



**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, Kristie Ferrantella, Pete Kaizer, Christy Kickham

**MINUTES**

Thursday, September 16, 2021

*This meeting was held via remote participation using ZOOM and YouTube,  
Pursuant to Governor Baker's March 12, 2020 Order Regarding Open Meeting Law*

Called to order at 10:02 am. and announcements made.

Staff: Richard Sears, Assistant Director Finance; Terry Norton, Town Minutes  
Attending Members: Welch, Vieth, Hussey, Bridges, Ferrantella, Kickham  
Absent: Kaizer  
Late arrival: Bridges, 10:06 am  
Early departure: Ferrantella, 11:00 am; Bridges, 11:18 am.  
Department Heads: Libby Gibson, Town Manager; Tucker Holland, Housing Specialist; Brian Turbitt, Director Finance; Gregg Tivnan, Assistant Town Manager  
Documents used: Copy of minutes for August 12, 2021; FY2023 Capital Improvement Plan (CIP) Requests; Ranks of Relative Importance (RORI)

Adoption of Agenda:

Motion **Motion to Adopt the agenda.** (made by: Hussey) (seconded)

Roll-call Vote Carried 5-0//Hussey, Kickham, Vieth, Ferrantella, and Welch-aye

**I. PUBLIC COMMENTS**

None

**II. APPROVAL OF MINUTES**

1. August 12, 2021

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

Roll-call Vote Carried 4-0//Vieth, Ferrantella, Hussey, and Kickham-aye

**III. FY2023 CAPITAL REQUESTS & OUT-YEAR DISCUSSION**

1. Town Administration

Discussion **Gibson** – Reviewed Town Administration budget: 2 Fairgrounds Road Municipal office Building at \$6m and \$50m for FY2025; Town-wide Document Management at \$250,000; Seasonal Employee Housing at \$8.5m; PFAS Groundwater soil investigation at \$750,000; Affordable Housing at \$1.625m; New Vehicle – Parks and Rec Manager at \$50,000; Senior Employee Housing Study at \$500,000; and Island-wide Underground Wiring Feasibility Study at \$500,000.

**Tivnan** - All documents related to the new municipal offices are available on the Town website.

**Gibson** – Reviewed which offices would move to 2 Fairgrounds Road and which would remain where they are and any reconfiguration of buildings in Town that will require future appropriations. Explained how construction might occur around the existing 2 Fairgrounds Road building.

**Vieth** – Asked if there has been any discussion about selling any properties.

**Gibson** – It comes up quite often to sell 16 Broad Street and/or 20 South Water Street; the thought is no because the Town couldn't replace the properties and it maintains some Town office presence downtown.

**Welch** – Regarding the seasonal housing, asked how that can fit into development of the overall concept or if that work is driven by the road layout and plans in place.

**Gibson** – Right now we have funds for a feasibility study along Waitt Drive. Doesn't know if that can be coordinated with the construction of the new office building because it would delay the construction of the dorm. Siting is being considered along with the 2 Fairgrounds Road work. The idea of underground parking has come up, but the cost could be prohibitive.

**Vieth** – Asked how many people and cars would move to that site. She wonders how big the parking area would have to be.

**Gibson** – She's not sure of the number.

**Bridges** – He doesn't think people will notice the difference.

**Tivnan** – Reviewed the status of the Document Management System. All Health Department documents are already converted to laser fiche and available on line. The estimate for PLUS is about \$1.5m; that would be done keeping all the documents on site. Hoping to have everything scanned by FY2024/FY2025.

**Welch** – Sewer and PLUS use 24X36 documents; he's curious if the Request for Proposal (RFP) would include the hardware required to access those documents for use in the various offices - i.e. for department-level reviews and processing.

**Tivnan** – The intent is to rent the equipment for use at 2 Fairground Road; we'd have to determine after the fact if we want to purchase our own or continue renting. Size is not the only issue, so is the quality of the paper.

**Welch** – In terms of use after the fact and access of documents via phone or tablet, asked if that's a consideration of the Request for Proposal (RFP) or I/T.

**Tivnan** – It's part of the RFP.

**Kickham** – Asked if there is any annual contractual cost.

**Tivnan** – There is licensing for the laser fiche conversion software and licensing for access. We increased the feature to allow 25 people to look at 25 documents at the same time; it costs more but not a lot.

**Gibson** – Seasonal housing number is based upon the Nantucket Yacht Club (NYC) style dormitory; we're talking about 2 units like that. There has been discussion about moving the project out to FY2024, but we have to get on top of that.

**Turbitt** – We have an Operations Project Manager (OPM) and Request for Qualifications (RFQ) for design firms; RFQs are due back today at 2 pm. The intent is for this to go to bid in late February-early March, so we will have bid numbers time for 2022 Annual Town Meeting (ATM); if it's approved at ATM, we can award the contract.

**Gibson** – We would hopefully engage a management company or have someone live there to manage the place. There was discussion about setting aside units for use by consultants in the off season. Currently, seasonal housing is scattered about the Island; it would be consolidated here.

**Bridges** – He sees Seasonal and Senior Employee Housing as high priorities.

**Welch** – In terms of capital investment and typical useful life of this type of structure, this works out to about \$140 a week rent per person. If it's at all possible, there might be two suites set up to provide more utility, leveraging the privacy aspect for either off-season rental and/or to house on-site management.

**Vieth** – Asked how many it would house.

**Holland** – NYC housing holds 32 people; this would house the same each.

**Gibson** – The \$3.6m for a New Senior Center for FY2024 would include a feasibility study if the current building could be remodeled for continued use.

**Tivnan** – Reviewed the situation leading to current Town PFAS testing. We've finished Phase I assessment regarding potential for PFAS on public property. Phase II is developing a testing protocol; hopefully we will have the results of that by the end of November. Currently we don't know what the need for PFAS testing will be. We are ahead of the Massachusetts Department for Environmental Protection, which doesn't have regulations for testing and flow charts. We know we'll need \$2m for FY2023 but at this time not what it will be used for.

**Welch** – Asked for a rewording so that the funds wouldn't be locked into being used just for testing. He spoke with Mark Willett, who pointed out that the State level of parts per trillion is more restrictive than standards in many states. Asked if the State might relax their standards.

**Tivnan** – We're hearing the State will get stricter. The levels we are looking at are based around drinking water; there is no testing for bio-solid residuals.

**Turbitt** – Last year, we appropriated money for Affordable Housing Trust Fund (AHTF); this year the funds are going to become an annual allocation to serve AHTF non-operational efforts.

**Holland** – This money would go toward uses such as Housing Nantucket doing a move, Habitat for Humanity, and the Closing Cost Assistance Program. Because of the delay on the 6 Fairgrounds Road housing, there will be a gap in the financing, filling that gap could come from this source.

**Vieth** – Asked what's going on with Halsteen; they already have a lot of money.

**Holland** – Halsteen was granted State subsidy awards but because of the delay imposed by the lawsuit and volatile construction costs, there will be a gap in financing; they most likely will come to the Town to ask for support. The Town would want to include conditions on the money loaned.

**Welch** – There's \$6.5m asked for last year, this request, and the Halsteen potential loan; he's not clear if this money would be used for that loan or just the other projects.

**Holland** – He's asking for maximum flexibility.

**Welch** – It would be helpful to know if a certain portion would set aside for non-Halsteen use.

**Turbitt** – If Halsteen needs money now, we have authorization to borrow now. He doesn't know if the money in this article would be available to them; this would be directed toward other efforts.

**Vieth** – Asked if Halsteen will get a building permit this year.

**Holland** – We don't know what the gap amount is or if Halsteen would accept our terms for the loan. They would like to pull the permit as soon as possible.

**Welch** – Asked if the vehicle for Parks and Rec will be requested this year.

**Gibson** – Yes.

The Senior Employee Housing Study is for where it would be and how big it would be – single or family. We are going to be experiencing retirements over coming years; it's questionable if they will be filled internally. We came up with this yesterday.

Island-wide Underground Wiring has been around a while; this is a study for what it would take, prioritizing areas and lines, and coordination with utility companies so that a plan can be implemented.

#### IV. RORI REVIEW

**Welch** – Asked if there any particular request for group discussion.

**Vieth** – Asked if the priority as listed in the CIP has an impact members' prioritization.

**Welch** – The RORI allows for members to rank a project based upon their own perspective. We initially fill these out individually per project; we later review the RORIs relative to each other, at which time; also discuss priority or other aspects of individual requests, which may or may not end up with individual members changing their ranking entries. Part of the final review is the team rankings; this allows for prioritizing our own reviews based on scores and to compare and contrast other's scoring.

**Kickham** – He hasn't been able to get into the new RORIs; he can get into last year's.

**Welch** – Explained how high, medium, and low priorities are considered. At this time, we're looking at framework and process.

**Kickham** – At some point you can see everyone else's score on a project. That's a nice discussion point.

#### V. OTHER BUSINESS

1. Green Sheet/Committee Reports
  - a. Vieth – Finance Committee (FinCom): preliminary budget review
2. Good of the Order
  - a. Welch – The Select Board will receive info on the 10-year CIP.  
Sears – On September 22<sup>nd</sup>, the Select Board will review and discuss the FY2023 budget.
3. Date of the next meeting
  - a. Thursday, September 23, 2021 at 10:00 a.m.

Adjournment:

Motion **Motion to Adjourn at 11:27 am.** (made by: Hussey) (seconded)

Roll-call Vote Carried 4-0//Hussey, Vieth, Kickham, and Welch-aye

Submitted by:

Terry L. Norton