



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

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

MINUTES

Thursday, July 18, 2019

Wannacomet Water Company Conference Room – 10:00 am

Called to order at 10:05 a.m. and announcements made.

Staff: Alexandria Penta, Financial Analyst; Terry Norton, Town Minutes Taker
Attending Members: Welch, Kaizer, Hussey, Kickham, Bridges, Lowell
Absent Members: McEachern
Early Departure: Lowell, 11:00 a.m.
Documents used: Copy of minutes for June 6 & 13 and July 11, 2019; Sample RORIs
Agenda adopted by unanimous consent.

I. PUBLIC COMMENTS

None

II. APPROVE MINUTES

- 1. June 6, 2019: Held by unanimous consent.
- 2. June 13, 2019: Held by unanimous consent.
- 3. July 11, 2019: Held by unanimous consent.

III. DISCUSSION OF RORI USE & DEFINITIONS

Discussion **Welch** – An important thing to talk about is the what Scheduled Replacement and Heritage-Tradition-Cultural-Legacy mean. We’ll go through an example.
Hussey – It would be helpful for him if one person goes through their rankings and explains why it was given that value.
Welch – If a 0% value is placed in a subsection, it ends up skewing the Team Average. He uses the term “Scheduled Replacement” because that’s what the State uses. The reason to have “Scheduled Replacement” as a sub-category is to get department heads to plan ahead so we can plan ahead regarding the Town’s debt.
Lowell – He looks at some of the stuff that is labeled under “Scheduled Replacement” as inventory; it shouldn’t have to be vetted at the Capital level.
Welch – Used Fire Department breathing packs as an example; Mr. McEachern feels those should be part of the operating expense rather than a capital expense.
Review of the Police/Marine: Public Safety Auxiliary Building RORI rankings to assist committee members in understanding how to assign values to the subsections under Section Continuity A, and what the reasoning might be.
Welch – We need to make a decision; asked what type of discussion the board wants: free form or get through this and establish guidelines today. The free-form discussion would lead into a continuation of the discussion.
Bridges – Thinks a free-form discussion is the most helpful.
Consensus agrees.
Welch – Suggested continuing as we are; we’ll have to have another meeting probably next week to wrap it up. We will then have the software training.

Lowell – Cited the Schools as a good example of departmental long-range planning. The moving parts behind a proposed new building, particularly parcels of Town-owned land, make it hard to plan ahead; plans change drastically between an initial concept and final design making it hard to come to a decision. You have to look at the overall picture of the Select Board Strategic Plan, not at a departmental “strategic plan”.

Welch – It is not happening with respect to capital projects that departments look at the Select Board Strategic Plan; we should incentivize the idea that, once a project has been pre-determined, it becomes part of the Select Board Strategic Plan.

Discussion about subcategory Continuity A Required, under Criteria, and examples of what that means: required to do the job, prevents degradation, security, legal mandate.

Welch – On the Sewer - Perimeter Fencing, Continuity A, we got conflicting information: sewer said it was legally required but Town Management said it didn't fit other criteria of what is required for the Sewer Department.

Discussion about why members assigned values to the Sewer - Perimeter Fencing, Continuity A values.

Welch – The idea isn't to capture everything on paper but to provide guidance based upon the categories; those can be expanded in the future. He thinks there's value from contributing bigger-broader perspectives in the RORI as well as smaller-narrower perspectives. The differences also give us an opportunity to ask questions later in the process and not get bogged down in discussion on every aspect of the project.

Capital projects that come in out of sequence, he will bring up that any such capital request go through the CapCom review process.

IV. SCHEDULE TRAINING MEETING FOR NEW SOFTWARE

Discussion No action at this time.

V. GREEN SHEET

Discussion No action at this time.

VI. OTHER BUSINESS

1. Date of the next meeting
 - a. Welch – Asked that scheduling of an organizational meeting be added to the agenda.
 - b. Next Meeting Thursday, July 25, 10:00 a.m., location TBD.

Adjourned at 11:07 a.m.

Submitted by:

Terry L. Norton