



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, Barry Rector

MINUTES

Thursday, October 6, 2022

131 Pleasant Street & Zoom

Called to order at 10:05 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, Kaizer, Kickham, Rector

Remote participant: Rector

Absent Members: Bridges

Early departure: Rector (cutting in and out); Kaizer, 11:00 am.

Department Heads: Tom Rafter, Airport Manager

Documents used: Copy of draft minutes as listed; Capital Improvement Plan (CIP) Requests

I. PUBLIC COMMENTS

1. None

II. APPROVE MINUTES

1. July 14, 2022

Motion **Motion to Hold.** (made by: Hussey) (seconded)

Roll-call Vote Carried unanimously

2. September 29, 2022

Vieth – Felt some substance of the discussion was omitted.

Motion Motion to Approve (made by: Hussey) (seconded) not carried

Motion to Hold. (made by: Hussey) (seconded)

Roll-call Vote Carried Unanimously

III. OVERVIEW AND DISCUSSION OF FY2024 CAPITAL REQUESTS

1. Presentation of FY2024 Preliminary CIP Update

Discussion **Turbitt** – He received an additional request from the Airport. Should anticipate answers in a letter from Noah Karberg, Assistant Airport Manager, answering questions regarding the Airport Housing.

Welch – Anything that’s AIP has FAA restrictions as well as revenues derived from FAA funding sources. His reading of the Federal Register, there’s an opportunity to expenditures of Airport properties must be attached to Airport projects. We’ll anticipate the letter and put Airport on a future agenda.

Turbitt – On August 15, we updated Select Board, Finance Commission, Capital Program Committee chairs, and Town Manager and her staff. there are refinements to fund requests. We’ve seen significant improvements in what departments are providing. Undertaking a review of prior projects; looking projects approved at annual 2020 and backwards to identify if they’ve started or if they are going to be started. We’ll talk about enhancements; had a conversation with Plumb (software developer).

General Fund

CapProCom Minutes for October 6, 2022, adopted Oct. 20

Town Administration: Town-wide Document Management System requesting \$500,000. Coastal Resiliency Plan requesting additional \$1m. Island-wide Underground Wiring Feasibility Study left in at \$500,000. \$50,000 for Electric Charging Station; Paid Parking infrastructure and installations is a placeholder with money left in while further study takes place. Town Administration hybrid vehicle replacement \$50,000.

Public Safety: Trench Rescue Equipment project asking \$370,000, Engine 1 \$850,000, Fire Department staff vehicle for \$80,000. SCBA Trailer allows for refilling apparatus on site for \$225,000. Marine Polpis/Madaket dredging \$555,000.

Department Public Works (DPW): have a place holder for Washington Street parking reconstruction at \$2m; Security Cameras and lights at Town facilities. Transportation, replace DPW fuel tank for \$375,000. Sidewalk repairs \$1.125m; \$3m for low-lighting road improvements; Millie's Bridge for \$1m. Multi-use path maintenance \$1m; Cobblestone Road replacement \$550,000; 'Sconset foot bridge \$100,000. The largest item is supplemental funding for the Surfside-area road reconstruction for \$13m. Public Works soccer field and equipment for \$3.8m. Hazzard mitigation and natural resources \$4m for dredging at Miacomet; \$100,000 for Harbors Plan Implementation, year 3.

Natural Resources \$500,000 for baseline data program.

I/T \$50,000 for network infrastructure and \$69,000 for the replacement cycle of Town computers.

General Fund preliminary requests total \$69.2m.

Enterprise Funds

Airport \$5.1 Employee Housing phase II. Paint and Beading \$503,000. Terminal Improvement \$9m. Runway 24 High-speed Exit \$5m. South Apron Expansion supplemental funding \$22.6m. Perimeter Road and Fence Relocation \$1m. EV Charging Structure \$1.2 m. Exterior Painting Jet A Fuel Tank \$96,000. Repaint Parking and Luggage Carts \$110,000. Lektro Truck \$384,000. ARFF Tools and Equipment and PFAS Decontamination \$392,000.

Our Island Home (OIH) Van Replacement \$175,000.

Sewer and Stormwater, looking to establish a separate enterprise fund for stormwater; continuation of Capacity, Management, Operation and Maintenance (CMOM) at \$2m. Surfside Waster Water Management Phase II supplemental \$7m – allocated \$7m for preliminary design; Electric Administrative Vehicle \$50,000; F550 Dump Truck \$115,000. F-350 pickup \$85,000.

Stormwater: \$1m for Silver Street Parking Drainage; Island-wide \$1.1m; Implementation of CMOM for stormwater \$2m.

Wannacomet Water Company: Lead Pipe Replacement \$1.1m; Water Tank Re-coating Replacement \$2.2m. Employee housing \$2m. Pipe and Equipment Storage \$950,000.

Landfill closure \$5m supplemental funding: \$19m from Waste Options and reviewed by Weston and Sampson. Staff Vehicle \$50,000. Implement 3rd Bailer \$280,000. Second Weight Scale \$210,000. On-site Improvement Paving \$500,000.

Enterprise Fund preliminary requests total \$71.5m.

He and Town Manager discussed debt exclusion: Surfside-area road improvements is high on list, landfill closure, and Miacomet Pond dredging.

Outyears

OIH construction \$50m. Consolidated Municipal Office \$56m. Mobile Transportation Center \$23m. Public Safety Auxiliary Building \$5m. New Senior Center \$30m. Public Works Campus construction \$18m. Sconset Fire \$7.8m. Parks and Recreation Master Plan \$22.5m. new public school \$50m.

Unknowns

Comprehensive plan for Baxter Road relocation, allocated \$2.7m; whether or not to relocate DPW out of Madaket; financial impact from plans. Parks and Recreation Master Plan \$22.5m but it's unknown what revisions will be required.

Town Administration is beginning the work of determine funding sources; we should have those by the end of October.

Welch – CapCom will be reviewing requests and background information for rationale and funding.

Kaizer – Asked if Parks and Rec will be under their own department or under DPW.

Turbitt – Their requests are located within the DPW. It might be useful for CapCom to break Parks and Recreation out from DPW. They are separate within our accounting system.

Kickham – Asked if storm water will fall under sewer and if it will require additional staff.

Turbitt – His recommendation is we create a separate enterprise fund for stormwater. Sewer will be heavily involved in the operation, but it will require additional staff: manager and administrative. Put out a CCTV contact for camara work similar to the way sewer reviewed the lines.

Kaizer – Asked how revenue would be generated.

Turbitt – From a General Fund subsidy transfer; possible to do revenue fees in future.

Welch – With respect to Fire and Airport, we will address those during our next “flex” meeting. General Fund surfside area, we’ll be looking for clarification of the supplemental fund request. Road improvements island-wide, we’d like to begin a look-back list breaking down the relative information. CMOM for Stormwater, presumes we’ll get a breakdown of what that will include. Landfill Closure Phase I, it would help to get a summary of where we were, are, and intend to be. Regarding the Public Safety auxiliary building extent of the cost, cost is increasing far and above what he feels makes any sense; we need to do that.

Turbitt – That has not been successfully passed at Town Meeting.

Welch – Confirmed unknowns are within the next 10 years. Public Works campus improvements, it’s not burning a hole to be completed; wants more information.

Kickham – Asked what the \$1.15m for the Airport Housing is for.

Turbitt – It was for construction and Owners Project Manager.

Welch – We haven’t seen a complete plan for the Airport housing of what the \$1.1m represents.

2. Additional Request – Fire Department: Self-contained Breathing Apparatus Trailer

Discussion a. Presentation of FY2024 and Out-Year Requests.

FIRE-24-003, high priority \$225,000 bring total NFD requests to \$1.53m

Turbitt – Suggest discussing this at a future meeting with a presentation from the new chief. Town Administration does support this.

Welch – This is to go on future agenda

3. FY2024 Capital Requests – discuss outstanding items

Discussion **Welch** – Housekeeping is in order.

IV. OTHER BUSINESS

1. Discussion of Potential New Day and Time for Meetings

Welch – CapCom has had a couple of quorum issues possibly related to the day and time of the meeting. To the extent the Committee can be responsive, we should be looking at this. He’s also looking at parking at this location, the parking at 4 Fairground Road is more appropriate. The calendar as he looked at it suggests we could meet there at 11 am.

Kaizer – Reviewed his conflicts with meeting on Thursday. He’d be open to another day of the week.

Kickham – His only conflict is CRAC that meets at 10am on Thursday once a month.

Welch – If we do Wednesday, asked how that would affect staff.

Turbitt – Tuesday and Wednesday are his worst days, but Ms. Carmel can stand in for him.

Welch – Asked if there are issues moving to 11 on Thurs and relocate.

Kaizer – He still has a conflict on the 1st of every month.

Kickham – He’d rather have time going into lunch rather than taking over lunch for a meeting; he’s okay with 10am and 11am on Thursday.

2. Report-writing Workgroup – Update action items

Turbitt – Update with respect to Plumb: proposed changes are not too difficult, and a report can be pulled into a generated format.

Welch – Asked about footnotes for Appendix A and Appendix B.

Turbitt – Will have to send them a follow up to ensure they are included.

Welch – The individual response for content must have access to that. We need to review log-ins. Asked that any meaningful comments be cc'd to the committee members.

3. Green Sheet/Committee Reports

a. None

4. Good of the Order

a. None

5. Date of the next meeting

a. Thursday, October 13, 2022 @ 10:00 am.

Welch – Asked that Ms. Carmel talk to Erika Mooney regarding moving the meeting at 4 Fairground Road or Wannacomet Water Company building.

6. Workgroup Session: Resolve any questions of Content, Presentation, and Schedule

Welch – Explained how he has compiled the report in the past after funding sources were identified. Reviewed how the report template will work and the body of the report will be generated automatically by the software.

Vieth – Asked when RORIs would be done.

Welch – It's easier for him to do those right after the meeting when the discussion is fresh. The RORIs help determine the content of the report but aren't reflected in the report and help us determine what will and will not be recommended.

Reviewed the format of the report and specific areas that will be auto-filled. Footnotes will need to be inserted.

Vieth – The requests and recommendations, asked if ConCom ever recommends a different number.

Kickham – He thinks CapCom has done that in the past.

Welch – We make substantive comments, and the Town Manager and Finance will revise the number. The request isn't finalized until the end of the review process. Presentation will arrive in a sort of desktop publishing format regarding font and font color.

Vieth – Asked if Town intake is every shown in connection with the funding source.

Welch – That's legitimate for any CapCom member to ask that; but Finance Committee addresses that. Further discussion about the review of funding sources.

Welch – Content of Appendices A and B will come from an EXCEL Spreadsheet with footnotes added by the person responsible. If the funding changes more than \$1000, all the appendices change.

The important point of funding sources is Mr. Turbitt presents those while we're doing our RORIs so we have an idea of the ups and downs.

Vieth – Suggested converting Appendix D to a line graph.

Welch – Appendix E is auto-filled. Appendix F is static. Asked the member to think about ways to make the report better and easier to work with.

Discussion about the function and benefits of the RORIs.

7. Adjournment

Motion **Motion to Adjourn at 11:58am.** (made by: Vieth) (seconded)

Roll-call Vote Carried 4-0

Submitted by:

Terry L. Norton