



Town of Nantucket
Capital Program Committee
www.nantucket-ma.gov

Members: Christy Kickham (Chair), Peter McEachern (vice chair), Richard Hussey (Secretary), Jim Kelly, Nat Lowell, Pete Kaizer, Stephen Welch

MINUTES

Wednesday, September 7, 2016
4 Fairgrounds Road, Training Room – 8:00 am

Called to order at 8:05 a.m.

Staff: Libby Gibson, Town Manager; Lynell Vollans, Assistant Director Finance; Terry Norton, Town Minutes Taker
Attending Members: Kickham, McEachern, Hussey, Welch
Absent Members: Lowell, Kelly, Kaizer
Late arrival: None
Documents used: None

I. ELECTION OF OFFICER

1. Chair: Peter McEachern nominated Christy Kickham for Chair; Richard Hussey seconded. Carried unanimously
2. Vice Chair: Christy Kickham nominated Peter McEachern for Vice Chairman; Richard Hussey seconded. Carried unanimously
3. Secretary: Christy Kickham nominated Richard Hussey as Secretary; Stephen Welch seconded. Carried unanimously

II. PUBLIC COMMENTS

None

III. DISCUSSION OF CAPITAL PROGRAM COMMITTEE FY18 REVIEW & TIMELINE

Presentation Gibson – Asked what day and time the committee members would like to meet. In regards to the meeting timeline, she expects that sometime toward the end of September, Mr. Turbitt and she will present their recommendations for capital projects to Board of Selectmen. Departments are currently updating their long-term capital plans. There will be some semi-significant changes due to increases in construction costs. The first Capital Program Committee (CPC) meeting would be the first week of October with a general overview of recommended projects; the next meeting through November would be the department presentations. She foresees the CPC presenting their recommendations to Finance Committee the second week in December.

Discussion Consensus is that Wednesday at 8 a.m. is a good meeting time.

Gibson – Suggested that at the October 5 meeting, she would provide an overview of past present and future capital projects.

McEachern – Asked that the committee be provided a list of what projects were cut at the preliminary administrative meetings.

Kickham – Also wants to know why those projects were cut; suggested they be covered in a separate document.

Welch – Thinks knowing that process of triage might help in future planning.

Hussey – Asked for a review of the process through which a building is constructed.

Gibson – Used the Department of Public Works new garage as an example to explain the process from the point of need through completed construction and what is done with left-over funds. Explained the process the Town is using to find a new procurement officer.

Hussey – Asked what this committee might have done to prevent situations such as occurred with the new fire station.

Gibson – Explained the situation was not anyone's fault. Stated that the Martha's Vineyard fire station is not identical and that the building is different. The workgroup would look at the possibility of using a modular building.

Welch – He strives for the most cost effective yet efficient way to accomplish the goal; for example: if we know project estimate numbers are going to higher than the actual cost, suggests coming in lower for bidding. In regards to the Owner Project Manager contract, asked if it is drafted by Town Counsel and if it is set up to subcontract liability and provide the Town traction with errors and omissions.

Gibson – There are required levels of liability and omissions/errors; the contract doesn't have to include it.

IV. APPOINTMENT OF MEMBER TO FIRE STATION WORKGROUP

Christy Kickham nominated Richard Hussey. Stephen Welch seconded. Carried unanimously

V. DATE/TIME/PLACE OF NEXT MEETING

Wednesday, October 5, 2016; 8:00 a.m. at 4 Fairgrounds Road, Training Room

Adjourned: 8:40 a.m.

Submitted by:

Terry L. Norton