

Town of Carlisle  
Municipal Facilities Committee  
Minutes  
Virtual meeting  
August 25, 2022 at 8:00AM

In attendance: Jerry Lerman, Bill Risso, Carrie Patel, Travis Snell

Guests: Steve Bastek (Town Facility Manager, Sue Thomas (Sustainability Coordinator), Cynthia Sorn (Carlisle Mosquito) Chief John Fisher (Police Chief), John Lavery (Carlisle Resident)

1. Meeting called to order at 8:05 am.

2. Approve minutes from August 11.

Bill Risso moved to vote on the minutes.

Carrie Patel seconded.

Minutes approved unanimously.

(Travis Snell joined after approving the minutes.)

3. Reports from facilities managers

A. Town facilities - **Steve Bastek** reported the following:

**Gleason Library** – Elevator state inspection was to be done today but no parts in sight for the fire switch. Condensation lines have buildup and I have been working to clear those out. Water overflows into the pan and onto to floor, depending on how humid it is. Purchased a CO2 air gun to shoot pressurized air down the lines. 1<sup>st</sup> floor needs new exhaust fans, one is tripping and other is very loud, so I will be replacing both of those fans. Will be reaching out to a lighting consultant about the parking lot lights. Quote was under \$1k for the bucket truck to repair the outside pole light.

**Bog House** – Disconnection date for the dialer is 8/30/22. Once it is disconnected I will call Verizon to let them know we no longer need that service.

**Police Station** – 2<sup>nd</sup> floor lost charge in the A/C unit, may need to upgrade.

*Chief Fisher* – The unit is working in rafters of the 2<sup>nd</sup> floor, but there is a possible leak in the line, awaiting a quote. No one can find the leak.

*Bill Risso* – if they replace the outside unit, please have them put it on blocks to keep it off the ground.

**Town Hall** – Getting ghost alarms on the RTU but it is running well. Alarms coming in off hours. Random times at night. Following all inputs perfectly, just getting ghost alarms.

**Highland house** – Dry but humidifier is running nonstop.

**Greenough barn** - Awaiting multiple quotes to tear it down.

Town of Carlisle  
Municipal Facilities Committee  
Minutes  
Virtual meeting  
August 25, 2022 at 8:00AM

**DPW** – We did not receive any bids on the sprinkler system. Will need to go out for rebid.

*Jerry Lerman* - What will change the outcome?

*Bill Risso* – The timing, as many contractors are busy right now.

*Jerry Lerman* - Do we want to delay putting the ramp in?

*Bill Risso* - We should probably do that now as we have continued to delay that. I don't see the ramp being in conflict with the sprinkler system, we don't want to lose the price on that.

*John Lavery* – The engineering firm (C3) will design the whole thing and then the contractors would have a plan to bid against rather than designing it themselves. It is usually a flat price to design everything and then you have a draft set of documents you need for the project. My understanding is you don't need to bid out to engineering firms and can contact directly.

*Bill Risso* – We would need to write up exactly what we need and then talk to a few design firms.

*Jerry Lerman*– Ok let's do that we need to get this done. Write up what we need and reach out to engineers via Steve Bastek.

*Steve Bastek* – I will make some phone calls to try and get some design firms out there.

**Brick Building** – Energy efficiency windows going into the Brick house and screens will be added as well.

*Sue Thomas*- In the future the town may want to set a threshold for efficiency of windows and such in town buildings. Will look up what the requirements should be and get back to you on that.

*Bill Risso* - I agree as code is minimal and believe we should be using at least triple paned in all town buildings.

New roof installed, boards needed to be replaced and re-flash. Chimneys need to be repointed, bricks and concrete are cracked around the chimney.

**B. School** - Stephen Conneraney unable to make meeting today.

#### **4. Library**

*Steve Bastek* - Sending email to Charlie O. for the installation date. For the design of the utility room expansion Schwartz/Silver are waiting for the design for the PFAS system. Replacing the fan coil units, talking to BLW engineering 20K to design the full project.

*Bill Risso* – This is a large job and I don't feel this overpriced.

*Jerry Lerman* - Please ask for something in writing so we can vote on it at the next meeting.

#### **5. DPW**

Covered that in our discussion with Steve Bastek.

Town of Carlisle  
Municipal Facilities Committee  
Minutes  
Virtual meeting  
August 25, 2022 at 8:00AM

**6. Police Station**

*Jerry Lerman*- Lowest bidder for ramp install was notified. Any complaint from other bidder?

*Steve Bastek* – haven't heard back yet.

*Chief Fisher* – Any phone calls I can make to help move this along? We need this done before winter to make sure we have accessibility at the station. The elevator is gone so we are ready to roll and need this in place so everyone can access the station.

**7. Bog House** (maintenance issues) –discussed earlier

*Cynthia Sorn*– Who is paying to fix the chimney at the brick house?

*Bill Risso* – Is it the School or Town?

*Travis Snell* – I will find out before our next meeting who is responsible for that cost.

*Jerry Lerman* - Do we have a cost estimate yet?

*Steve Bastek* – no not yet

*Cynthia Sorn* - Two chimneys?

*Steve Bastek*– Yes.

*Cynthia Sorn* - Any Greenough quotes yet?

*Steve Bastek* – No.

8. Next meeting will be on September 8, 2022 at 8:00 am

9. The meeting was unanimously adjourned at 8:52am

Submitted by Carrie Patel

Approved: 09/08/22