



## **Town of Nantucket Capital Program Committee August 22, 2024 Minutes**

|                    |                                                                                                                                         |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| Attending Members: | Stephen Welch, Chair, Peter Kaizer, Vice Chair, Jill Veith, Howard Matz, John Kitchener                                                 |
| Staff:             | Susan Carmel, Assistant Finance Director, Police Chief Jody Kasper, Deputy Police Chief Charles Gibson, Deputy Fire Chief Nick Esposito |
| Absent             | Christy Kickham, Dawn-Hill Holdgate                                                                                                     |

The Capital Program Committee meeting on August 22, 2024, focused on reviewing fire and police capital requests. The police department requested \$1.025 million for roof repairs and \$200,000 for lighting system replacement due to the manufacturer's liquidation. The fire department is requesting a new fire prevention vehicle and a suspended heating system to maintain medication temperatures in ambulances. The committee discussed the need for liaisons for departments with significant requests, setting a threshold of \$1 million. The meeting concluded with plans to finalize liaison assignments and establish a report writing work group.

### **Action Items**

- ☐ Wait for final cost estimates on the police department's roof and lighting system replacement projects.
- ☐ Wait for final cost estimates on the fire department's vehicle replacement and heating system upgrade projects.
- ☐ Provide a spreadsheet with prior year and current year capital requests for all departments to the committee members.
- ☐ Determine a threshold for activating department liaisons and assign liaisons as needed for the next meeting.
- ☐ Add the report writing work group to the agenda for the next meeting.

### **Approval of Previous Meeting Minutes and Procedure Clarification**

- Stephen Welch calls the meeting to order and mentions the video recording and roll call voting.
- Motion made to approve the agenda made by Peter Kaizer, seconded by Howard Matz.
- Roll Call Vote: Peter aye, Howard aye, John aye, Jill aye, Stephen aye. Passes unanimously.
- Minutes from September 21, 2023, September 28, 2023 and October 5, 2023 are approved. Motion made by Peter Kaizer, seconded by Howard Matz.

- Roll Call Vote: Peter aye, Howard aye, John aye, Jill aye, Stephen aye. Passes unanimously.
- Stephen Welch reminds members to stick to decorum and to mention the name of the speaker for the minutes.
- The meeting's focus is on reviewing fire and police current year capital requests.

## **Review of Police Capital Requests**

- Deputy Chief Charlie Gibson lists two requests: roof repairs and lighting replacement for the public safety building.
- Deputy Chief Charlie Gibson explains the roofing project timeline and the need for a new bid due to the old contractor going out of business.
- The lighting system replacement is necessary due to the manufacturer going out of business, and a new system is needed.
- Stephen Welch suggests reading the introduction for each request and addressing questions from members.

## **Discussion on Lighting System Replacement**

- Deputy Chief Charlie Gibson details the current lighting system's issues and the need for a new system.
- The new system will be custom but will use off-the-shelf components.
- Jill Vieth questions the design fee and the accuracy of the estimate, which Deputy Chief Charlie Gibson clarifies.
- Howard Matz asks about the custom nature of the system and the potential for economical adjustments.
- Deputy Chief Charlie Gibson explains the functionality and energy savings of the new system.
- John Kitchener inquires about power savings, and Deputy Chief Charlie Gibson confirms ongoing energy savings.
- Stephen Welch asks about the complexity of the wiring system, and Deputy Chief Charlie Gibson assures minimal difficulties.

## **Seasonal Dorm Building Roof System**

- Deputy Chief Charlie Gibson explains the unexpected need for roof repairs due to leaks.
- The roof is a membrane roof, and the lifespan is around 20-30 years.
- The roofing project will be put out to bid to get a hard number.
- Peter Kaizer asks about the timeline and the process for getting updated numbers.
- Howard Matz asks about the building needing plumbing and toilets, and Deputy Chief Charlie Gibson confirms the need for upgrades.
- The upgrades are being done in phases to keep the facility operational during the summer.

- Stephen Welch inquires about relief for the police department, and Deputy Chief Charlie Gibson confirms the Waitt Drive project is for lifeguards.

## **Review of Fire Department Capital Requests**

- Deputy Chief Nick Esposito discusses replacing a fire prevention vehicle with a Ford F150 pickup truck.
- The current vehicle is a 2015 Ford Expedition with high mileage and wear and tear.
- The new vehicle will be better suited for daily operations and emergency responses.
- Peter Kaizer comments on the vehicle's condition and its suitability for emergency situations.

## **Discussion on Heating System for Fire Department**

- Deputy Chief Nick Esposito explains the need for suspended heaters in the garage space.
- The current system struggles to maintain a consistent temperature, especially in cold weather.
- The new system will help maintain the temperature required for medications and patient comfort.
- Jill Vieth asks about the storage of medications, and Deputy Chief Nick Esposito explains the current system. Stephen Welch asks about the capacity of the propane tanks and the potential impact on usage.
- Deputy Chief Nick Esposito explains the dual purpose of the heaters as fans and heaters.
- The new system will supplement the existing floor heat and improve temperature distribution.
- The discussion concludes with a review of the overall process and next steps.

## **Discussion on Liaisons and Report Writing Work Group**

- Stephen Welch suggests activating liaisons for departments with significant requests.
- The threshold for liaisons is set at more than a million dollars in requests.
- The report writing work group needs volunteers for footnotes and formatting.
- The next meeting is scheduled for August 29, and the agenda includes liaisons and the report writing work group.
- Motion to adjourn made by Peter Kaizer. Jill Vieth seconds
- Roll call vote: PJ aye, Jill aye, John aye, Howard aye. Stephen aye. Passes unanimously.