



Town of Nantucket Capital Program Committee

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

MINUTES

Thursday, September 22, 2022

131 Pleasant Street & Zoom

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

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

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

Late arrival: Kaizer, 10:30 am

Department Heads: Michelle Munroe, OIH Assistant Administrator; Karen McGonigle, Chief Technology Officer

Documents used: Copy of minutes for August 18 & September 8, 2022; FY2024 Capital Improvement Plan (CIP) Requests

Adoption of Agenda

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

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

I. PUBLIC COMMENTS

1. None

II. APPROVE MINUTES

1. August 18, 2022
2. September 8, 2022

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

Roll-call Vote Carried 5-0//Vieth, Bridges, and Hussey-aye; Welch and Kickham abstain

III. RORI DISCUSSION AND DATA UPDATE

1. None

IV. FINANCE-SUPPORTED REPORTING: CAPITAL PROJECTS (REVENUE & EXPENSE)

1. Welch – We will get the revenue expense report on open capital projects later and work it into one of our flex dates; members will get a copy in advance.

V. REPORT-WRITING WORKSHOP – UPDATE ACTION ITEMS

1. Add Comments & Footnotes - These are already being worked on and should be available in the next couple of weeks.
2. Template report for Workgroup/timely delivery
3. Finalize Workgroup members’ respective report writing responsibilities

Welch – We’re transitioning to a different method of delivering the report; these items will remain on the agenda as a reminder. One effort is to add comments and footnotes: that’s a high priority. Looking at a comments and footnote columns for Appendices A & B. They should be ready for use at the next meeting or shortly thereafter.

Had a meeting where we discussed PLUM producing as much of the report as possible.

The new approach is that the report would be provided by a work group in 3 basic elements, assigned this budget season as follows: Content to Mr. Hussey, Presentation to Mr. Kickham, and Schedule to Ms.

Vieth. It's important to know the volunteers will get to choose the members who will do the report next season.

VI. OVERVIEW AND DISCUSSION OF FY2024 CAPITAL REQUESTS

1. Our Island Home (OIH)

Discussion

a. Presentation of FY2024 and Out-Year Requests.

Munroe – Purchase of replacement van, OIH-24-001 at \$175,000. For FY2025, Our Island Home Facility OIH-17-001 at \$50m.

Welch – If anyone wants to make comments, please do so through Ms. Carmel.

Hussey – Asked if the new bus will be purchased through the State. Asked if the quote includes a mark-up over sticker.

Munroe – She's working with Ms. Sinatra through the contractor for a van with the more accessible lift. The vehicles are available now but can't purchase before June 31, 2023. Doesn't know if there is a mark-up.

Kickham – Confirmed the \$175,000 includes the lift. Pointed out that the air conditioning in the old van isn't working correctly.

Welch – This lift looks more functional and therefore more appropriate.

Munroe – Building maintenance, the outdoor patio will need some repair work within a few years. Maintenance would be anything required to improve quality of life for the residents.

Vieth – Asked why the van priority is medium.

Carmel – Think the priority rankings are set when Mr. Turbitt and Libby Gibson do their RORIs.

b. RORI Completion/Discussion

2. IT

Discussion

a. Presentation of FY2024 and Out-Year Requests.

McGonigle – Maintain Network Infrastructure, ADMIN-17-001 at \$50,000 (annual request) and Replace Town Computers, ADMIN-18-001 increases to \$69,000 with future annual increases. No new expenditure requests.

Welch – IT is the least costly department, but dollar for dollar our most powerful return for all related Town services.

Kickham – Asked if there is a different way to upgrade the Town computers.

McGonigle – We have a regular-replacement line item for the rotation of Laptops every 3 years and desktops every 5 years. We are transitioning to more mobile devices; that increases the cost. We are assessing if we should have regular monies every year or more money for longer intervals.

b. RORI Completion/Discussion

VII. OTHER BUSINESS

1. Update - Wannacomet Storage Building, WANN-28-001 for \$950,000

Discussion

Turbitt – Had a meeting with Ms. Carmel and Mark Willett about moving this into this fiscal year because equipment is being stored outside subject to the elements; we are recommending an authorization for borrowing. We discussed the importance of the storage building to maintaining equipment and infrastructure. When it's completed, they could use retained earnings to pay down the debt. They store a lot of equipment in the elements and have had to get rid of some equipment. By authorizing the borrowing, it allows them to get a critical asset now; he recommends moving it into this year. He will change the priority to high.

Welch – Asked that the alpha-numeric code be accelerated to FY2024. The FY2020 estimate will need to be updated. Asked if anyone feels the need to bring Mr. Willett in to discuss this (no). We'll shoot an email out once the numbers are updated.

Kaizer – The FY2020 estimate was \$500,000 and the updated estimate is \$950,000.

Welch – The FY2020 estimate totaled \$900,000. The FY2022 estimate could already be updated.

Kickham – We might have just set precedent for other storage facilities.

Welch – Environmental degradation is a problem and doing this might set a precedent for that; it boils down to the cost.

Turbitt – Mr. Willett informed him that the \$950,000 estimate is from 4 months ago.

2. Green Sheet/Committee Reports
 - a. None
3. Good of the Order
 - a. Welch – We have a new NP&EDC liaison coming on board, Barry Rector. Asked that staff add him on the email list.
 - b. Welch – The meeting day and time might be affecting our attendance. He'd like to discuss reevaluating our meeting day and time at the next meeting. Asked that be put on the agenda.
 - c. Hussey – He didn't get the weekly meeting email with agenda items.
4. Date of the next meeting
 - a. Thursday, September 29, 2022 @ 10:00 am.
4. Adjournment

Motion **Motion to Adjourn at 10:42 am.** (made by: Hussey) (seconded)

Roll-call Vote Carried 6-0//Hussey, Kaizer, Kickham, Vieth, Bridges, and Welch-aye.

Submitted by:

Terry L. Norton