



# MEETING POSTING

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NANTUCKET TOWN CLERK  
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**TOWN OF NANTUCKET**  
Pursuant to MGL Chapter 30A, § 18-25  
All meeting **notices and agenda** must be filed and time stamped with the  
Town Clerk's Office and posted at least 48 hours prior to the meeting  
(excluding Saturdays, Sundays and Holidays)

<b>Committee/Board/s</b>	Capital Program Committee
<b>Day, Date, and Time</b>	Thursday, October 6, 2022 @ 10:00 AM
<b>Location / Address</b>	<b>IN PERSON PARTICIPATION at 131 Pleasant Street (Trailer)</b>  <b>REMOTE PARTICIPATION VIA ZOOM</b> The meeting will be aired at a later time on the Town's Government TV YouTube Channel <a href="https://www.youtube.com/channel/UC-sgxA1fdoxteLNzRAUHxA">https://www.youtube.com/channel/UC-sgxA1fdoxteLNzRAUHxA</a>
<b>Signature of Chair or Authorized Person</b>	Brian E. Turbitt

**WARNING: IF THERE IS NO QUORUM OF MEMBERS PRESENT, OR IF MEETING POSTING IS NOT IN COMPLIANCE WITH THE OML STATUTE, NO MEETING MAY BE HELD!**

## AGENDA

Please list below the topics the chair reasonably anticipates will be discussed at the meeting

Join Zoom Meeting  
<https://us06web.zoom.us/j/87523320580?pwd=Q1dvVE03K3QrYnZsc2RBMz1BZ0VDQT09>

Meeting ID: 875 2332 0580  
Passcode: 362140

1. Call to Order, Roll Call
2. Audio/Video Announcement
3. Approval of Agenda
4. Public Comment
5. Minutes-Potential adoption of minutes from July 14, 2022 and September 29, 2022
6. Presentation of FY24 Preliminary Capital Improvement Plan Update
7. FY24 Additional Request – Fire Dept: Self-Contained Breathing Apparatus Trailer
8. FY24 Capital Requests - discuss outstanding items

9. Discussion of Potential new Day and Time for Meetings
10. Report-writing Workgroup – Update action items:
  - a. Add a Comments and Footnotes field to DB (08/11/22) – Finance/PLUMB (Priority: High)
  - b. Template report for workgroup/timely delivery (08/11/22) – Finance/PLUMB (Priority: High)
  - c. Finalize workgroup members’ respective report writing responsibility – CapCom (Priority: High)
11. Green Sheet/Committee Reports
12. Good of the Order
13. Date of Next Meeting – Thursday October 13, 2022 at 10:00AM
14. Workgroup Session: Resolve any questions of Content (Richard), Presentation (Christy), Schedule (Jill)
15. Adjournment



## Town of Nantucket Capital Program Committee

[www.nantucket-ma.gov](http://www.nantucket-ma.gov)

**Members:** Stephen Welch (Chair), Jill Vieth (vice chair), Richard Hussey (Secretary), Jason Bridges, Pete Kaizer, Christy Kickham

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### MINUTES

Thursday, July 14, 2022

*This meeting was held via remote participation using ZOOM and YouTube.*

Called to order at 10:00 a.m. and announcements made by Mr. Welch

Staff: Richard Sears, Assistant Town Manager; Terry Norton, Town Minutes Taker

Attending Members: Welch, Vieth, Hussey, Bridges, Kaizer, Kickham

Early Departure: Vieth and Bridges, 10:44 am

Documents used: Mr. Welch's appointment application letter appendix.

### I. APPROVE AGENDA

Motion **Motion to Approve.** (made by: Hussey) (seconded)

Roll-call Vote Carried unanimously

### II. PUBLIC COMMENTS

1. NOne

### III. ORGANIZATIONAL MATTERS

1. Reporting

Discussion **Welch** – Though CapCom has matured its process, he needs to look at membership getting more involved and taking responsibility for the report. Perhaps a small workgroup could put together the report or a Finance Staff member could work with someone from the committee to put the report together. He'd be happy to assist in the transition; we need to come up with a solution before getting into the capital request reviews. It's important to look at how CapCom functions as an institution.

**Kickham** – Asked if there is a way to break up the report among different committee members then be put the sections together.

**Welch** – Yes, that would naturally break at the numbers, recommendations on capital requests, and recommendations on process. Could separate it to breaking down information, gathering information, then putting the report together. If we have dedicated administrative staff support, we could have a list based upon the current report with numbers to lighten the load. The final step is formatting and narrative recommendations.

**Kaizer** – We're looking at a 32-page document. Asked how much is considered dynamic content – not a template.

**Welch** – Not a lot; our initiatives are static. Part of easing the load is putting the data into a template format so it can be populated. However, that isn't easy due to the data being dynamic and creating complexities.

**Hussey** – He lacks any technical expertise to write any of this report, but he wants to contribute as his capabilities allow.

**Kickham** – We've been exposed to the structure of the report; it's difficult to come up with how he can help right now. Thinks if we did it as a group, we'd be more invested. As long as we have commitments, we don't have to decide right now. As we get closer to the season, we should look at last year's report and decide how each of us can contribute.

**Sears** – Part of the trick is finishing up the departmental reviews earlier. He will talk to Mr. Turbitt about this. The departments are getting better, and Ms. Gibson is doing a lot to reinforce to the departments that they have better documentation to speed up the process.

**Vieth** – She read the beginning of the report. She was reminded about the focus on coastal resiliency; asked if that is the policy of the year.

**Welch** – The report is an autonomous document. It’s also a “look-back” document during budget development. We also report on our process and best-practice initiatives. In our summary, we look at “issues of the year.”

Another aspect is the workload on one individual writing the report. The more complete data the better; it should be significant with respect to details. There is a required time-period where information is processed at the Town Administration/Finance level. Also, a lot is driven by when we get information from the State such as Certified Free Cash; there is a 2-week area that can’t be changed.

Today he wants to come up with a couple of short-term solutions and long-term solutions

**Kickham** – Asked if Mr. Welch could forward the last three years of fiscal reports to members so they can get a good picture of what the report entails.

**Welch** – Asked Mr. Sears to do that and to send the link to the website. The tail end of the report has remained mostly unchanged. Asked who would be interested in doing a work group.

**Hussey** – He’d be willing to take part.

**Kickham** – He thinks it should be a full committee effort; it’s lopsided to put it on 2 people.

**Welch** – A couple of people would review the report, assess it on how to proceed this year, bring that back to the group, we then make a determination, and act upon that.

**Vieth** – She likes that idea; it might be less of a problem than it seems.

**Welch** – We have Mr. Hussey, Mr. Kickham, and Ms. Vieth for the workgroup; asked them to review the reports to date and make a recommendation on how to proceed. We will need to coordinate ZOOM meetings and notification to comply with OML. His last point is that this doesn’t have to be just 2 or 3 people; however, if everyone gets involved, it tends to dilute the process.

We will have report writing work group 1 and make recommendations on how to tackle this year’s report and future reports. We will bring that back to the committee for review.

2. Advancing Recommendations

**Welch** – He’d like to put his energy on advancing recommendations; we have several that if implemented would provide greater efficiency and effectiveness and actually fund CapCom program management and dedicated staff. He thinks it would be worthwhile to create a workgroup to look at these over the course of the season. Reviewed his recommendations: Annual Process Timeline, Biennial Procedure, CIP Capacity & Funding Analysis, Biannual Procedure, Capital Project Status Reporting, and System-wide Capacity, Centralized Capital asset Management.

**IV. ELECTION OF OFFICERS**

- 1. Deferred to next meeting.

**V. APPOINTMENT OF COASTAL RESILIENCY ADVISORY COMMITTEE (CRAC) REP.**

Discussion	<b>Welch</b> – Mr. Kickham has been attending the meeting. <b>Kickham</b> – He has been going to the meetings; but he has run into scheduling conflicts. He will accept the appointment understanding his attendance could be “spotty.”
Motion	<b>Motion to Appoint Mr. Kickham as CRAC representative.</b> (made by: Hussey) (seconded)
Roll-call Vote	Carried 4-0//Hussey, Kaizer, Welch, and Kickham-aye

**VI. OTHER BUSINESS**

1. Date of the next meeting
  - a. Thursday, July 21, 10:00 am.

Adjourned at 10:52 am

Submitted by:  
Terry L. Norton

PROPOSED



# Town of Nantucket Capital Program Committee

[www.nantucket-ma.gov](http://www.nantucket-ma.gov)

**Members:** Stephen Welch (Chair), Jill Vieth (Vice Chair), Richard Hussey (Secretary), Jason Bridges, Pete Kaizer, Christy Kickham, Barry Rector

## MINUTES

Thursday, September 29, 2022

131 Pleasant Street & Zoom

Called to order at 10:00 am. and announcements made Mr. Welch

Staff: Brian Turbitt, Financial Director; Susan Carmel, Assistant Financial Director; Terry Norton, Town Minutes Taker

Attending Members: Welch, Vieth, Hussey, Kaizer, Kickham

Absent Members: Bridges

Late arrival: Kickham 10:10 am

Department Heads: Tom Rafter, Airport Manager; Noah Karberg, ; Jamie Sandsbury, Airport Finance

Documents used: Copy of draft minutes as listed; Capital Improvement Plan (CIP) Requests

Adoption of Agenda

Motion **Motion to Approve.** (made by: Hussey) (seconded)

Vote Carried unanimously

### I. PUBLIC COMMENTS

1. None

### II. INTRODUCTION OF NEW-MEMBER BARRY RECTOR

**Welch-** Announced new NP&EDC liaison member. Repeated prior request to staff to please include Barry Rector in emails for meeting announcements, agenda, and review materials, and to forward him meeting minutes this budget season to-date, with YouTube meeting links.

### III. APPROVE MINUTES

1. September 22, 2022

Motion **Motion to Approve.** (made by: Vieth) (seconded)

Vote Carried unanimously

### IV. OVERVIEW AND DISCUSSION OF FY2024 CAPITAL REQUESTS

1. Airport

Discussion a. Presentation of FY2024 and Out-Year Requests.

**Rafter** – Runway 24 High Speed Taxiway priority (AIP) \$5.04m FAA split 90/5/5; South Apron Expansion high-priority safety item (AIP) \$22.68m FAA split 90/5/5; Perimeter Road and Fence Relocation (AIP) \$1m; Supplemental Terminal Improvements (AIP) \$9m funding from Bi-partisan Infrastructure; Nobadeer Farm Road Development (Phase II) \$5.13m; Electric Vehicle (EV) Charging Infrastructure \$1.2m; Jet A Tank Exterior Painting \$96,000; Paint and Beads & Rubber & Markings Removal \$503,500 annual request regulatory requirement; Replace Airport 15, Repainting Parking Lot and Luggage Carts \$110,000; Lektro Tug \$384,000; AARF Tools and Equipment & PFAS Decontamination \$392,000. Total FY2024 is \$45,535,500.

**Welch** – Confirmed the noise berm for the south apron will be vegetated with like-kind as exist. Asked about the single space for a large aircraft and if one space is enough.

**Kickham** – Asked about the fencing.

**Welch** – Asked about the priority habitat potential problems.

**Rafter** – We have all the permits for the priority habitats.

**Hussey** – The housing price tag is enormous. Asked if there is any way to reduce that cost.

**Rafter** – We will try; we have to bring in the road and sewer and utilities as well. The architect will have to provide a refined cost estimate.

**Welch** – Asked the road material (paved). As this is federally regulated, asked if there are Americans with Disabilities Act (ADA) requirements. A concern was that this could be used only by Airport personnel. It seems that has changed slightly to include only emergency responders who provide airport service.

**Rafter** – ADA, greenhouse gas emissions, and others. The FAA will allow anyone who has emergency response at the airport to use this. That's police and fire; not sure about Transportation Security Administration (TSA).

**Welch** – Regarding layout, cautions they might need more parking spaces especially if they have a dormitory. Suggested the duplex include storage space between the units versus traditional common stairs – if this will be used as more than dormitory-style housing, simple quality of life suggestion.

**Kaizer** – Asked where rent money would go.

**Rafter** – That would go into Airport revenue.

**Hussey** – Asked if it could be financed the way the Water Company is funding their storage building.

**Turbitt** – The Airport authorizes millions in borrowing but use only 10% of that. He'd suggest they borrow for a period of time.

**Kaizer** – Asked if it is CN zone.

**Rafter** – Zoning was changed; not sure what it is now but we had it changed to accommodate housing.

**Welch** – Given the layout and full lot size, asked if there is a master plan for the property and how this relates to that.

**Rafter** – Described the proposal for a road.

**Welch** – He'd like a better idea on how this will fit into a master plan before we make a decision. It's also relevant that we have a clear picture of the proposal – i.e., whether these will be single family, duplexes, dormitory-style – for the dollar amount.

**Kickham** – Asked if they are looking at a budget-style project or high quality. Asked if there is also a timeline for construction.

**Rafter** – High quality for noise and weather insulation.

**Vieth** – She too would like to see a master plan; that is a heavily trafficked road.

**Rafter** – Reviewed the proposed site plan for the full property. The Airport owns the land but it's Federal Obligated Land.

**Rafter** – If we put in for less and the estimate comes in above that, the project would be delayed for another year. Pointed out that this is Airport Revenue money. He's curious about the discussion regarding roads and planning.

**Welch** – The concern is over-all cost, potential use, and limitations on use due to the FAA regulations. In relation, fair to ask if this approach at over \$6m for two duplexes, or a duplex and a small dorm-style residence, makes the most sense – or is there a viable alternative wherein the Town, on land nearer to the airport, subs out the build and leases the units long-term to the airport. Suggests further discussion.

**Kickham** – We are still within our realm of making a recommendation. With zoning and TSA issue, there is still information we could get to continue the discussion.

**Rafter** – TSA does not fit the role of emergency responders to an airport disaster.

**Kickham** – With seasonal staff that isn't emergency personnel, asked if that applies.

**Rafter** – All Airport personnel count as emergency personnel.

**Turbitt** – They would have to bid this out to anyone other than their own staff.

**Welch** – Confirmed additional information on the request and master plan will be forthcoming to pick the housing back up at a later date.

**Rafter** – Blade is looking at getting electric vertical take-off aircraft. As we get more EVs at the airport, it will impact our fuel sales.

**Kaizer** – Asked who would pay the bills for the charging.

**Rafter** – Explained the different models and mechanisms for aircraft and the rental cars.

**Kaizer** – Asked if there was thought of a putting a solar array on airport property.

**Rafter** – We’ve had that conversation with Lauren Sinatra. We had sought permits before but due to conflicts with habitat areas it could not go forward. We are preparing a Smart-grid Application for Federal grants.

**Welch** – This is an emergent service so revenue stream is hard to predict; we can assume the airport will maximize the revenue stream.

**Kickham** – Asked how soon it might be before the airport sees those electric aircraft.

**Rafter** – If we miss this cycle, we’ll be behind the curve.

The paint and bead work is done in house.

**Kaizer** – Asked if the \$384,000 for the Lektro tug includes trade in.

**Rafter** – No; we pay the full amount then get refund. The FAA no longer funds the tools and equipment which come with a fire truck, nor do they fund the decontamination of the PFAS foam. There is a PFAS-free foam, but it won’t put out jet-fuel fires.

**Welch** – Confirmed equipment is still loaded with PFAS foam; referenced the irony of the FAA requirements—to continue using a known carcinogen, or lose funding.

**Hussey** – Regarding PFAS expenses related to conversion of wells, asked if those are moving along.

**Rafter** – Yes, it’s an on-going massive project to get the water mains in. We are now going into soil sampling and will provide bottled water for another year.

**Welch** – Requested comments on out-year projects.

Out-year projects:

**Rafter** – Within the next 5 years, our primary runway will need rehabilitation; that’s in the \$60m range. We’re working with the FAA and Massachusetts Department of Transportation (MaDOT) about breaking that work into phases with associated funding. Runways are the highest priority within the FAA system. There will be other pavement needs based upon MaDOT Pavement Condition Index; we will have significant paving needs soon.

b. RORI Completion/Discussion

Further discussion about the high cost for the Nobadeer farm housing project and house modular construction saves money due to not being subject to prevailing wage. Also further discussed as relates to TSA employees, restrictions on use, other municipal housing projects, and if there is a better way to do this for better dollar use.

**Turbitt** – Revenue generated within the boundaries of the Airport must be used within the boundaries of the Airport.

## V. OTHER BUSINESS

1. Discussion of possible change in meeting day and time. Held
2. Report-writing Workgroup – Update action items.  
Turbitt – Finance meeting with PLUMB on Friday.  
Workgroup to meet with Chair immediately following next Thursday’s meeting.
3. Green Sheet/Committee Reports
  - a. None
4. Good of the Order
  - a. None
5. Date of the next meeting
  - a. Thursday, October 6, 2022 @ 10:00 am

4. Adjournment

Motion       **Motion to Adjourn at 11:31 am.** (made by: Hussey) (seconded)  
Vote           Carried unanimously

Submitted by:  
Terry L. Norton

PROPOSED

**Town of Nantucket, Massachusetts**  
**Capital Improvement Plan**  
**FY24 thru FY33**

**Fire Department**

<b>Project Name</b>	<b>#</b>	<b>Priority</b>	<b>FY24</b>	<b>FY25</b>	<b>FY26</b>	<b>FY27</b>	<b>FY28</b>	<b>FY29</b>	<b>FY30</b>
Rescue Equipment	FIRE-21-002	high	375,000	-	-	-	-	-	-
Engine 1	FIRE-24-001	high	850,000	50,000	-	-	-	-	-
Fire Department Staff Vehicle F-5429	FIRE-24-002	medium	80,000	-	-	-	-	-	-
Breathing Apparatus Refill Trailer	FIRE-24-003	high	225,000	-	-	-	-	-	-
<b>Fire Department Total</b>			<b>1,530,000</b>	<b>50,000</b>	-	-	-	-	-

<b>FY31</b>	<b>FY32</b>	<b>FY33</b>	<b>TOTAL</b>
-	-	-	375,000
-	-	-	900,000
-	-	-	80,000
-	-	-	225,000
-	-	-	<b>1,580,000</b>