



## Town of Nantucket Finance Committee

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

**Committee Members:** David Worth(Chair), Stephen Maury(Vice-chair), Clifford Williams, Joseph T. Grause Jr., Peter McEachern, Henry Sanford, Joanna Roche, Denice Kronau, Peter Schaeffer

### MINUTES

**Saturday, January 26, 2019**

4 Fairgrounds Road, Community Room – 8:30 a.m.

Called to order at 8:30 a.m.

Staff in attendance: Libby Gibson, Town Manager; Gregg Tivnan, Assistant Town Manager; Brian Turbitt, Director of Finance; Alexandria Penta, Financial Analyst; Terry Norton, Town Minutes Taker

Attending Members: Worth, Maury, Williams, Grause, Roche, Kronau, Schaeffer

Absent Members: McEachern, Sanford

Late Arrivals: None

Early Departures: None

Documents used: Departmental budget projections for FY2020s; Capital Program Committee Report

#### I. ANNOUNCEMENTS AND PUBLIC COMMENTS

1. No public comments

#### II. APPROVAL OF PRIOR MEETING MINUTES

1. None

#### III. REVIEW OPERATING BUDGETS OF GENERAL FUND AND ENTERPRISE FUNDS

1. Police Department

Sitting Worth, Maury, Williams, Grause, Roche, Kronau, Schaeffer

Dept. Head Chief William Pittman, Deputy Chief Charles Gibson, Harbormaster Sheila Lucey

Discussion **Pittman** – Reviewed the exceptions which include: additional officers, upgrade a position to assistant harbormaster, additional lifeguard supervisor, system to prevent shark warning signs from being stolen, Harbormaster Industry Road layup yard and workshop, safety auxiliary building, and upgrade for seasonal housing.

**Maury** – Asked if we are on track to spend all the money.

**Pittman**- Payroll is hard to track due to vacancy. In the last two years, we've increased by 3 positions which is part of the increase. The overtime has been "out of control." Right now, he's got five new officers on the street, five in the academy due back in April, and three unfilled vacancies that would start the academy in July. Noted that most of the officers that leave here go to Mashpee, Yarmouth, and Dennis. We pay comparable wages to off-Island departments but it's not a livable wage in the Island. One in three officers will leave because the Island isn't for them, the second in three will leave for a higher-standard of living.

**Schaeffer** – Asked about the parking revenue projection.

**C.Gibson** – It is mostly timing; we looked back at people who owe fines.

**Roche** – Asked how long the lifeguards work.

**Pittman** – Regular hires start mid-June; the "long" group starts at the same time and is here past Columbus Day. Losing lifeguards as they return to college is a concern for along the South Shore; the long-group members end up having to cover the whole stretch of beach from Nobadeer to Cisco. We need more support during that timeframe but don't know how to get it. Housing is an issue, we have only three houses, which can handle about half the lifeguards. We are exploring

things we can do to compensate: information, live aerial surveillance, and the Coastal Shark Conservancy, which is working on a buoy to provide real-time alert on tagged sharks.

**Worth** – Asked if they have a formal arrangement with the airport for pilots to spot sharks.

**Pittman** – No. Pilots on approach are looking at the ground. There are a couple of private pilots who will spot while flying; one offered to do it on a daily basis for the cost of fuel.

**Schaeffer** – Asked that if staffing was at 40 officers would that lower the overtime.

**Pittman** – That would be a different problem; one thing that helps those who stay are the details they work and overtime they get. However, the overtime gets old after a while. In Mashpee, an officer doesn't have to work 80 hours a week to make a livable wage.

**Williams** – About the auxiliary building for the fire department being used by the Police.

**Pittman** – No. The last building at the former Loran Station is being torn down. It might be replaced by a metal storage building we can use store items such as abandoned bicycles.

**Grause** – Maintenance line under the Harbormaster's budget, for FY2018 it has \$50,000 and for FY2019 and FY2020 is it significantly up.

**Pittman** – That is the Town Pier. Two years ago, we implemented a maintenance plan; however, all that money has been spent on repairs due to catastrophic storms. We are moving forward at annual Town meeting (ATM) with a funding article for replacement of the pier.

## 2. Fire Department

Sitting Worth, Maury, Williams, Grause, Roche, Kronau, Schaeffer

Dept. Head Chief Steve Murphy

Discussion **Murphy** – Reviewed past year accomplishments to include acquisition of new life packs and training for the Advanced Life Support (ALS) program.

This year he is asking for two new firefighter positions; this would help alleviate call back and allow for two vehicles to be on the road at the same time. We have 13 volunteer firefighters but it's hard for them to break away from their jobs to maintain training. He is also asking for a part-time administrative assistant.

**Worth** – Asked if inspection of short-term rentals would put more pressure on the department.

**Murphy** – He hopes not. Inspections are usually fire and carbon monoxide detectors. When we inspect at time of sale, we make sure the house still meets code.

Operational expenses, he's asking for a training line item in his budget; it has always come out of some other line item; it costs about \$25,000 to send two people to training. Other requests include: replacement of the inspector's car, replace the administrative car; this is the second year for ALS equipment; replacement of an ambulance will be every two years and comes out of the ambulance fund; replace Truck 7 in 'Sconset.

**Roche** – On the payroll, asked about the "large sum."

**Murphy** – That is for two positions and reflect a 9% increase for those who get paramedic certification; we shouldn't have that jump next year.

**Grause** – Asked to hear about recruiting.

**Murphy** – He has two fire prevention officers, should have three. Over the past year, he's hired five people, who are all local. His intent is to hire local. He's run into similar issues as the Police when he hires from off-Island.

**Schaeffer** – Asked about the impact of the new building on the budget.

**Murphy** – There will be a reduction due to less maintenance; the biggest savings impact will be the well-being and safety of the people and care of the equipment. He hopes to move into the new building in May or June.

**Roche** – Asked if he has a special relationship with a vender in the purchase of new firetrucks.

**Murphy** – It's tough procurement wise; it depends on what we're looking for. Reviewed the purposes of specific vehicles.

**Grause** – Asked about Emergency Medical Technician calls versus fire calls.

**Murphy** – It balances back and forth; this past year we had more fire calls. This past year we had 3,000 calls. It isn't always greater in the summer. The day after the cold snap we had 30 calls due to water breaks. We do not have times when the trucks are sitting; they are constantly moving.

**Williams** – Appreciates the information provided on the vehicles.

**Murphy** – The big brown truck is to reach people when there is flooding; it was free from the Federal government.

### 3. Sewer Enterprise Fund

Sitting Worth, Maury, Williams, Grause, Roche, Kronau, Schaeffer

Dept. Head Director David Gray

Discussion **Gray** – We are continuing with video work, design plans, and replacements of pipes. This is the second year of the Capacity Management, Operations, Maintenance Plan (CMOM) and focusing on the core downtown area; found numerous near collapses in pipes so is working to mobilize repair of those. The force main, which broke in 2018, has been 100% repaired and is in use as a stand-by main; we flush it every two weeks. The pump station is ready to be turned over within the next month. The Shimmo sewer expansion project is nearly 100% done; they are doing inspections on all the lines.

**Grause** – Asked how many connections will be added by these new areas.

**Gray** – 490 homes.

**Grause** – The privilege and connection fees look conservative.

**Gray** – They are conservative. The last section of Shimmo should be on line by late Spring; we will contact everyone by mail that connections are available.

**Maury** – Asked how many phases there are to the CMOM.

**Gray** – Three phases; after the 3<sup>rd</sup> year, we continue with on-going maintenance.

**Kronau** – Asked why people have not connected.

**Gray** – Usually because their septic has not failed; those who have failed can get loans from the Board of Health; once that's done they contact us.

**Grause** – Asked about the capital requests.

**Gray** – The larger scale projects are coming out of the CMOM. Most all his capital stuff is sewer replacement and repairs. Surfside Wastewater Treatment Plant upgrade is going into the second year; hoping expansion will be completed within the next two months.

**Worth** – There is money programmed for a new force main in the core district.

**Gray** – That request to get into the planning and design phase; the goal is to get the force main out of the high-impact areas. Depending on the design and other projects, he is hoping to start construction in late Fall 2019 or the year following; some of it will have to fast-tracked to coordinate with major road reconstruction.

**Worth** – He's concerned that there will be other departments involved; however, he didn't see any money coming in from the Water Company to be involved.

**Turbitt** – The water company borrowing has already been specifically identified.

**Worth** – The question is, are they organized enough to do that. At the Water Company presentation, there was no mention of this. He's assuming the departments will make it happen without it being done in a crisis mode.

**Turbitt** – There has been discussion about doing work all at once.

**Gray** – We are working closely with Mark Willet, Wannacomet Water Company, and Rob McNeil, Department of Public Works (DPW), to coordinate work on roads. Assures none of us will be surprised by what's coming up.

**Williams** – Asked if Mr. Gray knows the percentage of old sewer that probably needs to be replaced in the next 10 years before it collapse.

**Gray** – One thing we see is that when homes are renovated and bathrooms increased, that has a big down-stream impact. We are looking at slip lining of sewer mains. The path for the new sewer main would replace 1920s pipes. The standard is manholes or caps every 300 feet; we try to go 250, which increases the ability to maintain and clean the sewers. Our inspectors are keen on

seeing an as-built for every connection, so we know where the clean-out is. We are exploring new technology especially for some in-Town streets, which are limited and compact.

**Worth** – Asked if there is a requirement that if a residential home is inappropriately connected, they are required to disconnect; also asked about sump pumps going into the sewer.

**Gray** – The problem is finding those. We found a ton of issues in the Hulbert Avenue area. We can see a spike in the flow if houses are pumping wet basements into the sewer. The regulations are going through a revamp; drafts went to other departments for their review. Exceptions include: training and equipment to meet Occupational Safety and Health Administration (OSHA) regulations, trench box, SCBA air packs, training new employees, professional development.

**Worth** – Asked if there was consideration about getting ISO certification.

**Gray** – He’s looking at that now and working on a training program. Currently two positions are open. Our engineer is our safety and compliance officer and will handle a lot of training. Working on a tracking program. There will be an increase on maintenance of structures and facilities; our maintenance crew can handle a lot of that inhouse. We have a contract with on-Island electricians; that will have a demand on our professional services budget. Phase II wastewater upgrades will be a scoping to see what else we need; one thing we need is dumping facility for catch basins because the landfill has no way to handle liquids. Some of that liquid is contaminated; we find a lot of oil and gasoline. Getting ready to kick off the Sewer Master Plan. Have a rate study going on now. Still has a sum for National Grid L8; we have that as placeholder in case they change their minds.

**Grause** – FY2020 shows \$6M deficit, asked what the next 3- to 5-year financials will look like.

**Gray** – A lot of that is timing; the market right now is fluid. Retained earnings will be used on some of it and are not concerned yet. He’s sure that the rate study will indicated need for a rate increase. One of his bigger items is overtime; we have to send out two people every time someone calls in a bad smell; currently that is a free service, and we want to deter calls like that because they should call their plumber.

**Grause** – Asked Mr. Turbitt if he has looked at modelling in terms of the impact of capital spending versus the increase in customers.

**Turbitt** – We are in the final stages of reviewing that. There is a proposal to temporary cover it with retained earnings; but with a potential rate increase, He doesn’t expect they will need to use retained earnings to balance the budget.

**Williams** – The connector fees are already earmarked.

**Gray** – A rate or fee increase will balance the budget. We are working very closely with DPW regarding stormwater and sump pump runoff.

Break 10:08 to 10:20 a.m.

#### 4. Transportation

Sitting Worth, Maury, Williams, Grause, Roche, Kronau, Schaeffer

Dept. Head Traffic Analyst Mike Burns; DPW Director Rob McNeil

Discussion **Burns** – Parking improvements at 2 Fairgrounds Road and Town Pier would add more drainage. Orange Street Bike path is a phased project to install lanes along Orange Street to Milestone Rotary; ReMain and Town are doing a feasibility study for this section.

**Worth** – In other cities on heavily congested roads there is a low-profile separation between the vehicle and bike lanes. Asked if that will be employed.

**Burns** – We are limited by the layout of the road; we will do what can be done. There are different grades of spaces for accommodations for cyclists.

**Kronau** – Asked about going “behind” the structures along Orange Street.

**Burns** – A path along the water front is a future phase of the project; that is part of the feasibility study. This is a short-term solution. The wetlands would require a lot of mitigation. The next project is accommodation for bikes and pedestrians along Newtown Road to include a connection along Old South Road from the rotary to Amelia Drive and from Old South Road along Fairgrounds Road to Newtown Road. This is a different package of improvements from

what was proposed at Special Town Meeting. Explained an interim pilot testing of a mini-roundabout at the Old South Road and Fairgrounds Road intersection to show it will handle vehicle traffic and improve flow. The idea is to do it at the end of March for a short time.

**Maury** – Asked about bike access from Amelia Drive to Lovers Lane to handle the new Richmond Development project.

**Burns** – That is part of the long-term Old South Road package, which would include bus pull offs and bike paths. There is a map and renderings available on the Town website that shows those.

Wauwinet Road shared-use path is a 20% match of Federal funds; \$354,000 represents two additional grants to help fund the project; this is supported by the Department of Wildlife and Fisheries.

**Schaeffer** – Asked if there is a way to put a rumble strip between the street and bike path; it's dangerous when there is no divider.

**Burns** – Those are great solutions if the road layout has the width to accommodate them.

**Williams** – Wauwinet Road is skinny; asked if there is data for how much would have to be spent for easements.

**Burns** – We are probably not looking at that. We have worked with abutters in the past where easements were donated.

Tom Nevers Bike Path is really wanted by the neighborhood; we're trying to advance that. The requested \$331,000 is for design; they will be back in future years for funding for construction. This would be a multi-use path separated from the road on the east side. Explained process for accepting Federal funding is through the Transportation Improvement Funds (TIF) program.

**Grause** – The Fairgrounds Road/Old South Road is a subset of the article that couldn't be voted on at the 2018 ATM and 2018 October Special Town Meeting (STM).

**Burns** – Old South Road improvements had been combined with Milestone Road Corridor improvements; those were divided for 2018 STM; this is a further division for a short-term solution.

**Roche** – There is a citizen warrant for stop signs at Bartlett Farm Road and Surfside; asked the plan for that area.

**Burns** – The plan is for a roundabout; we did alternative studies to include stop-control. Explained why stop signs was eliminated and the choice was for a roundabout. Right now, we anticipate programming the roundabout in FY2021.

**Roche** – Asked if there is a benefit for stop signs in the meantime and cost.

**Burns** – It would make traffic issues worse.

**Worth** – Asked Mr. Burns recommendation on the Bartlett/Surfside intersection.

**Burns** – He does not recommend stop signs at that intersection.

**McNeil** – Regarding bicycle access, it's 10 feet for bike path and 12 feet for multi-use path. Sidewalks are generally 5 to 6 feet. There's a fine-line distinction between those uses and what people are actually doing on them. The use for the paths is generally for low-speed cycling rather than training; training should be done in the street. Cyclists shouldn't be on sidewalks; those are specifically for pedestrians. South of Richmond Development, we have improvements planned for Lovers Lane, Okorwaw and Monohansett. Sidewalk improvements is a finishing up of Straight Wharf work along Easy Street. Upper Main Street is more of a restoration than improvements; the only improvements are the foundation for existing materials. Surfside Area Roads improvements covers the Lovers Lane, Okorwaw and Monohansett Roads. Roadway maintenance is \$3.2M based upon the management study. Vesper Road will be done sooner due to hospital work and projected sewer work.

**Grause** – Asked about funding sources for the \$20M capital request.

**McNeil** – He doesn't know all those. Survey is part of the Chapter 90 program. Explained how the Chapter 90 funds are formulated.

**Turbitt** – Listed the funding sources for the transportation project. These are available in the Capital Report.

**Williams** – There was talk about going from \$1M to \$3.7M for paving.

**McNeil** – The cap has been \$1M. We've been putting together a list.

**Turbitt** – The \$3.7M was unfunded. Repaving of Vesper Road is paid for through the Sewer Department since it is a sewer project.

**McNeil** – Explained he is working closely with sewer and water to plan repaving project.

#### 5. Department of Public Works

Sitting Worth, Maury, Williams, Grause, Roche, Kronau, Schaeffer

Dept. Head DPW Director Rob McNeil

Discussion **McNeil** – Read the DPW mission statement. Cemeteries is part of the DPW jurisdiction but there are other very active programs taking care of them. \$3.74M a large chunk is salary; explained the overtime increase.

**Schaeffer** – Asked about the \$600,000 increase over two years.

**McNeil** – Staffing increases: two deputy directors, a fleet manager. Repair and maintenance ties back to equipment and vehicles; we have critical vehicles that have additional annual operational maintenance costs. The drop in special services is also connected to changes in staffing. Snow plowing for properties remains \$75,000; snow and ice budget statutorily remains the same or increases.

**Turbitt** – Ice and snow is capped by legislation and is the only item that can be carried over to the next year. If we have available funds at the end of the year we can transfer or carry it over.

**McNeil** – Exceptions includes fleet management: loader, deputy director vehicle, trash compactor. GIS Data Integration is a combination of existing support and integrating with sewer and water to help prioritize project.

**Maury** – Under key issues is prioritizing improvement to town housing, asked if that is something specific.

**McNeil** – To make sure town-owned facilities for staff are looked at for potential expansion.

**Grause** – The budget incorporates three new positions; asked about them.

**Turbitt** – The position of Facilities Director was filled with the new deputy director. There are two unfilled positions.

#### 6. Solid Waste Enterprise Fund

Sitting Worth, Maury, Williams, Grause, Roche, Kronau, Schaeffer

Dept. Head DPW Director Rob McNeil

Discussion **McNeil** – We've worked with George Arrington, the Town Solid Waste Consultant, to develop a budget with a projected conservative revenue based on FY2018 levels. Increases in the expense line are based upon shipping trash off Island and raising tipping fees, especially construction-and-demolition (C&D) debris. To increase the life of Cell 3A, we are looking to divert as much as possible to off-Island tip. We are self-funding the new solid waste coordinator through a ReMain grant. Also looking at increased costs in handling hazardous waste.

**Kronau** – The landfill income is, asked where they are in relation to that. They are running below the mathematical average.

**McNeil** – We are ahead on the revenue side by a small percentage of 7% or 8%. Reviewed highlights for expense increases.

**Grause** – Asked the capacity of Cell 3A

**McNeil** – That opened several years ago and should be good for 10 years.

**Grause** – Asked about the impact of the private C&D competitor.

**McNeil** – Volume has returned to levels prior to the private competitor. We'll be looking at a C&D structure. We have an enterprise fund supported by the General Fund.

**Williams** – There was a discussion with the Land Council about the landfill and the cells. The contract is probably coming up for renewal.

**McNeil** – The Waste Options contract ends in 2025 and DPW is holding public information sessions. There is a lot happening there and things are changing.

**Grause** – The plan for FY2019 was the Town subsidy is \$5.9M with an operating loss; that's growing to \$7.5M.

**Turbitt** – The remaining cap will be \$1.37M; that is absorbed out of retained earnings.

**McNeil** – The focus has been on revenue generating graph, which are the new excavation waste and C&D. We're now looking at recycling and compostable waste stream as well. That comes back to what we were discussing earlier. Until we measure it and changing behavior to change these streams, 10 years might come faster. We would like to extend that further out; the recycling coordinator will be able to dig deeper into data and coordinate with experts to make changes and raise awareness.

**Schaeffer** – Asked about the "shipping boxes going down." He thinks those should be increasing with greater use of internet purchasing.

**Grause** – He would also think with Island population trends, these would be going up.

**McNeil** – If you go back to the recession, you see that these are long-term trends. The total stream is indicating us to expect that we are at or just after the peak for revenue.

**Grause** – Asked if it is possible that recyclable items are not going into the recycling program but ending up in regular garbage.

**McNeil** – We did a Waste Characterization Study to get a better sense of our waste streams; we found that only 64 percent of what's being brought to us is compostable; the remaining 36% is non-compostable and ends up in the landfill when it should have been recycled. We are looking into an educational program to explain the three parts of waste: compostable, recyclable, non-compostable/non-recyclable. Private haulers deliver 75% of the waste and we need to ensure they are doing their part. We plan to do another check in the summer.

**Roche** – Asked if there are enough resources in the budget to cover the study.

**McNeil** – There is money in the budget and he has a high level of confidence in the people performing the study.

Mining is sun-setting, and the capping is not just for the old "dump" as well as capping Cells 2A & 2B. The Sewer Department currently gathers up the leachate, from the early cells and dump, and takes it to the sewer plant for processing; capping will stop the leaching.

**Worth** – The feedback from the community appreciates Mr. McNeil's public information sessions.

**McNeil** – Some of the best ideas have come from members of the community.

Break 11:44 to 11:50 a.m.

## 7. Our Island Home (OIH) Enterprise Fund

Sitting Worth, Maury, Williams, Grause, Roche, Kronau, Schaeffer

Dept. Head OIH Manager Brett Lennerton

Discussion **Lennerton** – OIH has been running in a deficit made up by the Town; changes to the staffing levels were put in place to help close that gap. The biggest change was a reduction in the nursing department; we did not trim down to the industry standard. Our other expenses were under budget but then so was revenue; part of that was because sections of the building were out of service. We have a capacity of 40 beds; we are at 36. He's trying to increase revenue by providing more services and not send residents off Island by being more collaborative with the Hospital and other health-care entities. Explained the new Medicare program that should help increase revenue.

**Grause** – Asked if Medicaid has changed its reimbursement.

**Lennerton** – No; Medicaid makes up about 50% of our patients. Explained other things he is implementing to increase revenue.

**Kronau** – The \$1.4M in Medicaid is an aggressive 32% increase.

**Turbitt** – We've planned for a reduction in the transfer from the general fund. The new Medicaid revenue will have to have a couple of slight changes. Nothing else has come out of the budget.

The subsidy comes through the levy limit. We have \$3.5M in free cash but do not anticipate having to transfer any of that though it could potentially cover OIH and Solid Waste.

**Lennerton** – Medicaid cap, the first six months was \$175,000 under budget. If we have a bed out of commission due to construction, we would normally file with the State for one year and renew annually; then file a form to reactivate the bed. In 2019, the State is looking at the beds across the state as a whole and determine whether or not the bed being taken out of service is necessary. We have had all 40 beds filled; he doesn't think any drop will be permanent. We do need a new building if we are going to attract the private-paying population. Expenses have been consistently under budget. The revenue deficit is about \$160,000 with expenses being under budget equivalently. Having to use travel nurses increases our expenses so he's looking at ways to reduce that. We haven't had to turn too many people away for the last 6 months.

**Kronau** – When she looks at using retained earnings for a small population, she sees money that could be used elsewhere and benefit more of the Island. She wonders if we are fully funding it in a way that the community fully endorses and are we being transparent for the voters.

**Turbitt** – We are being transparent; people can see all the funding sources. Our recommendation to the Select Board was to consider an override to cover the Town's portion of the levy limit and retained earnings. Funding it through an override would mean we aren't relying on an unstable source to fund this. Absent the willingness to consider an override, this would be funded from the General Fund.

**Williams** – Asked if the State has any comments about the Town subsidizing OIH. OIH in the 1970s was about 8% of the General Fund budget.

**Turbitt** – It's been that way since 2011 when it was made an Enterprise Fund. The State doesn't seem to have an opinion, as long as the Town doesn't have a revenue deficit.

**Worth** – Asked if they are pursuing Community Preservation Act money.

**Lennerton** – Every year and it goes into retained earnings.

**Worth** – Asked that the budget be redone to include the revenue that has to be transferred in-out and then brought back to the committee. Asked to re-look at the \$880,000 staffing cost.

**Williams** – Asked if the Committee should support the Town and Finance recommendations.

8. Town Administration

a. Finance

Sitting Worth, Maury, Williams, Grause, Roche, Kronau, Schaeffer

Dept. Head Finance Director Brian Turbitt

Discussion **Turbitt** – Finance maintains three dept within it. The only exception is a new positioning for capital asset manager which came out of the staffing study. We've taken on a project to take on our own capital program software; that should be implemented next year. Not a lot of changes to the budget. The treasurer will leave in February; the position has been posted. Also responsible for debt services and health insurance; reviewed the status of both. For OPEB, we have over \$2.2M in the stabilization fund, which is invested through Morgan Stanley. MS is dropping municipal investments so are looking at the State investment fund.

**Williams** – Asked about the investment returns.

**Turbitt** – They are on point.

**Worth** – Barnstable during the recession wasn't getting decent returns. The increase to payout to pensioners is higher than increase in Social Security; it's based on a 7.5% return.

b. Town Administration

Dept. Head Town Manager Libby Gibson

Discussion **Gibson** – She will cover everything except IT, NR, and H&HS. Reviewed the Town Administration project budget. Staffing study implementation is a potential Novak contact; there's a number of items that were recommended and this would help us pick the most important item and how to implement it. We are seeking a BMP consultant for labor negotiations. There are a lot of legal matters on the plate right now; this is specifically toward labor.

Capital projects: Seasonal Employee Housing Feasibility Study, Town Pier supplemental funding, traffic modeling, document management, Coastal Resiliency Plan, Baxter Road relocation, meeting room trailer and central fire station reuse, and Senior Center relocation and design.

Human Resources: The position Recruitment Coordinator is now going to be an HR Generalist. That individual will help with recruitment and other employee issues and wellness. We have a lot of employees and a lot of regulatory requirements. The current Benefits Coordinator position would be reclassified to the Assistant Human Resources Administrator.

Operational expenses: Massachusetts Equal Pay act (MEPA) municipalities need to pay attention to what they pay female and minority wage earners. WE will be required to do an audit at some time.

OSHA compliance: Early on we thought about an OSHA coordinator; this position is becoming more necessary. There's a lot we need to know and be aware of. This funding would develop a plan for OSHA compliances and to centralize it.

**Worth** – Asked if OSHA can be “herded” together now. This will get complicated really fast.

**Gibson** – Sewer and DPW have their own requirements that they are implement; this plan would help identify what else is need and consolidate it all together.

PLUS: Has one overtime item; there has been an increase in building applications and inspections.

**Worth** – Asked if they are charging enough for the permits to cover costs.

**Gibson** – They routinely look at fees. Within the past 24 months they implemented some fee changes, but she'll double check that.

**Maury** – There is a note that they'd like more staff.

**Gibson** – That was probably written prior to the authorization to fill the Senior Planner position, which hasn't been filled yet.

**Turbitt** – They advertised that position in the last two months. They've been given approval to go forward.

**Maury** – Anecdotally, customers think things are moving more smoothly there.

**Gibson** – We have a new building commissioner. There is a concern about our meeting posting; we do more than a lot of municipalities; the complaint is that we take too long. The position for the document manager will go under the Town Clerk and help with meeting posting, public records requests, and minutes.

Water Safety – In anticipation of the water bottle ban, and to encourage not using plastic bottles, we are installing more water filling station. The article itself addresses many different plastics. We would hand out metal water bottles; she will get the funding information to the committee members. We were thinking about passing out metal bottles as a kick-off event over the course of a weekend.

c. IT

Dept. Head Chief Technology Officer Karen McGonigle

Discussion **McGonigle** – Requests for positions include: expand a part-time technician to full time, MUNIS application support specialist.

**Worth** – Asked why the MUNIS specialist isn't in Finance.

**Turbitt** – We are the largest user but flowing through IT helps them be aware of what's going on and that is where the servers are located.

**McGonigle** – Looking to upgrade the contact service to a dedicated fiber service, which is more robust and reliable; asking for a department vehicle; the professional services increase is to continue the process of instituting E-permitting. Capital projects: fiber to DPW and the Airport.

**Worth** – Asked if there is any economy in taking advantage of Comcast's upgrade of the whole Island.

**McGonigle** – The service we put in is for Town only and runs directly into our server network. We are using existing fiber that connects to Comcast; we would install fiber into the buildings.

**Worth** – Asked how you get Comcast have enough fiber capacity to spread out to private users and businesses.

**Williams** – They are doing that already.

**McGonigle** – We'll start at about 300 megabytes for the band width. It is fairly high speed.

**Worth** – In the long term of a service economy, if we are going to offer higher wage jobs to keep people on the Island, we need to have the basic infrastructure in place. It is more of an economic development question, how are we going to push our suppliers to think about this.

**Grause** – In terms of IT supervision, does it cover all departments or just Town Administration.

**McGonigle** – The Town IT provides services to all Town departments except police, airport, and schools. We do provide access to the MUNIS system and other Town-like services that all Town departments access; there is some support provided to every department.

Every two years we have a standing request for \$50,000 capital for replacement of Town computers and printers.

d. Health & Human Services

Dept. Head Director Roberto Santamaria

Discussion **Santamaria** – We have a request to replace one car, which didn't pass inspection. Also asking for another inspector. In 2018, we did 1625 inspections, which is about 3.5 inspections per person per workday.

**Williams** – Asked if it might be advantageous to consolidate all the cars under one depart

**Gibson** – Fleet manager is working on that.

e. Natural Resources

Dept. Head Director Jeff Carlson

Discussion **Carlson** – Have three requests. Madaket & Nantucket Harbor Action Plan, which sets policy direction for the harbors; it needs to be renewed in which we hope to include Coastal Resiliency Action Plan items. This is updated every 10 years. One of the main goals of all plans is to get them all to integrate better. The harbor plan is not required but we have to have it to be eligible for some State grants. Requesting two positions: seasonal position to back up current employees as they train on water quality and full-time Coastal Resiliency Coordinator.

**Worth** – Asked what is to keep the seasonal employee changed up to a full-time position.

**Carlson** – We won't be back for a full-time position is because we are using it to make the transition easier for the new Water Quality person. The resiliency coordinator will focus on grant writing and acquisition and following coastal impacts.

**Williams** – Asked about the water testing lab.

**Carlson** – That is something we are investigating; we're looking at a business model and start-up costs.

**Worth** – He'd fill more comfortable about having the plan in place before we start talking about the resiliency coordinator. He'd like to see the position deferred for a year.

**Carlson** – There isn't any disbelief that there will be inter-agency coordination involved. Having someone in place while the plan is being developed will provide a point of contact for people is important. The framework for the plan is clear. Given the grant season for these programs starts now and runs for three months, it helps to have someone in place. He sees this position as being adaptable.

**Gibson** – It is a Select Board initiative.

**Worth** – He still feels it is one year premature. We don't know what will come out of the resiliency plan. He'd be curious to see the job description.

**Grause** – Asked what work won't get done if the person isn't hired until the plan is in place.

**Gibson** – We need someone in position to help work on the plan and implement it. We don't have enough resources to have someone on staff do all that. We are going to be turning the project manager position into the Second Assistant Town Manager.

#### **IV. NEXT MEETING DATE/ADJOURNMENT**

Date: Monday, January 28, 2019; 4:00 p.m.; 4 Fairgrounds Road, Community Room

#### **V. COMMITTEE REPORTS/OTHER BUSINESS**

1. Discussion about seeing the draft Town warrant.

Motion to Adjourn at 1:35 p.m. accepted by unanimous consent.

Submitted by:

Terry L. Norton