberts Associates will meet with the study committee via Zoom to review the draft building program and seek input from the key stakeholders. Following that review Johnson Roberts will refine the building program summary based on the input received and again meet with the committee via Zoom to review the draft program document.

Following review Johnson Roberts will further refine the program as required and produce Room Data Sheets graphically illustrating the requirements of each space. Johnson Roberts will review the building program with the building committee again before finalizing the building programming document.