

Town of Carlisle
Municipal Facilities Committee
Minutes
Virtual meeting
June 30, 2022 at 8:00AM

In attendance: Christine Lear, Jerry Lerman, Kate Reid, Bill Risso

Guests: Steve Bastek (Town Facility Manager), Stephen Connearney (School Facilities Manager), Martha Feeney-Patten (Gleason Library Director), Steve Hinton, Andy Paquette (ARPA Fund Consultant to the town) until 8:33, Cynthia Sorn (Carlisle Mosquito)

1. Meeting called to order at 8:00 am.

2. Reports from facilities managers

A. Town facilities - Steve Bastek reported:

Gleason Library - Cleaned AC RTU trap of pollen. Should be good for the summer. Had gutters cleaned - had to use a vendor as it was too difficult for Steve to get access. Vestibule heater have been painted. Sent pictures out to committee members and they look great. Steve checked glycol levels in chiller; it is at 40% with a liquid flow of 0 and a pipe burst protection at 50 degrees below zero.

Highland Building - Everything seems to be in good working order. Nice and dry.

Brick Building - work has started. Steve Bastek stopped in to make sure they had the smoke detectors covered during construction to prevent false fire alarms.

Police Station - Had to adjust water pressure as the chief was notified by the state that the prisoner cells were not receiving enough hot water. Steve adjusted the flow and it is fine.

Town Hall - Elevator contacts replaced by elevator company. They were in tough shape as they were original to the building (1990).

Bell tower at First Religious Society - One more day of work and the project should be complete!

B. School

Working on cleaning up the school. Water pressure tank went dry, the float was blocked with sludge. It has been repaired and is working fine now. Jerry Lerman asked about the temporary generator; it is in place. Stephen is waiting for a price on the motor for the Generac generator. Hoping to have more information next week.

4. Committee membership

Jerry Lerman expressed gratitude to Kate Reid and Christine Lear who are rolling off the committee. Kate Reid is rolling off the committee as the Select Board representative. Travis Snell will serve on this committee for the Select Board. Carrie Patel has offered to take minutes going forward. She is not at this meeting, so this can be discussed at the next meeting. Steve Hinton strongly recommended that the town

supply this committee with a recording secretary given the importance of the work of this committee. Kate Reid will advocate for this solution. To that end, she is also working on having all town buildings assessed and having 3% added to those values to create the funding needed to maintain the building. Christine Lear noted that Steve Bastek is best at doing the work rather than admin stuff. It would be great if the recording person could take on those tasks as well.

5. Library

A. Met with Andy Paquette to discuss possible ARPA funding for RTU - He said that the RTU unit qualifies for ARPA funds. The project is considered a small project at \$107K. We need to have two quotes for the work as part of the qualifications to ARPA funds. Bill Rizzo asked if controls would be included in the funding. Yes, as they are associated with the system. Jerry Lerman noted that the selection of the actual unit was not selected by quote. As long as the process is documented, then the unit will qualify. Documents include the reason for selecting the unit - green, as a Green Community. Basically the government is looking to see that each project is doing due diligence. Kate Reid noted that we have received a rebate, and how does that calculate in the application for ARPA funds. Steve Hinton said that he doesn't recall what year Town Meeting voted us to become a green community. Jerry Lerman said that we are working with a state qualified bidder and we are part of the Green Community. Jerry Lerman asked Kate Reid who has the information about Carlisle being a Green Community. It would be in the Town Clerk's office. The RTU project has already been submitted and approved by the Carlisle ARPA committee. Jerry Lerman noted that invoices for the project will be paid out of the Carlisle ARPA funds. Cynthia Sorn believes that the Carlisle FinCom understands that if the RTU has been purchased then it will not qualify for ARPA funds. Andy Paquette said that anything purchased from March 2021 onward will qualify for ARPA funds. Jerry looked at the paperwork and determined that documents were signed in January and May of 2022. Andy clarified that federal ARPA rules are more flexible than the state rules. But that the federal rules ultimately defer to the state rules. Bottom line is that due diligence is the best practice. Kate Reid asked if any other projects will be submitted for ARPA funds. The PFAS filter for the town and library have been submitted. Bill Rizzo said a more robust BMS for the library would be an excellent service to the library that would likely qualify. Kate Reid, suggested we look at the five year plan to see what needs would qualify for ARPA funds. Bill Rizzo suggested the Town Hall roof and rooftop unit. Roofing projects do qualify for ARPA funds. Andy Paquette shared that funds have to be obligated by December 2024. The roofing project at the library and DPW would qualify and are on the list of needs for the town. Jerry Lerman asked what happens when a project moves from a small to a large project. Andy Paquette said we would need qualified, sealed, bids for the larger project.

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

Steve and Bill Rizzo had a conference call with Charlie Ehl about the curb adaptor for the RTU on the library roof. Steve believes the unit needs to be up two feet. Bill Rizzo asked if we have received the cut sheet on the unit. There is a six month wait for the unit, Charlie El ordered the unit last week. Bill doesn't feel the brace will be a big deal, we will know once the unit is on the curb. Charlie encouraged us to move forward and we can deal with it as it unfolds.

Jerry Lerman has been asking Charlie Ehl for the proposal for the controller. Bill Rizzo noted that the system Charlie Ehl will provide will easily cooperate with the full-scale Building Management System (BMS). We can then tie in the fan coil units when they are upgraded. It will be a pretty big job that should probably go out to bid. Jerry Lerman is concerned that a temporary controller could not be

expanded to a full BMS. Bill Risso said the risk to replace it with a comparable controller would be around \$500K at worst. Cynthia Sorn believes Guardian intended to build the controller monitoring system for us, a first for them. Bill Risso said that they would be building on an available, robust, system. Kate Reid asked what would be involved to just purchase the correct controller. Bill Risso suggested that the monitoring system just be bare minimum, with the BMS to be purchased later when the fan coils are done. Bill was impressed with the library mechanical engineer. To clarify, Bill Risso is suggesting that the design should be based on the new design of the library. Jerry Lerman will tell Guardian to do the minimum as far as a controller and that we would like documentation to this end. The monitor should include pathogens and CO2 sensors. CO2 is in the proposal from Guardian. The unit must be BACnet compatible. Bill Risso suggested that the rebate may possibly cover the duct smoke sensors that need to be part of the project. Jerry Lerman raised the issue of UVc treatment, and that room filters are better than one large filter. Bill Risso understands that the best use of UV light is to point them at the coils in the RTU unit. Not sure this will impact pathogens in the air. Bill Risso's concern is that Guardian is not immediately responsive and perhaps we should work this out with the folks working on the utility room for the library rather than Guardian, unless Guardian can order a unit with a UVC system.

C. Expansion of utility room and replacement of window fan coil units – discuss proposal from Schwartz/Silver

Gleason Library Director, Martha Feeney-Patten is comfortable with the temporary changes to the utility room and surrounding area to increase the size of the utility room. They have reservations about work flow and some safety concerns. Jerry Lerman asked how the redesign project for the whole library will also change work flow. She said it would change the flow some. Bill Risso asked if Martha Feeney-Patten is concerned about the loss of the small closets. She is not concerned as they can make other arrangements for coats. Martha Feeney-Patten noted that in years past there has been water in the space where the expansion is proposed. She believes Steve Bastek fixed the problem. Jerry Lerman assured Martha Feeney-Patten that she will be included in any design conversations going forward.

Kate Reid made a motion to accept the proposal from Schwartz/Silver at \$16K to develop bid drawings for the mechanical room expansion and provide this committee with the fan coil units in the windows at Gleason Library. Bill Risso seconded the motion. Kate Reid signaled her confidence in Schwartz Silver. Bill Risso noted that this might be something to submit for ARPA funds along with changing the valves in the units to bring the library up to date. Roll call vote - all in favor.

Jerry will circle back to the Schwartz Silver to tell them to proceed, and request at timeframe.

6. DPW

Trailer status: sprinkler system and ramp

Jerry Lerman spoke with Steve Ledoux, Town Administrator. We have not heard from the legal folks. Bill Risso believes the original contract did not include a sprinkler system and it is unlikely that Triumph will respond as they have already been paid. None the less, should we move forward on the sprinklers? Steve Bastek will put the job out to bid. Steve Bastek needs a dollar amount. If it is over \$50K then it is a different application. Jerry Lerman is pretty sure it will be under \$50K.

7. Police Station

Ramp to replace failed elevator

The RFP for the ramp will be submitted to Steve Ledoux, Town Administrator, soon.

8. Bog House maintenance issues – fire alarm system.

The radio box order has been signed and delivered. Jerry Lerman is working out the dates to have the installation done.

9. Next meeting on July 14 at 8:00 am.

10. Steven Hinton made a motion to adjourn the meeting at 9:17 seconded by Bill Risso. All in favor.

Submitted by Christine Lear

Approved: