

**Town of Carlisle**  
**Municipal Facilities Committee**  
**Agenda**

Virtual meeting  
Tuesday 07/07/20 at 8:00AM

In attendance: Jerry Lerman (Chair), Christine Lear (until 8:25), Kate Reid, Scott Simpson, Steve Hinton  
Guests: Cynthia Sorn (Carlisle Mosquito), Bill Risso, Steve Bastek (Facilities Manager), John Fisher (Police Chief)

Meeting called to order at 8:03 am.

- 1) Approve minutes of past meetings
  
- 2) Fire Station
  - a) Status of emergency generator tank removal

New tank is installed and operational. Remaining fuel has been pumped out. Ran new system for the chief. Chief Sorrows wants a few scratches fixed. Once the soil testing has been done and signed the new tank can be filled. Chief Sorrows communicated that it was our responsibility to fill the new tank with winter grade fuel. The winter grade fuel pumped out of the old tank is now in the new tank. Not sure why it would fall on the shoulders of this committee to fill the new tank. Some of fuel was not transferred due to contamination. New tank is 2/3 to 3/4 full. Kate asked how much it would cost to fill the tank. Jerry noted that winter grade fuel may not be available.

- 3) Police Station
  - a) Repairs to HVAC system – bring plenum/wiring up to code

Jerry sent out, earlier, the scope of work from Ben Kelchlin, P.E. at Norian/Siani Engineering, Inc. Chief Fisher asked if we need to put this out to bid. Asked if Bill Risso and Steve Bastek could handle the project, guiding contractors through the process. Bill said that it could be done that way. Problem is finding someone willing to do the small jobs entailed in this project. Jerry understands that a contractor needs drawings. Bill agrees because each contractor will have a different approach and way to resolve the problems. Probably part of the reason the police station is in the state it's in today. Steve Bastek agrees that without a plan he will not be able to compare apples to apples among contractor bids.

Jerry clarified that we need to determine if the document presented by Norian/Siani Engineering, Inc. reflects the needs of the police station and if the town will pay for it. If the town doesn't support the overall project, then perhaps we should hold off on to this proposal. Kate noted that the drawings at \$5k are a large percentage of a potential \$20k job. She believes this is a health/safety project. Jerry asked if Kate believes this would be approved as a warrant article in the fall. Kate said she would fight for it. Scott said the percentage is high, but it's comparatively small in general drawing terms.

Bill Risso feels that the town has a 'boiler plate' for putting the job out to bid. Probably better than this committee writing up the job. He also feels we should make sure we own the drawings from Norian/Siani Engineering, Inc. in case we don't end up using them right away. The document also didn't include confirmation that the system works right in the end. There was no reference to any local or state requirements. And there was no mention of bidding costs, which could drive the cost of the drawings/bidding process up. Jerry asked about the scope of the work. Bill Risso felt it was fine.

Jerry will reach out to Ben Kelchin at Norian/Siani Engineering, Inc. to clarify some of the questions raised.

- b) Painting – on hold
- c) Upgrade fire alarm system – on hold

- 4) DPW
  - a) Salt shed

Salt shed repair work is completed. Gary Davis was more repair work on exterior of shed. The DPW staff will do the repair work if we provide the materials (plywood sheets). Steve Bastek will get estimates for the cost of materials and renting a lift needed for the work. He'll also check with JJ Supple for a cost estimate.

- b) Septic system

BOH peer review has been completed. Some small changes were requested. Steve Hinton wasn't sure if the engineers could make the changes in time for the upcoming BOH meeting. If not, we'll have to wait 2 more weeks until the next meeting. ConsCom will also need to see a copy of the new plans. The license agreement with the Arnold/Ansaras hasn't been executed yet, but this shouldn't keep things from proceeding. The hope is for bids for the project to be received by August.

- c) New trailer

We haven't gotten approval from Gary Davis yet for the design provided by Scott Simpson for the new trailer. Scott will follow up with Gary.

- 5) Facilities Manager's report

**Library:** Lots of work has been done on the Library's HVAC system, paid for out of the Library's budget. 30lbs of Freon were added to the chiller at a cost of \$1500. Hopefully this will last through the summer.

**Highland:** The fire alarm in the Highland building triggered a false alarm. Steve B. had to come in during the July 4<sup>th</sup> holiday to reset the box. The System is old and parts are not easily available. Steve B. is concerned that the Highland building is becoming unsafe. He'll ask the Town's building inspector to examine it and report back.

**Town Hall:** The lawn sprinkler system isn't working. Parts have been ordered to fix it.

**DPW:** the ventilation system for the work bay is on hold, since we didn't get funding for it. After the Fall Town meeting, we may be able to proceed with it.

- 6) Select date/time for next meeting.  
Next meeting will be on 07/21/20 at 8am on Zoom