



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, October 19, 2016

4 Fairgrounds Road, Conference Room – 8:00 am

Called to order at 8:08 a.m.

Staff: Libby Gibson, Town Manager; Lynell Vollans, Assistant Director Finance; Julia Lindner, Financial Analyst; Terry Norton, Town Minutes Taker
Attending Members: Kickham, Hussey, McEachern, Kelly, Lowell, Welch
Absent Members: Kaizer
Early departure: Lowell, 9:42 a.m.
Department Heads: Kara Buzanoski, Department of Public Works (DPW) Director
Documents used: Copies of October 5 & 12, 2016 minutes; 2018 through 2027 Projects by Department spreadsheet, DPW projects; DPW capital project request packets

I. APPROVE MINUTES

1. October 5, 2016: **Motion to Approve.** (made by: Hussey) (seconded by: McEachern) Carried unanimously
2. October 12, 2016: Lowell – Asked to correct “Atlantic Avenue to one way” to read “Pleasant Street one-way out of Town from Williams Lane to 5 Corners” **Motion to Approve as amended.** (made by: McEachern) (seconded by: Lowell) Carried unanimously

II. OVERVIEW OF DPW FY2018 CAPITAL REQUESTS

Discussion **Buzanoski** – A number of vehicles being requested to include: pick-up trucks with plows and a dump truck with plow. New equipment for this year: \$250,000 for a second loader for use in snow removal which currently they rent from a contractor; \$250,000 for a bucket truck with chipper; \$200,000 for a grader that needs to be replaced; \$100,000 for a leaf and rubbish vacuum truck; \$50,000 for mowing equipment. Also for this year is \$200,000 to replace the ‘Sconset flagpole; they have also applied for CPC funds for the flagpole restoration.
Hussey – Asked what happens to old vehicles being replaced.
Buzanoski – They are traded in where possible.
Hussey – Asked why there are no numbers for the last three years 2025-2027.
Buzanoski – She will have to work on that.
Lowell – Asked about the 1-ton dump truck with plow; why not sell vehicles and if Don Allen is used.
Buzanoski – This is the work horse of the department. Typically we try to trade in old vehicles rather than sell. We buy new vehicles off the State bid. There are several companies that have Ford, which is the vehicle type we typically purchase.
Hussey – ‘Sconset flagpole, it will cost \$200,000; asked about that cost.
Buzanoski – That’s what the architect said. She has a meeting scheduled to review the plan. Nothing has been paid to the design architect as yet. The cost includes the pole and concrete base, removing the existing concrete pathway and collar, and excavation for a deeper base for the new pole.
Kickham – Asked about the usage of the truck with plow.

Buzanoski – Depending on the severity of a storm, we have three loaders and a 1-ton. Previously, we had 12 people working the roads responsible for clearing 10 miles; now we have 16 people on the road and are working to reduce the amount of road surface they are responsible for clearing; five miles of road is considered the optimum for snow removal.

Kelly – One vehicle will replace a rent or lease from contractor, asked the cost savings in regards to payment and repairs and maintenance.

Buzanoski – Currently they pay \$250 per hour to lease the vehicle; she will get back to the committee with the total cost per year in savings.

McEachern – Of the new replacement equipment, asked how many will not have indoor storage.

Buzanoski – The tree topper, mower, and trucks are outside. We've just started the feasibility study on the garage, which would allow for more indoor storage.

McEachern – In the feasibility study it might behoove everyone to work first from a bare-bones, cold-storage structure that can house all the rolling stock, then look at adding the mechanic's zone and lastly other personnel space.

McEachern – Asked if every piece of equipment has a maintenance schedule.

Buzanoski – The current mechanic is putting together a paper manual for that and working with the State on software. Noted they also maintain other department vehicles as well. They have three open trailers for transporting mowers; open trailers provide more flexibility. The garage plan also provides a truck wash-off area that would comply with the Harbor Plan and eventually flow into the Madaket sewer.

Kelly – Asked for an average on the age of the fleet.

Buzanoski – Rolling stock is about 40 vehicles; over the last several years, she has been more proactive about replacement. She doesn't know the average age "off the top of her head;" she'll get that information.

McEachern – Asked if she ever looked at contracting the chipper work.

Buzanoski – The problem with a vendor is working with their schedule. The bucket truck allows us to trim trees away from lines as needed; it goes out most days and it's not unusual for it to come back with several tons of limbs. She is in the process of putting the Town trees into a database; they've been kept on file cards. The Tree Warden uses a company for pest management on the trees

McEachern – Asked if there is anyone on staff who is a licensed pest management applicator. If not, it might make sense to contract work out to tree companies or golf courses who have licensed applicators on staff. There are different licenses for fungicide, herbicide, and fertilizer application.

Buzanoski – There isn't a licensed applicator on staff; the Tree Warden does reach out to experts for help and does calculations to ensure they are in compliance.

Lowell – In a general sense, stock rusts outside; there are products on the market to prevent that. If the money for the building consultant is spent on maintenance, that would be a huge help. Thinks talking about contracting is a good discussion to have. Long-term we need to have real buildings with heating to maintain these vehicles. Advised keeping the older diesel vehicles running as long as possible.

Hussey – Asked if the committee will leave the \$10m for a new garage in FY2019.

Gibson – This is a dynamic document; numbers will change. It's a good idea to have a big project that will put rolling stock inside; we can discuss the pros and cons of heated versus not heated. We need to look at getting better working conditions for personnel.

Hussey – Asked about the tree shop.

Buzanoski – Explained what the manager does and his need for an area away from the trucks.

Kickham – Asked what is in the out years.

Buzanoski – It's mainly vehicle replacement and staying within the schedule for them; the main project is the garage. Reviewed the site plan for the new garage.

McEachern – If there isn't a building in which to store new equipment at this time, thinks the money for them should not be spent; hold off buying new vehicles until the garage is built.

Kelly – Suggested putting buildings together, where possible, to reduce the overall cost.

Lowell – The weight room issue, certain items will get cut. We should do this right one time, not piecemeal.

Welch – On the site plane, he doesn't see areas for outdoor clean up, heated and non-heated storage areas and enough bulk storage space. Asked what's the next step with the space needs assessment.

Buzanoski – She hasn't had a chance to talk about that yet; this is just a feasibility study. A lot of discussion needs to happen before the space needs assessment. As for storage, the larger building would have mezzanine storage on one side.

Welch – Suggested looking at using basement space for storage of smaller items.

Lowell – Noted the Airport equipment storage building is an excellent model to look at. Agrees about looking at use of basement space.

Kelly – Encouraged looking at creation of a building committee early on in the process.

Welch – Suggested during the design phase to focus on justification for cost, offset, capital offset, etc.

Hussey – As for the 10-wheeler and 6-wheel dump truck for FY2021, asked if the vehicles are out of service. The document says the 10-wheeler.

Buzanoski – This is an out-year replacement of a existing vehicles; they are in use at this time. Noted that needs to be corrected in the request proposal for the 10-wheeler.

III. DISCUSSION OF PROCEDURES AND EXPECTATIONS

Discussion **Kickham** – This is internal committee business to create criteria for departments so they know the some of the questions CapCom will ask.

Welch – This committee's procedures, objectives, and role were updated and established in 2013; it might be time again to review and update them. He explained how a person not involved in the process might perceive some of the projects. Given the \$120m of projects for FY2018, this committee is charged with about \$9m per hour review; this speaks to the necessary level of review required. He looked at the review processes of other towns and cities for possible changes that might be in Nantucket's best interest. It isn't appropriate at this time to make changes that affect this fiscal year review; suggested starting that review in January. He suggests for this year the committee build familiarity with line items and each member be assigned a Capital Improvement Plan (CIP) category. We want to be able to advocate our decisions; to do that, we must be able to justify the decisions.

Lowell – Asked how long the committee has been working under the present system.

Gibson – For a long time; we try to make improvements every year. The hope with the new stock plan was to provide more information sooner. Unfortunately, one person is not dedicated to getting the information and details together. She has also looked at other Towns; they are all over the board. We have had frequent discussions about what this committee wants to see and feels it needs. Asked that the "wrap up" be March or April due to her schedule to prepare for Annual Town Meeting in January and February.

Lowell – The big-ticket items required more in-depth review and should be separated from the simpler items like vehicle replacement.

Gibson – The Town needs a built-up Facilities Management Department; that manager would lay out the procedure for approaching a large project. There should be a feasibility analysis, a program, all options laid out, assignment of the OPM, etc. Currently, the departments do it on their own.

McEachern – Suggested each member take on a department to work with and advocate for.

Welch – Reviewed his vision for the work to be accomplished during the procedures meetings. Feels there should be a plan on how to manage capital review versus current capability and

accomplishing needs. Ms Gibson should be involved but feels there are still items that can be mapped out in January when Ms Gibson is not available.

Kelly – The sooner the review can be done the better. Asked for clarification on what will be changed now, if that is a decision to be made today.

Lowell – To Mr. McEachern's suggestion, thinks it should be more than one person per department.

Kickham – Suggested leaving it up to department heads and when they can meet.

Welch – There are nine departments: Facilities, Fire Department (FD), DPW, Nantucket Police and Marine, Nantucket Public Schools (NPS), Our Island Home (OIH), Sewer, Town Administration, and Transportation.

Gibson – There are 13, also: IT, Airport Wannacomet Water Company (WWC), Solid Waste VOLUNTEERS

Welch – NPD/Marine and DPW

Lowell – Doesn't want to volunteer but wants to be part of DPW to include: sewer, solid waste, transportation, and facilities.

Hussey – FD and NPS

Kickham – Airport and WWC

McEachern – Town Administration and NPS

Kelly – OIH

Discussion about having Kaizer take IT and Sewer

IV. CAPCOM BUSINESS

1. **Gibson** – Noted that NPS and Facilities did not make it onto the initial schedule; she will schedule them for November 16.
2. **Welch** – He would like to have a bond report (debt service report) added to the agenda. He had asked for information on how much they are and where they are. He had also asked for a version of the CIP with the two previous years. Asked the procedure for follow up on such requests. **Vollans** – We don't have FY2016 in the new capital planning software. **Gibson** – Prior to the software, there was a 15-page spreadsheet; that might be able to be provided for FY2016. Discussion about how to provide Mr. Welch with the information he has asked for. **Welch** – Asked if the September 26, 2016, CIP is the most up to date. **Vollans** – That's a working document; she can print it off or email it. **Kelly** – Asked when the individuals meeting with departments would take place. He would prefer them to take place prior to the presentation so that the presenter is more prepared. **Gibson** – She will schedule them.

V. DATE OF NEXT MEETING

Wednesday, October 26, 2016, 8:00 a.m. at 4 Fairgrounds Road, Training Room

Topics: IT, Police/Marine, and Fire

Adjourned at 9:46 a.m.

Submitted by:

Terry L. Norton