



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, August 1, 2019

1 Milestone Road, Wannacomet Water Company, Conference – 10:00 am

Called to order at 10:00 a.m. and Announcements made.

Staff: Brian Turbitt, Director Finance; Rebecca Woodley-Oliver, Assistant Procurement Officer; Alexandria Penta, Financial Analyst
Attending Members: Welch, Kaizer, Hussey, Kickham, Bridges, Lowell
Absent Members: McEachern
Early Departure: Bridges, 10:44 a.m.
Documents used: Copy of minutes for July 25, 2019; Software training program; FY2021 CapCom Meeting Schedule

Agenda adopted by unanimous consent.

I. PUBLIC COMMENTS

None

II. APPROVE MINUTES

1. July 25, 2019: **Motion to Approve.** (made by: Bridges.) Carried 5-0//Welch abstain.

III. DEMONSTRATION & TUTORIAL OF CAPITAL REQUEST SOFTWARE

Capital request software demonstrated by Brian Turbitt. Explained how the program will generate various reports upon request. Discussion about changes that might be made to the software. Mr. Turbitt stated they are meeting with department heads on use of the software. Mr. Welch stated that the only changes from past years will be that all information will be in the request form for review and that if a department head doesn't submit a request through this system, it will not be reviewed; where it can be confusing is the dashboard will be populated as a project is accepted by Town Administration.

IV. ELECTION OF OFFICERS

1. Chair: Mr. Hussey nominated Mr. Welch as chair; seconded by Mr. Lowell. Carried unanimously
2. Vice Chair: Mr. Hussey nominated Mr. Kaizer as vice chair; seconded by Mr. Lowell. Carried unanimously
3. Secretary: Mr. Kickham nominated Mr. Hussey as secretary; seconded by Mr. Lowell. Carried unanimously

V. LIAISON ASSIGNMENTS

1. **Welch** – Asked for a reaffirmation from Town Administration that the liaison program is an important aspect of what the committee does. If the Town does not agree, then we will discuss that. If we are going to require a few departments to comply, then all departments should participate. We'll hold on the assignments.
Turbitt – If committee members feel it is worthwhile to meet with department heads, they can do it "off line."

VI. DISCUSSION OF FY2021 MEETING SCHEDULE

1. Fy2021 Capital Program Committee Meeting Schedule. None at this time.

VII. OTHER BUSINESS

1. Green sheet/Committee Reports
 - a. None

2. Member Comments

a. Relocation of Senior Center:

Lowell – Suggested the members have a site review at the proposed location for the Senior Center; Rachel Day can set up the site visit. This is an important item.

Welch – Noted that this is an out-of-sequence request; CapCom doesn't have a CIP request form for it.

Turbitt – \$150,000 was allocated at last year's Town Meeting for a feasibility study; this is part of that.

b. item

3. Date of the next meeting

a. TBA

Adjourned at 11:07 a.m.

Submitted by:

Terry L. Norton