



MEETING POSTING

TOWN OF NANTUCKET

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NANTUCKET TOWN CLERK
Posting Number:T 759

Committee/Board/s | Capital Program Committee

Day, Date, and Time | Thursday, August 22, 2024 @ 3:00 PM

Location / Address | 131 PLEASANT STREET, TRAILER ROOM A
AND REMOTE PARTICIPATION VIA ZOOM
The meeting will be aired at a later time on the Town's Government TV
YouTube Channel
<https://www.youtube.com/channel/UC-sgxAlfdoxteLNzRAUHlxA>

**Signature of Chair or
Authorized Person** | Susan M. Carmel

WARNING: IF THERE IS NO QUORUM OF MEMBERS PRESENT, OR IF
MEETING POSTING IS NOT IN COMPLIANCE WITH THE OML
STATUTE, NO MEETING MAY BE HELD!

AGENDA

Please list below the topics the chair reasonably anticipates will be discussed at the meeting

Join Zoom Meeting

<https://us06web.zoom.us/j/81679399750?pwd=8wM2EZxcF3G1jHpBrRdS66DMfY6wDA.1>

Meeting ID: 816 7939 9750

Passcode: 934432

1. Call to Order, Roll Call
2. Audio/Video Announcement
3. Approval of Agenda
4. Public Comment
5. Minutes for Review: October 12, 2023
6. Minutes for Approval: September 21, 2023, September 28, 2023, and October 5, 2023
7. FY26 Capital Requests and Out-year Discussion (incl. RORI Discussion): Fire and Police
8. Department Liaison Assignments
9. Committee Reports
10. Date of Next Meeting – Thursday, August 29, 2024 at 3:00pm
11. Adjournment



Town of Nantucket

Capital Program Committee

October 12, 2023, Minutes

Staff:	Libby Gibson, Town Manager, Rick Sears, Assistant Town Manager, Greg Tivnan, Assistant Town Manager, Brian Turbitt, Director of Municipal Finance, Susan Carmel, Assistant Finance Director
Attending Members:	Stephen Welch - <i>Chair</i> , Peter (PJ) Kaizer, <i>Vice Chair</i> , Christy Kickham – <i>Secretary</i> , Howard Matz, Brooke Mohr – Select Board Representative, Jill Vieth, Finance Committee Representative, Barry Rector, NP&EDC Representative,
Absent Members:	-
Documents Used:	Capital Improvement Plan FY 24 thru FY 33

Chair Welch called to order at 1:00 p.m. and made the audio/visual announcements.

I. APPROVAL OF AGENDA

Motion:	Motion to Approve, as submitted.
Roll-Call Vote:	Carried 7:0//Welch, Kickham, Kaizer, Matz, Mohr, Rector, Vieth (Aye)

II. PUBLIC COMMENT

Welch called for public comment. (None)

III. FY25 CAPITAL REQUESTS AND OUT-YEAR DISCUSSION: TOWN ADMINISTRATION – TOWN-WIDE DOCUMENT MANAGEMENT SYSTEM

Discussion:	Greg Tivnan, Assistant Town Manager, provided an overview and responded to questions. - Provided on the list for FY24 was a request for \$500,000 to continue the townwide document management system. - Engaged in this effort before COVID, the town has been working to convert all documents to electronic form, starting with Public Health and Natural Resources. - Migrated documents from these departments have already been completed, and the next focus will be the Store Department. - Planned for the next phase is the conversion of PLUS department documents, although formal engagement with the necessary services has not yet occurred. - Visited by Iron Mountain a few weeks ago, the town expected to receive a quote for the project, but it has not been received yet. - Proposed is an onsite conversion of PLUS documents to ensure they do not leave the island or building. - Noted was the fact that some funding, approximately \$750,000, remains from previous years. - Requested now is an additional \$500,000 to initiate the process, with further needs to be evaluated for FY26. Welch - Proposed that PJ take over as chair for the remainder of the meeting to facilitate a smoother process since he was not present in the room. Tivnan - Engaged on this project since 2017, using general and image data through two vendors for services.
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- Utilized actual cost data to scan material into the Laserfiche archival system.
- Prepared for the next significant project involving PLUS documents, with industry leader Iron Mountain providing an estimate.
- Intended to use Iron Mountain based on past experience but aim to keep the project on-island, unlike previous instances.
- Estimated a rough cost of around \$2 million, awaiting a precise quote.
- Requested \$500,000 to start the project, with about \$1.5 to \$1.6 million remaining from previous authorizations.
- Anticipated further details on the final cost, awaiting Iron Mountain's complete estimate.
- Acknowledged the uniqueness and volume of the documents involved.
- Expected to work on a couple of smaller departments before starting PLUS, such as Town Administration, HR, and Finance, scanning documents that are legally permissible.

Welch

- Acknowledged that the scanning services vary significantly across different departments, particularly in PLUS.
- Noted that the project is somewhat fluid until a quote is provided, with quotes not front-end loaded beyond the current fiscal year request.
- Observed that costs change rapidly due to inflation, reflecting on how this approach has been handled in the past.

Tivnan

- Acknowledged that the Town Clerk's office is several years ahead in their document scanning efforts, using the same services as other departments.
- Noted that this overlap caused some issues with invoicing, but both have been using the same state contract with SHI, Data Image, and General Code.
- Clarified that while the Town Clerk is responsible for e-filing, the broader project aims to make everything remotely accessible via PDF, not necessarily integrated into the InterGov system.
- Confirmed that funds have been allocated since about 2017 for scanning and archiving across all Town departments, except for the Town Clerk, schools, airport, and water company.
- Explained that the project began with Public Health, chosen because their documents were more standardized, making it easier to test the process. After successful results, the focus moved to Natural Resources, where archiving and scanning are ongoing.
- Highlighted that work on the Sewer Department is nearly complete, with plans to address smaller departments next.
- Clarified that the current funding is a continuation of previous allocations for this ongoing project, ultimately leading up to the larger, more complex PLUS department.
- Outlined that each department will be responsible for maintaining the scanning and archiving process, similar to how Public Health and Natural Resources currently operate.
- Planned to equip departments with optical scanners, allowing them to archive and scan documents as they are received daily.
- Clarified that once the initial project is completed, each department will manage their own scanning and archiving process.
- Noted that if additional equipment is needed, it would require separate capital requests.
- Specified that ongoing oversight will be provided by Mike Alvarez in IT, who will continue to oversee the Laserfiche software and the overall archival system.

IV. SPECIAL TOWN MEETING REQUEST – SEASONAL EMPLOYEE HOUSING (SUPPLEMENTAL HOUSING)	
Discussion:	Libby Gibson, Town Manager, provided a brief overview of the item - Noted that this project, which has been in the works for some time, was initially intended to provide seasonal housing at Wait Drive. - Modeled after the dormitory-style housing of the Nantucket Yacht Club, the project secured an appropriation of \$8.5 million at the 2023 Annual Town Meeting. - Clarified that the original intent was to house lifeguards, and while that remains the primary goal, discussions with the architect led to the idea of including a couple of year-round apartments. - Envisioned these apartments serving as transitional housing for employees, temporary accommodations for consultants, or a place for commuting or remote employees. Additionally, one apartment might be designated for a year-round employee acting as a caretaker. - Planned primarily to house lifeguards and other seasonal employees, with a total potential of 72 beds. - Included an alternate bid for an additional building that could add more beds, possibly up to 72. - Intended to repurpose existing seasonal staff housing and rented seasonal housing from the Mariah Mitchell Association. - Anticipated that the new housing would eliminate the need for the rented properties, allowing those to be repurposed for other uses. - Reiterated that the core purpose of this project is to provide stable housing for seasonal employees. John Lemieux, Vertex - Summarized that the total project budget currently stands at \$11.7 million, with a 7.5% contingency included. - Comprised of a bid in hand from J&J Contractors, a modular builder responsible for both construction and the balance of the design. - Noted that \$180,000 has already been contracted to Winslow, the schematic design and site designer who completed the site plan reviewed by bidders. - Explained that the Owner's Project Manager (OPM) charges include costs from October this year through April next year, with full-time oversight from April through October or November. - Outlined the Furniture, Fixture, and Equipment (FF&E) budget, based on recent estimates, including standard setups for 72 rooms, delivery premiums, and allowances for IT and data connections, utility back charges, appliances, and third-party testing required by code. - Concluded that the total project cost is \$11.7 million, of which \$8.5 million has already been appropriated, leaving a funding gap of \$3.2 million. Brian Turbitt, Director of Municipal Finance Top of Form - Confirmed that the funding gap, as mentioned by John, is \$3,204,000. - Proposed to cover this gap by transferring \$1 million from the general fund budget, originally appropriated for employee housing assistance in April 2022, as that program was never established. - Suggested using Article 9 of the Special Town Meeting to authorize this transfer. - Proposed that the remaining \$2.24 million be funded through a borrowing authorization under Article 12 of the same meeting. - Indicated that there is potential for 72 beds under the proposed construction format in that singular building.

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Lemieux

- Clarified that it's not 72 bedrooms but dormitory-style housing with doubles and triples, except for the apartments.
- Acknowledged that the town has flexibility to reduce the number of beds if needed, which could be a better sell to residents.
- Noted that 72 beds represent the high end of the occupancy count.

Gibson

- Estimated that this project would likely cover almost 100% of the Town's seasonal employee housing needs, outside of the Community Service Officers (CSOs).
- Noted that the housing would accommodate lifeguards, DPW seasonal workers, Natural Resources and Public Health seasonal staff, occasional interns, and other departments.
- Mentioned that there could potentially be some overflow capacity for CSOs as well.

Mohr

- Highlighted that an important element of this project is freeing up other properties for housing needs within the municipality.
- Emphasized that some of these other structures are better suited for single-family living, which is crucial given the significant housing challenges faced by the town.
- Mentioned that during the recent police chief search, advertising the position with housing increased applicants from 10 to 40, underscoring the extent of the housing issue.
- Supported the project as a necessary initiative to address the housing problem, recommending swift action before costs rise further.

Rector

- Acknowledged the potential for coordinating with other significant housing stakeholders like the airport and the school, as these entities, along with the Town, represent the largest sources of housing requests.
- Recognized that some recent requests for single dwellings or duplexes have come in around \$3 million, making this project, by comparison, more cost-effective.
- Suggested that public sentiment might favor a more unified approach, questioning why separate entities are paying for different types of housing solutions.
- Supported the current project while also emphasizing the importance of considering future coordination among these major players to optimize resources and address broader housing needs more effectively.

Lemieux

- Outlined that, if the project is approved at the upcoming town meeting, the design-builder would immediately proceed with completing the remaining design work and obtaining necessary approvals through town processes.
- Planned to break ground in April, with initial production work focusing on the foundation.
- Expected the modular units ("boxes") to arrive on site by mid to late summer.
- Anticipated project completion by October, with everything finalized and turned over to the town, making the housing ready for use by the summer of 2025, but not for the summer of 2024.

Mohr

- Agreed that it's a compelling idea for the Select Board to engage in coordinated discussions about sharing housing assets among different entities, especially with Massachusetts having a new Housing Secretariat.
- Recognized that housing seasonal employees in dorms is significantly cheaper than in single-family dwellings, and while seasonal workers might tolerate dorm living for a few months, permanent staff, like a DPW director, would not.
- Acknowledged that the town's housing needs vary across family types, income levels, and roles within the community, making collaboration across the system a valuable approach.

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	Welch - Acknowledged the importance of procedurally moving forward, noting that a vote on a recommendation will be needed next week to have any meaningful impact on the Special Town Meeting. - Recognized that while the master plan discussion among primary parties is beneficial, the level of detail that plan can achieve will be a topic of its own, likely outside the committee's purview. However, supporting the overall concept, even if it's just periodic discussions to evaluate what works, is considered valuable. - Highlighted the challenges of limited money and land, emphasizing the need to balance these factors against any coordinated efforts. - Focused on the financial aspects of the current project, noting that with an \$11.7 million budget and assumptions of a 30-year useful life and 80% occupancy, the cost breaks down to about \$580 per person per month, excluding carrying costs. - Expressed interest in understanding the funding mechanism, considering that higher occupancy would improve financial efficiency. - Reiterated the benefit of the project in freeing up family-style housing for employees at different levels, which is crucial given the skyrocketing housing costs. - Emphasized that the town is obligated to provide services, which require employees, and in turn, employees require housing. - Concluded by seeking feedback on the funding source, recognizing it as the only outstanding item to review before making a recommendation next week. Turbitt - Confirmed that there is currently an \$8.5 million debt exclusion in place for the project. - Highlighted that the supplemental funding includes a \$1 million request in Article 9 of the Special Town Meeting to transfer funds from a previously authorized but unutilized employee rental assistance program to this project. - Clarified that after this transfer, a gap of \$2.24 million remains, which is addressed by a request for borrowing authorization under Article 12 of the Special Town Meeting. - Explained that the long-term cost will primarily involve the \$2.24 million not covered by the \$1 million transfer, on top of the existing \$8.5 million debt exclusion. - Noted that the debt exclusion term will be determined when the borrowing is finalized, with the amortization typically set between 15 and 20 years to align with the town's financial policies regarding debt load. Welch - Agreed to defer the vote until next week, ensuring that the process aligns with standard practices.
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V. FY25 CAPITAL REQUESTS AND OUT-YEAR DISCUSSION: TOWN ADMINISTRATION – COASTAL RESILIENCY PLANNING

Discussion:	Libby Gibson, Town Manager, provided a brief overview of the item - Explained that the \$1 million request for fiscal year 2025 is intended to fund coastal resiliency projects that the Select Board might pursue, often based on recommendations from the Coastal Resiliency Advisory Committee. - Clarified that the funds would be available for various needs, such as matching grants, engaging consultants to prepare grants, or addressing specific coastal resiliency issues as they arise. - Provided examples of how similar appropriations from previous years have been used, including addressing issues with the Baxter Road erosion control project and applying for a grant related to the downtown flood barrier project.
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	- Emphasized that coastal resiliency is a high priority for the board, and this request is aimed at ensuring there are sufficient funds available to address consulting or engineering needs as they come up. - Confirmed that the full \$1 million hasn't been spent each year so far. - Acknowledged that there could be a situation in the future where a significant amount, like \$1.5 million, might be needed for a specific project. Kickham - Recognized the value of understanding how previous years' funds have been spent and what they were earmarked for, noting that it would be beneficial for the entire committee to have that information. - Acknowledged that while the intent was to maintain a financial cushion for coastal resiliency, it's anticipated that this cushion may diminish over time given the increasing costs associated with addressing coastal resiliency needs. - Inquired whether Libby feels comfortable with the current process of allocating funds to coastal resiliency without specific requests, acknowledging that this approach provides flexibility but also recognizing that the initiative is still in its early stages and staff are actively engaged in the effort. Gibson - Agreed that having flexibility in the allocation of funds is beneficial at this stage. - Anticipated that as the coastal resiliency efforts progress, the focus will shift towards more specific projects, some of which are already planned for the out years of the Capital Improvement Plan (CIP). Mohr - Clarified that the \$417,000 grant recently secured by Leah for the coastal resilience project, specifically for the flood barrier, might require the town to have matching or allocated funds in hand to qualify for the grant. - Highlighted that having pre-approved funding available, like the annual \$1 million allocation, is crucial as it allows the town to quickly access resources necessary to secure and match such grants. - Emphasized that this flexibility helps the town leverage external funding opportunities effectively.
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VI. FY25 CAPITAL REQUESTS AND OUT-YEAR DISCUSSION: TOWN ADMINISTRATION – EV CHARGING STATIONS

Discussion:	Greg Tivnan, Assistant Town Manager, provided an overview and responded to questions. - Submitted this request on behalf of Lauren Sinatra from the Energy Office, as it aligns with the Select Board's Green Communities program. - Reminded that the Select Board adopted the Green Communities program, which requires a certain number of charging stations over the years. - Requested funding for four new charging stations with eight ports, specifying that these are Level 2 chargers, not Level 3, due to the high costs and the significant infrastructure improvements needed for electricity. - Identified potential locations for these charging stations, including downtown, the town lot, and some non-public use areas, particularly to support the growing number of town electric vehicles. Currently, only one dedicated charging station exists for town vehicles, located at C Street. - Mentioned that alongside this request, Lauren Sinatra has successfully applied for a rebate for four additional charging stations planned for local beaches, such as Surfside and Jetties.
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- Acknowledged that this is an ongoing project, with the town working toward meeting greenhouse gas emissions and carbon restrictions by 2035 as part of the Green Communities criteria.
- Clarified that if the rebate for the charging stations at Jetties and Surfside Beach is secured, the funds approved at the May town meeting wouldn't need to be used for those locations.
- Acknowledged that those funds could then potentially be redirected to other charging station projects, like the downtown stations, reducing or possibly eliminating the need for new allocations in FY25.
- Noted the urgency of installing the rebate-covered chargers by January 26th, 2024, which is driving a quick timeline for ordering materials and starting installation.
- Mentioned that even with this potential reallocation, additional funding might still be necessary to meet the town's overall goals, particularly as Level 3 chargers are very expensive, costing around \$60,000 to \$75,000 each to order, install, and upgrade the electricity.
- Mentioned that the Select Board has recently adopted a new EV charging policy.
- Anticipated that by the end of October or early November, the policy will establish rates and time limits for EV charging.
- Clarified that this change means downtown charging will no longer be free, which should encourage turnover at charging stations, although vehicles may not be fully charged when they leave if they start at zero.

Welch

- Recalled that during the last round of discussions, the initial request was for Level 1 chargers, but they were upgraded to Level 2, as clarified by Lauren at the Town Meeting.
- Regarding the cost structure, Greg clarified that the new EV charging policy set up by the Select Board is completely separate from any state rebate or revenue collection program tied to EV license plates.

Tivnan

- Clarified that the Select Board has established a policy to recoup energy expenses for the charging stations, which are currently free to use.
- Explained that while the Select Board's policy is focused on recovering costs through charging fees, the initial installation of the charging stations was partially funded by the state. This state support may have been tied to a program like the license plate fund, which covered the cost of installation and electricity for the first two years.
- Noted that this state funding has since expired, and the town has been covering the costs.

Mohr

- Clarified that there was indeed a program that covered the electricity costs for the EV charging stations for a period, but that has now ended.
- Explained that the town has instituted a policy to recoup the electricity costs, including an administrative fee to cover billing and other associated costs.
- Additionally, parking restrictions and fines have been implemented to prevent extended use of the charging stations, often referred to as "hogging." If a vehicle remains at a station beyond a certain number of hours, the cost increases from about \$2 per hour to \$5 per hour.
- Stated there are also fines for non-EV vehicles parked in EV charging spots.

Kickham

- Raised a valid concern about whether decisions on costs are being made with a broader perspective, particularly regarding the potential benefits of more efficient Level 3 chargers.
- Acknowledged that while Level 3 chargers are more expensive, they could offer advantages in terms of efficiency, quicker charging times, and better management of costs and usage.

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	Tivnan - Acknowledged that the initial focus was on being cost-efficient with the funding requests, but recognized that it might be worth considering a larger investment to support Level 3 chargers. - Suggested that allocating more funds and starting on the necessary electrical infrastructure now could position the town to install Level 3 chargers within the next two years, offering long-term benefits in efficiency and management. - Welch - Outlined a two-phase approach for addressing the potential deployment of Level 3 chargers: - Request Additional Information: Proposed that the committee request additional information on the pros and cons of Level 3 chargers compared to Level 2, considering factors such as deployment issues, costs, availability, and how they fit within the state rebate framework. This could involve having Lauren Sinatra from the Energy Office provide insights, either in person or through Town Administration. - Review and Recommendation: Suggested that after reviewing this information, the committee can decide whether to recommend targeted Level 3 deployment. If it turns out that Level 3 chargers are not feasible due to factors like backorders or high costs, the committee could still encourage planning for future deployment while making an informed decision on the current funding request. Tivnan - Supported the idea of hearing directly from Lauren Sinatra, acknowledging her expertise in the matter. Welch - Suggested obtaining a written list of the pros and cons of Level 2 versus Level 3 chargers, along with a brief introductory paragraph that provides context. - Proposed that this information be used to inform a potential discussion, ensuring that any further conversations are productive and time-efficient. - If the provided information is sufficient, the committee may not need to take additional time beyond discussing how it applies to the current funding request. If more details are required, the discussion can then be elevated with a deeper, more informed conversation.
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VII. FY25 CAPITAL REQUESTS AND OUT-YEAR DISCUSSION: TOWN ADMINISTRATION – POTENTIAL MA DEP PFAS REQUIREMENT

Discussion:	Greg Tivnan, Assistant Town Manager, provided an overview and responded to questions. - Explained that the Town has been actively analyzing, studying, and working to prevent sources of PFAS contamination across the island, with approximately \$13 million allocated for various projects and studies. - Noted that last Thursday, the Town’s landfill became the first in Massachusetts to be tested for PFAS in groundwater and surface water. This testing is part of an effort initiated with a SW22 form submission in December 2021. - Highlighted that the Massachusetts DEP was initially reluctant to allow the testing, as the findings could set a precedent for the entire state. However, after extensive discussions, they agreed, and the first round of testing has now been completed, with two more rounds to follow. - Acknowledged the uncertainty surrounding the potential findings and the need to be prepared for any required actions, including remediation, if PFAS is detected. The funds requested are intended as a contingency to ensure the Town can respond quickly if necessary.
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	- Explained that the amount requested was estimated based on the cost per sampling and the expenses associated with the Town's PFAS consultant, CDM Smith, given the lack of precedent for this type of testing in Massachusetts. - Clarified that around \$9 million is allocated for a water main project beginning west of the airport at the end of this month. - Noted that the project is partially funded by an \$8.3 million SRF loan, with the remaining funds allocated at last year's Town Meeting and approved by ballot. - Mentioned that additional funds have been used for studies, sampling, protocol handling, and other related activities to address PFAS concerns across the island.
	Welch - Acknowledged the concern about the potential for PFAS issues arising in other areas of the town's functions, beyond the airport and landfill. - Recognized that if PFAS contamination is found in other operations, such as Sewer or other municipal facilities, it might be prudent to consider a slight expansion of the funding request to ensure that the Town is prepared. - Suggested that increasing the funding amount by a reasonable figure, such as \$150,000, could be beneficial. This would allow the necessary funds to be reviewed and authorized at Town Meeting, providing flexibility to address any new PFAS-related issues that may arise without needing to seek additional approvals later.
	Tivnan - Acknowledged that additional funding is always beneficial, but noted that the town has already allocated significant resources to address PFAS issues in specific areas, such as the wastewater treatment plant. - Mentioned that the town allocated \$2.5 million at the 2021 Annual Town Meeting for a PFAS destruction technology pilot program at the wastewater treatment plant. This program, which recently began its first round of testing, focuses on foam testing, targeting the PFAS-laden froth produced by the treatment process. - Clarified that the town has been proactive in addressing PFAS at the wastewater treatment facility, backed by regulations and approvals from the DEP, and has precedent from similar efforts at other facilities in Massachusetts.
	Mohr - Highlighted that, in the spirit of collaboration, all departments are actively communicating about how PFAS contamination crosses over into different areas of the town's operations. - Explained that one of the key discussions is focused on identifying the sources of PFAS entering the sewer system, with the goal of implementing destruction technology as far upstream as possible. - Acknowledged that these ongoing, extensive conversations across town departments are crucial for effectively addressing the PFAS issue.

VIII. FY25 CAPITAL REQUESTS AND OUT-YEAR DISCUSSION: TOWN ADMINISTRATION – LIGHT DETECTION & RANGING SURVEY (LIDAR)	
Discussion:	Greg Tivnan, Assistant Town Manager, provided an overview and responded to questions. - Prepared this request on behalf of Holly Backus, the Town's Preservation Planner, as it aligns with the Select Board's strategic plan, particularly in the areas of historic preservation and transportation. - Explained that this request is part of a Community Preservation Committee (CPC) Grant, which requires the town to provide matching funds and complete preliminary work. - Specified that the preliminary work involves the use of light detection and ranging (LiDAR) technology, similar to ground-penetrating radar. This technology will map out sidewalks, historic curbing, and detect roots and other intrusions, focusing on the area of Upper Main Street and continuing along Pleasant Street.

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	- Mentioned that the town has previously conducted similar work on Pleasant Street with a \$40,000 allocation. However, a recent quote for the new project came in around \$78,000 to \$80,000, leading to an estimate of approximately \$100,000 by the time the work is completed. Libby Gibson, Town Manager - Highlighted that the project has been a topic of discussion for some time, particularly focusing on areas like Upper Main Street, across from Pleasant Street, near the "Three Bricks" where large granite slabs have been significantly upended by tree roots. - Emphasized that this situation presents a challenge because removing the tree roots would mean losing the trees, which is not desirable. The town is seeking a solution that preserves both the historic granite slabs and the trees. - Stressed that any repairs must be carried out in a historically appropriate manner, requiring specialized expertise to design an effective fix.
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IX. FY25 CAPITAL REQUESTS AND OUT-YEAR DISCUSSION: TOWN ADMINISTRATION – TICOMA WAY TOWN EMPLOYEE HOUSING	
Discussion:	Libby Gibson, Town Manager, provided an overview and responded to questions. - This project, which has been under discussion for some time, involves developing town-owned lots along Ticcoma Way for employee housing, aligning with the Select Board's strategic focus on community and employee housing. - Explained that while no specific design has been finalized, discussions with Matt MacEachern have considered various configurations, including a mix of single-family dwellings and duplexes, or all duplexes or all single-family homes. The goal is to maximize housing on the lot without overcrowding. - Mentioned the need to consider the mix of employees who would live there, recognizing that not all employee groups would mix well, such as department heads and their direct reports sharing the same duplex. The plan aims to include green spaces and adequate separation between units. - Estimated that the project could result in around eight units, though the exact number of bedrooms will depend on the final configuration. High-level estimates suggest that each unit could cost around \$1 million, excluding soft costs, furnishings, and other related expenses. - Noted that the total project cost is estimated at roughly \$8 million, with additional funds required for the unknown variables in construction costs, particularly on Nantucket, in the coming years. Rick Sears, Assistant Town Manager - Outlined that the preliminary street layout for the project includes eight 5,000-square-foot lots, with off-street parking planned for each unit. - Confirmed that the design ensures a minimum of two parking spots per building. - Reiterated that, as mentioned earlier, the units could be a mix of single-family homes and duplexes, depending on the final design choices. Gibson - Expressed concern about losing time given current staffing issues and the anticipated need for housing in the next three to five years, especially with potential retirements of high-level town positions. - Emphasized that having town-owned housing offers greater flexibility and control compared to renting, making it easier to address housing needs for incoming employees. - Acknowledged that while the project's numbers and design aren't finalized, the goal is to move forward without delay. The hope is to have a more detailed plan, possibly by Town

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	Meeting, but the complexity of other ongoing town projects and the hiring of a new housing director have slowed progress. - Clarified that although several people are working on this, it's not full-time, and competing priorities have made it difficult to finalize the project. Nonetheless, the intention is to move ahead and not lose any more time in addressing the town's critical housing needs.
Mohr	- Clarified that the housing is intended for municipal employees across various departments, including the school, sewer, and airport, though the specific allocation policy has not yet been determined. - Explained that the town currently uses license agreements, not leases, for employee housing, meaning that residency is tied to employment. - Acknowledged the risks associated with employer-based housing, such as potential homelessness if employment is lost, but emphasized that it's a necessary risk for the municipality to take in order to address the housing crisis. - Highlighted the importance of not delaying the project another year, even if the plan isn't fully finalized or the initial funding isn't sufficient to complete all units. The approach of developing multiple dwellings allows for phased construction, where some units can be built initially with the available funds, and additional units can be completed later as more funding becomes available. - Expressed strong support for moving forward with the project, recognizing the critical need for housing and the importance of developing these lots as soon as possible, appreciating the efforts of the town staff in advancing this initiative.
Matz	- Agreed that this is a strong project and that it could be implemented incrementally, given the multiple buildings involved. - Acknowledged that due to the current state of planning, breaking ground on the first housing unit in the 2025 fiscal year might be unlikely, although still possible. - Suggested the idea of breaking down the overall project budget into smaller, phased installments across multiple fiscal years, rather than front-loading the entire amount.
Rector	- Recognized that while the project can be approached incrementally, certain elements, such as the streetscape and infrastructure, should be implemented on a broader scale to ensure efficiency. - Acknowledged that while these larger tasks might take around six months, addressing them upfront is necessary to avoid repeated disruptions and inefficiencies. - Emphasized that delaying any part of the process can lead to increased costs, reinforcing the importance of advancing the project as smoothly and quickly as possible.
Welch	- Requested additional detailed information to better evaluate the project, including a narrative with scenarios, illustrations, and a cost breakdown, especially for front-end costs. - Acknowledged challenges in providing this information due to limited resources, but emphasized the importance of having it for informed decision-making. - Suggested that the Town Manager and assistant managers gather and present this information at a future meeting so the project can be more concretely assessed and recommended.
Gibson	- Agreed to gather the supplemental information for a future meeting, though it was noted that it may take some time due to current commitments with personnel matters and the Special Town Meeting.
Vieth	- Expressed confusion about the different funding sources, like Housing Trust Fund (HTF) versus town funding, and how they impact who can live in the housing units.

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	- Suggested that it would be helpful to have a better overview at some point, especially for those on the finance committee, to clarify which projects and units are dedicated to specific groups or open to everyone. - The goal is to ensure that everyone understands how the allocations work and who the intended residents are for each type of housing. Welch - Preferred making recommendations that are well-supported at Town Meeting, recognizing the growing dollar amounts and frequency of requests. - Highlighted the need for deeper information and resources to properly evaluate and develop these projects. - Suggested that the town might need to hire additional staff or consultants to coordinate these efforts, possibly under the umbrella of strategic projects, to ensure that projects are thoroughly planned and details are worked out in advance.
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X. ANNUAL REPORT AND RECOMMENDATIONS WORKGROUP UPDATES

Discussion:	Welch - Pleased to announce that PJ and Howard have volunteered for the task at hand, with the recruitment confirmed last week.
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XI. COMMITTEE REPORTS

Discussion:	None
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XII. GOOD OF THE ORDER

Discussion:	Welch - During the "Good of the Order" portion of the meeting, the focus was on committee self-reflection. This agenda item was intended to evaluate what the committee might be doing too much of, too little of, or incorrectly, as well as recognizing what is being done well. - Members were invited to share their thoughts, either today or at the next meeting, with the goal of understanding the perspectives of the committee's membership. - It was noted that, due to open meeting laws, these discussions should occur in an open meeting, and there were no concerns about adhering to that requirement. Mohr - Suggested setting an agenda item to invite Tucker Holland to discuss how housing units are allocated based on their funding sources. - Noted that this could clarify questions, such as who can live in airport-designated housing, and would be particularly helpful for the committee. - Offered to speak on topics like Chapter 40B, affirmative and fair housing, and the restrictions on units created by the Housing Trust, including how municipal preference is applied in projects on the SHI (Subsidized Housing Inventory) list. - Proposed taking five or ten minutes at a future meeting to provide this explanation, which would benefit the committee's understanding of housing allocation processes. Welch - Noted that the topic of housing allocation, while relevant, doesn't directly apply to the current requests being discussed, except for the licensing as a condition of employment. - Decided to footnote the topic for future discussion, planning to address it later in the season, after the committee reaches the point in the process where they do the RORI (Ranking of Relative Importance) evaluations.
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	- Acknowledged that although this discussion will be a bit delayed, it will still be useful and helpful for the committee going forward. Rector - Suggested that it would be helpful to develop a white paper to better understand the broader context of the projects being discussed, particularly regarding potential funding sources the town could tap into, such as the Community Preservation Committee (CPC). - Highlighted the importance of articulating why the town is moving into the role of landlord, especially given the downsides of rental arrangements, as discussed earlier. - Emphasized that having these points clearly laid out on paper would not only benefit the committee but also be crucial when communicating with the public. - Proposed expanding the scope of the discussion slightly to include these aspects, ensuring a more comprehensive understanding of the challenges and opportunities associated with these projects, without overwhelming the process. - Expressed concern about focusing too narrowly on just one or two subjects, as the broader context and multiple factors are crucial for decision-making. - Highlighted that the opportunity to gather comprehensive information extends beyond the committee and is important for a well-rounded understanding of the issues at hand. - Stressed the importance of having detailed, consolidated information to help in making informed decisions, ensuring that all aspects are considered as they play out. - Reiterated the goal of creating something meaningful by gathering and consolidating relevant information to support the committee's work and decisions. Welch - Clarified that the intent was not to avoid discussing these important topics, but rather to acknowledge that a broader discussion is necessary and should be planned for a dedicated meeting. - However, emphasized that this broader discussion was not part of the current agenda for today's meeting, which is why it was brought up that the topics should be addressed at a later time when they can be properly scheduled.
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XIV. DATE OF NEXT MEETING

Regular Meeting: October 19, 2023

XV. ADJOURNMENT

Motion:	Motion to adjourn at 2:52pm.
Roll-Call Vote:	Carried 7:0// Welch, Kaizer, Kickham, Matz, Mohr, Rector, Vieth (Aye)

Submitted by: Elaina Cano



Town of Nantucket

Capital Program Committee

September 21, 2023, Minutes

Staff:	Libby Gibson, Town Manager, Susan Carmel, Assistant Finance Director, David Gray, Sewer Director
Attending Members:	Stephen Welch - <i>Chair</i> , Peter (PJ) Kaizer – <i>Vice Chair</i> , Christy Kickham – <i>Secretary</i> , Howard Matz, Brooke Mohr – Select Board Representative, Jill Vieth, Finance Committee Representative
Absent Members:	Barry Rector, NP&EDC Representative
Documents Used:	

Chair Welch called to order at 1:00 p.m. and made the audio/visual announcements.

I. APPROVAL OF AGENDA

Discussion:	Welch requested to delay the Report Workgroup update until the following meeting.
Motion:	Motion to Approve, as submitted. (made by: Mohr)
Roll-Call Vote:	Carried 4:0//Welch, Mohr, Matz, Kaizer (Aye)

II. PUBLIC COMMENT

Welch called for public comment. (None)
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III. SPECIAL TOWN MEETING APPROPRIATION REQUESTS

Discussion:	Libby Gibson, Town Manager - Noted that Article 10, related to appropriation for Nobadeer playing fields, did not need re-review. - Clarified that Article 10 was not approved at the 2023 Annual Town Meeting. - Explained that the required election approved the project as a debt exclusion. - Read a note for the record about the project being funded through a Proposition 2½ debt exclusion override. - Highlighted that debt exclusions require two affirmative votes: a Town Meeting vote and a ballot vote at an election. - Informed that Article 15 was not adopted at the 2023 Annual Town Meeting but was approved at the 2023 Annual Town Election (Question 4). - Emphasized that a Town Meeting vote is still required for the project to be funded. - Stated that the Select Board agreed to continue seeking the required Town Meeting vote during the warrant setting for the Special Town Meeting. - Estimated the required amount for the project to be approximately \$3.8 or \$3.6 million (with a note to verify the exact amount). Welch - Confirmed that there are no material changes to the article. - Described the process as a redo. - Expressed no concerns with the article. - Compared the process to how the Historic District Commission (HDC) handles previously approved items. - Clarified that items previously approved by the committee are typically approved again, often as a consent item. Gibson - Identified Article 11 as a supplemental appropriation for upgrades to the South Valley sewer pump station. - Mentioned having approximately \$700,000 for this upgrade. - Stated that the upgrades were necessary prior to the Richmond project.
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- Indicated that additional upgrades are required due to more units needing to go through the pump station.

David Gray, Sewer Director

- Described ongoing negotiations between the town's consultants and Richmond's consultants.
- Estimated the total project cost to be approximately \$2 million.
- Attributed the increase in cost to escalation since the project started.
- Mentioned working with Town Council to determine a set number for Richmond's contribution.
- Indicated the plan to request the full amount and reappropriate any funds received from Richmond if not needed.
- Recalled the original discussed and agreed-upon amount to be around \$300,000.
- Mentioned a clause in the agreement allowing the town to seek additional funding from Richmond if project costs escalated.
- Noted that the current situation is a result of invoking this clause due to increased costs.

Gibson

- Identified Article 12 as a supplemental appropriation for the construction of town employee housing on Waitt Drive.
- Reminded the committee that \$8.5 million has already been appropriated for this project.
- Mentioned John Lemieux, the OPM for the project, being present.
- Described the project initially as seasonal dormitory-style housing on Waitt Drive.
- Explained that the new housing would allow the repurposing of existing seasonal housing for lifeguards and eliminate the need for renting additional housing.
- Discussed the potential for the housing to be used year-round, with priority for lifeguards and other seasonal staff in the summer.
- Suggested using the housing for transitional employees in the off-season, including remote employees who visit the island occasionally.
- Proposed having year-round apartments for building caretakers.
- Referred to this article as a placeholder.
- Informed that the bids are due soon, with an RFP process because it's modular.
- Expected to have pricing information by early next week.
- Expressed hope that the additional appropriation might not be needed but included the article as a backup plan due to recent experiences with higher-than-expected bids and pricing.
- Identified Article 13 as a supplemental appropriation for the construction of airport housing.
- Noted that Noah Karberg, Nantucket Memorial Airport Manager, would address this article.
- Explained that the reasoning for this appropriation is similar to that of other projects, acting as a fail-safe.

Noah Karberg, Nantucket Memorial Airport Manager

- Started the project with a 2022 Annual Town Meeting (ATM) borrowing of about \$1.1 million for design and OPM costs.
- Used approximately \$100,000 of the authorization through reappropriation of unused funds from different projects, avoiding additional borrowing.
- Allocated \$3.9 million for construction in the 2023 ATM for the modular project.
- Estimated the need to increase total authorization to around \$5 million as a fail-safe.
- Noted the additional cost of extending the town sewer to the project site, as the current GIS mapping is inaccurate.
- Mentioned the recent bid opening, extended to accommodate potential bidders.
- Received one bid but has not yet evaluated the price proposal.
- Planned to evaluate the bid with the project team to determine if a supplemental request is needed and its amount.
- Committed to providing the most up-to-date information to the Capital Committee once the bid evaluation is complete.

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- Described the total property as a five-acre parcel.
- Permitted an area of approximately one acre for the project.
- Completed the environmental permitting.
- Planned originally to have a dormitory on the north side and a townhouse on the south side of the permitted area.
- Removed the townhouse from the plans due to price escalation.
- Maintained the dormitory in its original planned position, with slight adjustments.

Kickham

- Requested to see both the previous year's plan and the new plan for comparison.
- Suggested comparing the differences between the two plans.
- Asked for a thorough description of the need for supplemental funds.

Welch

- Expressed concerns as a Citizen Review Committee about two main aspects: the development plan overview and the high per bedroom cost.
- Highlighted the high cost relative to other affordable housing initiatives or town employee housing projects.
- Estimated the total cost at approximately \$6.1 million, with soft costs around \$1 million and construction costs rounding up to \$5 million.
- Discussed the airport's restrictions on housing various personnel and the potential future need to lease housing to other town personnel.
- Suggested considering a performance contract for construction rather than a design contract, possibly leasing the housing back from the town.
- Acknowledged that these concerns are valid and should be broadcasted, but not necessarily overwhelming.
- Mentioned the presence of new committee members who should understand these prior concerns and future considerations.
- Supported moving forward with the project due to inflationary pressures on construction costs and interest rates, emphasizing the urgency of completing the project sooner rather than later.

Karberg

- Acknowledged the comments and perspectives shared by the committee.
- Clarified that the land is FAA-obligated, with a portion bought using federal funds, which imposes restrictions on its use.
- Mentioned that these restrictions have been discussed with town government, especially concerning other needs that have arisen.
- Explained that the land is primarily for airport use and mutual aid partners such as police and fire departments, making it self-limiting.
- Addressed the project delivery method, stating it was decided in consultation with the commission to align with their wishes.
- Emphasized the importance of the project to the team and appreciated the support expressed in the inflationary environment.
- Committed to taking all comments to heart and being prepared for the next meeting, delivering all requested information beforehand.

Welch

- Asked about the involvement of FAA funding in the land purchase and sought to understand the restrictions imposed.
- Suggested exploring a long-term strategy for a potential buyback offer from the federal government for some airport land.
- Noted that this idea is beyond the current discussion but could be relevant for future planning.
- Mentioned the intense pressure for land on the island, particularly for town uses such as employee housing.
- Referenced the limited availability of land, with the land bank and conservation foundations acquiring much of it.
- Highlighted the potential benefits of freeing up airport land for other uses, especially given its location on a state-maintained highway.

Chair Welch left the meeting at 1:24pm.

IV. FY25 CAPITAL REQUESTS AND OUT-YEAR DISCUSSION: INFORMATION TECHNOLOGY & NANTUCKET WATER COMPANY

Discussion:	Mike Alvarez, provided a brief overview of each of the requests as outlined below: Replace Town Computers • Outlined the capital request for replacing Town computers at a cost of \$73,000. • Noted that this amount includes a 5% increase due to rising costs. • Explained that the request covers annual maintenance and replacement of machines as needed. • Attributed the cost increase to the general rise in prices and the shift towards using more laptops since COVID-19. • Mentioned that laptops tend to be more expensive than desktop computers. • Summarized that the request ensures the town's computer systems remain up-to-date and functional. • Approximately 33% of the inventory is updated annually. • Confirmed that the town has since caught up and is now back to replacing about one-third of the inventory each year. Maintain Network Infrastructure • Identified the request as routine maintenance of the network, including switches and routers. • Focused on external sites such as DPW, the airport, and the sewer. • Mentioned the inclusion of internal switches at various buildings. • Described this as a routine, annual capital request. • Noted that the cost of this request has not increased significantly. • Estimated the lifespan of most switches to be about four years. • Suggested possibly adding an annual escalation to account for future price increases. • Mentioned planning to include more in the request for the next fiscal year, particularly due to potential office changes and moves anticipated for the 2026 fiscal year. Server Virtualization and Maintenance • Described this as an every-other-year request. • Mentioned having a little over \$50,000 remaining from the last appropriation. • Expected to begin replacing some core components of the original setup at the beginning of fiscal year 2025. • Anticipated having around \$120,000 available at that time. • Recalled the original figures being a little over \$200,000. • Planned to get some components in place over the course of fiscal year 2025. • Foreseen a special request for fiscal year 2026 to cover the remaining costs and any additional support and services. • Explained that the initial setup was designed for these \$75,000 chunks, potentially increasing in the future. • Compared this approach to the computer replacement cycle, aiming to replace about a third of the operations every two years. GIS Digital Imaging Updates • Identified that GIS updates are requested approximately every five years. • Highlighted the primary cost being tied to the imaging service, including flyovers and image updates. • Noted the necessity of coordinating with assessors and planning departments to ensure all changes are accounted for. • Emphasized the importance of updating for erosion and other changes, ensuring the most up-to-date imaging every few years. Mark Willett, Nantucket Water Company Director, provided a brief overview of each of the requests as outlined below: New Pump Station and Well:
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	• Reported on a new well drilled at North Pasture, which passed a five-day and seven-day pump test with excellent water quality. • Submitted the report to Mass DEP and awaiting approval. • Planned to build a 20x20 pump station building around the well, similar to existing structures in Sconset and near Lovers Lane. • Located the new station off Polpis Road, near existing employee housing and the Girl Scout camp. • Ensured financial readiness for construction once DEP approves. • Consulted three contractors for pricing, including a 75% "Nantucket factor" to account for local conditions. • Explored options to place some controls in the existing tank building, potentially reducing the new structure's size. Fire Hydrant Modernization Program: • Proposed a hydrant modernization program costing about \$500,000. • Planned to flow test, get gallons-per-minute readings, and color-code approximately 700 hydrants to meet National Fire Protection Association standards. • Scheduled sandblasting and repainting of hydrants, coordinated with fire department needs. • Addressed the unique "Nantucket thread" hydrants from the 1970s, planning to replace or retrofit these. Distribution System Improvements: • Outlined plans for future water main replacements and extensions, influenced by PFAS sampling and potential impacts. • Highlighted collaboration with DPW for projects in areas like Somerset and Old South Road. • Anticipated ongoing changes in distribution system priorities based on emerging needs and regulatory requirements. Water Tank Re-coating: • Scheduled water tank re-coating far in advance, projecting around \$1 million per tank. • Included three tanks: Washington Pond, North Pasture, and Sconset. • Estimated the typical lifespan of the coating to be 10-15 years, dependent on environmental factors and initial application quality.
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V. GREEN SHEET / COMMITTEE REPORTS

Discussion:	Vieth • Scheduled a Finance Committee meeting today, which is unusual for this time of year, prompted by the special town meeting. • Planned to review and gather public comments on all articles in the warrant. • Uncertain about the expected turnout for public comments. • Mentioned that the Planning Board recently had their meeting for short-term rental articles with low public turnout. • Noted that the Planning Board meeting was held on Zoom and focused on zoning aspects. • Confirmed that the Finance Committee meeting will accommodate both in-person and online public comments. Mohr • Announced that both she and Howard are now on the long-term Solid Waste Planning team with Libby. • Mentioned regular meetings to discuss the next iteration of the landfill. • Confirmed the group has been meeting for a little over a year. • Focused on two main areas: the acquisition of assets at the end of the Waste Options contract and the RFP for the new operator contract for the landfill operation starting December 1, 2025. • Expected to present funding for the acquisition of assets at the Spring Town meeting, with negotiations currently ongoing.
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	• Clarified that specific assets under negotiation include the composter, which is contracted at a price, and the transfer station (CND building). • Planned to have the RFP in hand well before the current contract expires in 2025. • Stated that the team is on a good trajectory and aims to avoid last-minute issues. Susan Carmel, Assistant Finance Director Airport FY25 Capital Presentation: • Scheduled the airport to present their FY25 capital requests on Thursday, the 28th. Nobadeer Field Timeline: • Provided an update on the timeline for Nobadeer Field. • Detailed the planning, design, and permitting phases to take place between December 2023 and April 2024. • Planned to hire the OPM (Owner's Project Manager) during this period. • Set the procurement process to start in April-May 2024. • Scheduled construction to begin around August-September 2024. • Estimated project completion by spring 2026.
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VI. GOOD OF THE ORDER

Discussion:	Mohr • Announced an upcoming presentation from town administration and the finance department. • Focused on the capital projects, particularly in FY27. • Encouraged members to tune in for the presentation. • Noted that the presentation will review when debt is taken on and what has been approved but not yet borrowed. • Described the presentation as a comprehensive review of capital project execution and the challenges faced in executing funded projects.
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VII. DATE OF NEXT MEETING

Regular Meeting: September 28, 2023, at 1:59 pm

VIII. ADJOURNMENT

Motion:	Motion to adjourn at 1:31pm.
Roll-Call Vote:	Carried 7:0//Welch, Mohr, Kaizer, Kickham, Matz, Rector, Vieth (Aye)

Submitted by: Elaina Cano



Town of Nantucket

Capital Program Committee

September 28, 2023 Minutes

Staff:	Libby Gibson, Town Manager, Susan Carmel, Assistant Finance Director, Noah Karberg, Nantucket Memorial Airport Manager
Attending Members:	Stephen Welch - <i>Chair</i> , Peter (PJ) Kaizer – <i>Vice Chair</i> , Christy Kickham – <i>Secretary</i> , Howard Matz, Brooke Mohr – Select Board Representative, Jill Vieth, Finance Committee Representative, Barry Rector, NP&EDC Representative
Absent Members:	-
Documents Used:	RORI Spreadsheet

Chair Welch called to order at 1:00 p.m. and made the audio/visual announcements.

I. APPROVAL OF AGENDA

Motion:	Motion to Approve, as submitted.
Roll-Call Vote:	Carried 7:0//Welch, Kaizer, Kickham, Matz, Mohr, Rector, Vieth (Aye)

II. PUBLIC COMMENT

Welch called for public comment. (None)

III. FY25 CAPITAL REQUESTS AND OUT-YEAR DISCUSSION: NANTUCKET MEMORIAL AIRPORT

Discussion:	Noah Karberg, Airport Manager, provided a brief overview of each of the requests as outlined below and responded to questions: Ramp High Mast Lights Replacement: - The project involves replacing ramp lights with an estimated cost of \$700,000. - This is an Airport Improvement Program project, eligible for 90% Federal funding, 5% State funding, and 5% local share. - High mast lights, illuminating the airport's south ramp and adjacent fuel farm facilities, are past their required lifetime. - The project proposes replacing 10 existing apron lights with new poles, fixtures, and bases. - The project will incorporate Dark Skies compliance measures, focusing on reducing light pollution. - Features under consideration include shorter poles, more pronounced shielding, less obtrusive pointing, individual circuits, and pilot control lighting. - The new lights are most likely to be LED. - Existing airfield lighting operates on a Pilot Controlled Lighting (PCL) circuit, allowing pilots to control the lights. - New lights may integrate with the PCL system or have individual control through an advanced lighting management system. - Light orientation will be southeast, with adjustments based on seasonal usage and volume to enhance dark sky compliance. Groundwater & Soil Investigation/PFAS Phase 2: - Requesting \$4 million for Groundwater & Soil Investigation/PFAS Phase 2. - The funds are for continuing PFAS management and mitigation efforts. - Phase 2 involves completing site characterization at the airport.
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- Additional investigation activities will continue over the next year.
- Sampling will be adaptive, with results guiding subsequent sampling rounds.
- Previous work included collecting 500-600 water samples and 400 soil samples.
- Constructed 10,000 feet of new water main and connected 25 residences.
- Installed 21-22 point-of-entry treatment systems.
- Incurred administrative, legal, and filter material expenses.
- Ongoing assessments and evaluations are part of each project.
- Public access to documents and meeting transcripts is available on the website.
- The \$4 million estimate covers the next three years of phased requirements.
- Funds will be used for investigation, monitoring, consultant fees, project reviews, and remediation documentation.
- Immediate availability of funds is necessary for urgent connections and projects.
- Quarterly sampling may require quick action and funding.
- Spending will be as needed, with short-term borrowing to cover deficits.
- Long-term borrowing is avoided for non-revenue generating projects.
- \$2.4 million is devoted to Licensed Site Professional (LSP) services.
- LSPs are specialized consultants authorized by the state to act in place of Mass DEP.
- The \$2.4 million estimate is based on the previous three years' burn rate.
- Typically, spring and fall sampling are conducted each year, with fall sampling being more substantial.
- Annual sampling costs have ranged from \$400,000 to \$900,000, depending on the scope of the investigation.
- A 20% contingency is added, bringing the total to \$2.9 million.
- Additional general consultant services are estimated at \$900,000.
- Each project involves additional work for sampling, handling, analyzing, storing, or remediating soil.
- The \$900,000 estimate is based on the Capital Improvement Program submitted to the FAA, including a contingency.
- The total estimate for all services and contingencies is \$4 million.
- The upfront authorization is needed to cover potential unknowns and provide flexibility.
- Current position is under a regulatory decree by the state DEP.
- Responses to DEP requirements must be timely, without waiting for an Annual Town Meeting (ATM) cycle.
- Immediate action is needed when community members' homes exceed the 20 parts per trillion threshold.
- Previous delays caused significant issues, including a loss of compatibility with neighbors.
- Immediate availability of the \$4 million is crucial to avoid repeating past mistakes.
- The funding is needed now to comply with regulatory requirements and address community needs promptly.

Welch

- The town meeting procedure can be followed if there is reasonable certainty that the money will be spent or a compelling reason to have it on hand.
- Approval and authorization for funding are different from having the money sitting in an account and actually using it.

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- The committee appreciates the request for \$4 million but asks for a double-check on the possibility of tiered funding.
- Consider if \$3 million or \$3.5 million will meet the needs for the first year.
- Respond to the committee either way for further discussion.

Mill & Overlay Parking Lots and Airport Access Loop Road:

- Requesting \$400,000 for Mill & Overlay of Parking Lots and Airport Access Loop Road.
- The funding is based on recent pavement prices.
- This pavement is airport-owned and managed, and not eligible for AIP funding.
- Heavy traffic during busy weekends has led to faster degradation of the parking lot area.
- A 2-inch Mill & Overlay is planned for the parking lot.
- The project may be included in the next three-year Town Paving contract or managed through a separate bid.
- The construction estimate is \$214,000.
- Costs include \$119,000 for soft costs and \$143,000 for consultant management.
- Consultant management costs cover field engineering and resident project oversight.

Employee Housing Phase 2:

- The project involves constructing up to two duplexes, each with a two-bedroom side and a three-bedroom side.
- Original project plans were adjusted due to escalated bid prices.
- Existing \$3.8 million appropriation for a dormitory building (Orange Box on the top of the page).
- New request for the design and construction of the next phase (Orange Box on the bottom of the page).
- Requesting \$6 million based on the engineer's estimate.
- Modular construction estimated at \$4.1 million.
- Engineering, architect, and OPM fees totaling \$865,000.
- Construction subtotal with contingency approximately \$5 million.
- Consultant subtotal slightly over \$1 million.
- Since preparing the Capital packet, the STM item has been advanced in both cost and site development.
- It is now feasible to consider placing two units on the developed layout.
- Aim to discuss this development without confusing or conflating the two issues in this meeting.
- The ATM request on page five is for one structure with two dwelling units.
- One dwelling unit will have two bedrooms.
- The other dwelling unit will have three bedrooms.
- There is consideration to split this into two separate structures, each possibly containing one dwelling unit.
- The definition of a dwelling is a unit with a door to the outside, so the single structure would have a two-bedroom unit on the left and a three-bedroom unit on the right.

Bill Cox, OPM

- The project is not yet designed, and the remaining area needs to be determined based on the HDC process.
- Original plan had a small road with a dwelling unit on the north and south sides of the road.

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- Phase one includes modular housing, providing more bedrooms than initially planned.
- The current focus is on maximizing existing available space for the new dwelling unit.
- Higher costs in phase one are due to running 500 feet of new sewer line, water line, and new hydrants.
- The initial estimate provides a broad overview of the requested funds.
- Aim to achieve cost savings in phase two by leveraging infrastructure investments from phase one.
- Phase two funding will also address environmental aspects necessary for the project's overall vision.
- The project envisions eventually having 11 or 12 units on the parcel.
- Estimated construction cost is about \$1,100 per square foot.
- The design process will determine the optimal number of bedrooms.
- Modular construction aims to be cost-effective and serve as a template for future developments.
- Soft costs are expected to decrease with each phase as designs are reused.
- A large-scale development would lower costs per square foot and per bedroom, but is not feasible at this stage.
- The phased approach aims to develop the project incrementally, addressing environmental permitting requirements as needed.
- Phase one is scheduled to be completed by fall or winter of 2024.
- The design phase for phase two is planned to start in January 2024.
- Aim to complete the design and put the project out to bid by August 2024.
- The goal is to have accurate 100% cost estimates and a bid in hand by the end of August 2024.
- According to procurement regulations, appropriation and funds must be secured to execute a construction contract.

Welch

- Reviewed the concept of presenting line items by summary and detail for both the supplemental request for the Special Town Meeting (STM) for phase one and future phases.
- Highlighted the need for more detailed breakdowns, particularly for phase two.
- Driven by restrictions on use of the property, much of the discussion focused on phase one.
- Recognized the necessity for a clear narrative of the vision for the property, considering restrictions on who can stay in the units.
- Planned for emergency services and other personnel who may be allowed to reside there.
- Emphasized the need for higher dollar amounts and restrictions to necessitate a well-thought-out plan for use and agreements.
- Planned traditional development to involve planning the entire site and achieving economies of scale for costs.
- Acknowledged that staging the project in phases may lead to compounded inflationary costs over time.
- Emphasized the importance of a thorough site plan to manage costs and logistics.
- Considered construction access needs to avoid disruption for residents already living on the site.
- Requested additional information on the overall site development concept, timing, and broader view of the project.

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- Noted that retained earnings are being used, so borrowing costs are not a concern, but a more comprehensive view is required.
- Recommended to hold this specific item for more information, allowing the department head, Noah, the airport, and the commission an opportunity to determine their approach.
- Suggested interim communication to clarify details.
- Scheduled for one of the placeholder calendar items for this particular request.
- Planned the MEPA review to be completed for phase two as part of phase two soft costs.
- Requested an understanding of how the MEPA review, along with other costs and logistical matters, fit into the overall phased development.

Art Gasbarro, Chairman of the Airport Commission

- Understood that the commission can work with Noah to provide the needed information.
- Recognized the vision and strategy behind the phased approach.
- Clarified that phase one addresses seasonal workers, primarily those needed for the ramp.
- Acknowledged that phase two aims to provide the airport with flexibility, especially related to hiring.
- Committed to working on providing the requested information.
- Confirmed that interim communication and scheduling will help address any questions and concerns.

Karberg

- Indicated that the "limit of disturbance" box represents the extent of the MEPA approval and permitting.
- Clarified that this includes both the STM dormitory project and the current ATM duplex project.
- Noted that anything outside this limit of disturbance has not been approved and permitted and would need additional approval and permitting.

Grounding and Lighting Protection System Upgrades:

- Indicated that this is a self-funded project.
- Requested \$139,000 to study and design a grounding and lightning protection system for the airport.
- Noted that in the past three years, the airport has experienced multiple lightning strikes.
- Mentioned that these lightning strikes have damaged circuit boards for the fuel pumps and monitoring system, especially around the Fourth of July weekend.
- Stated that replacing these circuit boards costs \$5,000 each and takes the fuel farm system offline until repairs are made.
- Highlighted that one year, the contractor was on-site to assist with repairs.
- Consultant has initially investigated the issue, which is related to an imbalance in the grounding system.
- Aimed to determine necessary actions and design the grounding and lightning protection project.
- Emphasized the importance of the fuel farm for revenue and service, noting potential losses of \$100,000 per day if the fuel farm is down in summer.
- Acknowledged that other airport systems, such as access control doors and vehicle service gates, are also affected by lightning strikes.

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- Explained that anything with a control board or power source is susceptible to lightning damage.
- Confirmed that this project does not include AIP funding components.

Catch Basin Cleaning and Replacement:

- Requested \$400,000 for catch basin cleaning, installation, and replacement.
- Maintained a stormwater inventory and maintenance program with 300 to 400 catch basins, dry wells, and other stormwater features.
- Implemented an inspection and maintenance plan highlighting structures nearing the end of their life.
- Attached documentation in the packet shows some structures as failing or in poor condition.
- Reserved capital to replace these structures if and when they fail, with an outside contractor to excavate and replace them.
- Planned to address the car rental overflow area, which currently lacks any catch basins.
- Proposed to design and install appropriate stormwater features in this higher-than-road area based on design indications.

Paint Beads and Rubber Markings Removal:

- Requested \$421,500 for paint beads and rubber markings removal.
- Continued to meet inspection requirements through a multi-year plan.
- Rotated through runways and taxiways to remark surface painted hold markings, centerlines, taxiway edge markings, and centerlines.
- Noted that paint wears off over time due to mechanical action, driving, snow plowing, and accumulation of layers.
- Required to grind down or water blast away old paint and repaint when there are three or four layers.
- Used well-defined takeoffs from consultants to estimate the amount of each marking and line, as well as paint costs.
- Estimated costs accurately for each year based on unit quantities and application rates.
- Mentioned that in previous years, MassDOT hired a statewide contractor for this work, but funding constraints have shifted the responsibility to individual airports.
- Noted that this is not an AIP-funded project, despite being an FAA requirement, as the FAA views it as runway and taxiway maintenance, which is the airport's responsibility.

Runway 6-24 Repair:

- Requested funding for repairs to Runway 6/24 Center Line.
- Identified Runway 6/24 as the main air carrier runway, running from Milestone Road to Noer Beach.
- Noted the runway was constructed with overlapping pavement joints, with one joint at the center line.
- Observed degradation at the center line joint, especially where aircraft gear tends to land.
- Proposed a mill and overlay of a three-foot-wide strip along the runway center line to extend the runway's useful life.
- Specified milling four inches of pavement and replacing it with new pavement.
- Estimated the repair cost at \$500,000.
- Planned to compete for AIP funding with the traditional 90% federal share and 5% state share.

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	Welch • Reiterated the need for a vision with both Plan A and Plan B, and a detailed articulation of the extent and scope of the phases for the housing project. • Requested a line-item summary in detail for the next meeting. • Planned to revisit the groundwater and soil investigation Phase Two, including the dollar amount for the current and upcoming fiscal year. • Considered whether any of the budget could be extended into the following year. • Asked for inclusion of out-year projections to aid in understanding the bigger picture. • Emphasized the importance of filling in future projections for all projects, even if they won't be the focus of the next meeting, for better planning and clarity.
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IV. GREEN SHEET / COMMITTEE REPORTS	
Discussion:	Mohr – Select Board • Discussed coastal resilience projects, highlighting the recent meeting with the Land Bank regarding the Washington Street project. • Noted the formation of a new committee for the Washington Street project, emphasizing the need for planning and investment in protecting critical infrastructure. • Indicated potential impacts on the finance department, with a focus on town buildings and access to downtown via Washington Street. • Acknowledged the ongoing collaboration and planning, emphasizing that the financial requirements for these projects are significant. • Stressed the importance of investment to maintain access to downtown for the next 30 years. Vieth, Finance Committee • Noted the invitation to the Collision project meeting last night. • Mentioned the current focus on the special town meeting warrant. • Indicated that there is supposed to be funding for the airport in the warrant, which hasn't been addressed yet. • Mentioned that today's meeting should be the last one until right before the special town meeting. • Planned to finish motions today, having already addressed short-term rental ones on Tuesday. • Highlighted the need to plug funding for parks and recreation, specifically for fields, emphasizing the ongoing need for more fields. • Recalled that the group endorsed funding for parks and recreation last year. Welch • Agreed that regardless of whether a recommendation is made, preparation is key. • Suggested discussing and preparing brief explanations for the rationale behind decisions as the town meeting dates approach. • Emphasized the importance of being ready to stand up and represent the rationale at town meetings. • Proposed dividing topics among members to ensure coverage and comfort with the subject matter. • Encouraged members to give brief, two-minute speeches to explain and provide information on various topics. • Recommended coordinating who will attend and speak on different subjects to ensure effective representation.

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V. GOOD OF THE ORDER

Discussion:	Welch • Addressed the intersection and collision of capital expenses. • Reflected on CapCom's progress since 2017 and assessed its process. • Conducted a "good of the order" recap to evaluate past and current practices. • Evaluated CapCom's "report card" to understand achievements and areas for improvement. • Increased the capital allocation from 1% as a recommendation. • Utilized a visual box system for task progress: half-colored for partially completed tasks and fully colored for completed or in-process tasks. • Implemented annual meetings for Select Board, FinCom, CapCom, Town Manager, and Finance Department to enhance communication and collaboration. • Provided foundational input for the annual meeting process. • Evaluated and reevaluated involvement to best serve the town. • Emphasized the importance of SIP capacity and funding analysis for deeper review and focus on capital projects. • Encouraged a shift in the perspective and paradigm of capital projects, promoting long-term planning. • Recommended semiannual project reporting to involve department heads in both front-end review and back-end evaluation. • Aimed to understand cost outcomes and provide insights for procedural improvements. • Highlighted the need for centralizing capital asset management. • Discussed the development of a robust, centrally managed director position for capital management, initiated through the Town Manager's office. • Understood that a directorship within the Finance Department is being developed for capital management. • Provided new members with historical context and the importance of recommendations. • Planned to fine-tune recommendations and potentially rework them after the budget season. • Encouraged involvement from new individuals to bring fresh energy and perspectives for the community's benefit.
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VI. DATE OF NEXT MEETING

Regular Meeting: October 5, 2023

VII. ADJOURNMENT

Motion:	Motion to adjourn at 1:39pm.
Roll-Call Vote:	Carried 7:0//Welch, Kaizer, Kickham, Matz, Mohr, Rector, Vieth (Aye)

Submitted by: Elaina Cano



Town of Nantucket

Capital Program Committee

October 5, 2023, Minutes

Staff:	Susan Carmel, Assistant Finance Director, Beth Hallett, Nantucket Public Schools Superintendent, Chip Clunie, Director of Facilities and Grounds, Martin Anguelov, Chief Financial Officer, Nantucket Public Schools
Attending Members:	Stephen Welch - <i>Chair</i> , Christy Kickham – <i>Secretary</i> , Howard Matz, Brooke Mohr – Select Board Representative, Jill Vieth, Finance Committee Representative, Barry Rector, NP&EDC Representative
Absent Members:	Pete Kaizer
Documents Used:	Capital Improvement Plan FY 25 thru FY 34 – School Department

Chair Welch called to order at 1:00 p.m. and made the audio/visual announcements.

I. APPROVAL OF AGENDA

Motion:	Motion to Approve, as submitted.
Roll-Call Vote:	Carried 6:0//Welch, Kickham, Matz, Mohr, Rector, Vieth (Aye)

II. PUBLIC COMMENT

Welch called for public comment. (None)
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III. FY25 CAPITAL REQUESTS AND OUT-YEAR DISCUSSION: NANTUCKET PUBLIC SCHOOLS

Discussion:	Chip Clunie, Director of Facilities and Grounds - Requested \$150,000 for grounds improvement, focusing on fence removal and repair, specifically along Sparks Avenue by the softball field and the old baseball field near the school. - Sought \$450,000 for building improvements, including: - Elementary school: Roof repairs and classroom cabinet removal. - High school: Removal of carpeting in the B cluster, pool roof repairs, and window painting of exterior windows along the front and side of the school to prevent further deterioration. - Explained that the items were categorized as medium priority because they are not currently falling apart but will become high priority if not addressed soon. - Agreed that emergencies would be considered high priority, and while the roof repairs might be higher priority, the window painting is viewed as medium to high priority. - Clarified that the window repairs should be undertaken this year due to ongoing deterioration, emphasizing the risk of further damage if delayed and noting the current faded condition of the windows. Welch - Informed the committee that priorities for the project are being evaluated individually rather than comparatively. - Mentioned that in the past and possibly in the future, department heads and staff may be asked to rank projects relative to one another. - Advised to keep in mind that projects may need to be ranked relative to each other versus individually.
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	• Requested clarification on the prioritization of specific projects, such as grounds improvements, building improvements, and IT infrastructure, for the record. • Suggested working with the finance department and Sue to update this information in the database.
	Clunie • Confirmed that the basketball hoops are fine, with the main issue being their use as a parking lot during the school year. • Noted that the basketball area is mostly used during the summer and weekends, and repairs are limited to replacing nets and possibly rims, with no need for full hoop replacement. • Outlined plans to remove the backstop, fencing, dugouts, and scoreboard mounts from the old baseball field after building a new one at Bacchus. • Explained that the cleared area will be designated for gym classes, providing a specific playing field for high school use. • Mentioned that this arrangement will allow field hockey games to proceed without gym classes interfering, tightening up the scheduling and use of the fields. • Discussed the Surf Side Road Project, specifically the renovation of the Kaiser property. • Mentioned that additional elements have been added to the project, and work is ongoing with SMRT on the engineering plans. • Informed that the fire department requested a sprinkler system, leading to increased costs. • Included additional costs for an office bump-out, chimney removal, and basement floor structural reinforcement. • Estimated the total cost at \$900,000, with the inclusion of an Owner's Project Manager (OPM) pushing the final cost to approximately \$1.5 million.
	Welch • Expressed confusion over the Surf Side Road Project as it was not listed in the packet provided by the finance department. • Instructed to submit the information to the Finance department for review. • Mentioned that if there are questions beyond today's presentation and the current documents, they will follow up.
	Clunie • Detailed the addition to 24 Surf Side Road, including chimney removal and structural reinforcement with doubled joists in the cellar. • Explained that due to code requirements, a sprinkler system will be installed as requested by the fire department. • Noted that the budget increase necessitates the involvement of an Owner's Project Manager (OPM). • Provided background on the Kaiser property, specifying that the ground floor will serve as the new central office, with an apartment above and storage space in the basement. • Clarified that the total project cost is \$1.5 million, including the OPM, with \$900,000 already approved as a supplemental amount. • Explained that the initial \$900,000 for construction led to the need for an OPM, thus increasing the total to \$1.5 million. • Specified that the original estimate was \$1.65 million, with the current \$1.5 million breakdown being \$900,000 for hard costs and \$600,000 for soft costs.
	Hallett • Confirmed that the entire central office will be relocating to 24 Surf Side Road.

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	• Explained that this move will free up the current central office space for the Special Education and EL departments, which are currently occupying classroom and office space in the school buildings. • Responded to a question about the number of people moving, stating that 10 additional people will be moving into the new central office. • Clarified that the central office will house nine employees plus a one-bedroom housing unit. Welch • Planned to have the topic on the agenda for further discussion if needed. • Proposed setting up an additional discussion with the school if necessary, based on the amount of ground already covered. • Indicated that if no further discussion is needed and supplemental documentation is sufficient, they will move on. • Decided to avoid redoing the discussion later unless there are material questions requiring further clarification. Mohr • Acknowledged the critical need for housing and speculated that the inclusion of a housing unit might be triggering the requirement for a sprinkler system. • Requested a definitive answer on whether removing the housing unit would eliminate the need for sprinklers under code regulations. • Expressed concern about funding approval for the project being contingent on a second approval, with work starting before the second town meeting approval. • Questioned the risk of ending up with an unusable building if the second round of funding does not pass. • Asked for supplemental documentation detailing the dollar amounts for each phase, what can be accomplished with the initial \$1.65 million, and ensuring the building is usable with this amount. • Inquired about what the additional \$1.5 million covers and how it impacts the usability of the building if not secured. Clunie – Campus Wide Improvement Plan • Outlined the campus-wide improvement plan, requesting \$750,000 for various initiatives. • Explained that this is an annual request used to continue progress on space studies and other projects. • Highlighted the focus on space studies at the high school and CPS, aiming to optimize space utilization and plan future needs. • Mentioned feasibility studies for renovating CPS, noting current numbers do not justify a new building. • Indicated that this funding helps plan and make adjustments for field projects while shifting focus closer to school infrastructure improvements, particularly at CPS. Hallett • Acknowledged that while current enrollment numbers do not justify new buildings, island-wide changes, such as increased housing availability, could quickly alter this. • Identified potential enrollment growth due to projects like Surfside Crossing. • Recognized the need to update the old middle school building to support more innovative programming and vocational/technical opportunities. • Stressed the importance of preparing students for future careers, some of which may not yet exist, requiring updated facilities and programming spaces. • Highlighted ongoing struggles with IT infrastructure, noting that simply renovating buildings will not fully address these issues.
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	• Indicated the potential need for constructing a new school to meet future demands and technological advancements, regardless of immediate enrollment changes. • Emphasized the importance of making school buildings suitable for future career preparation and technological integration. • Confirmed the existence of a campus-wide master plan, which has been in place since before the intermediate school was built. • Mentioned that the plan undergoes constant updates and adjustments based on immediate and long-term needs. • Included in the plan are provisions for teacher housing and the potential construction of a new school, though it is unclear if this will be a middle school. • Acknowledged that the campus is limited by its acreage, necessitating careful and ongoing planning. • Described regular meetings of the campus master plan team, occurring every six to eight weeks, to discuss next steps and future directions.
	Clunie • Considered options for the baseball field in light of PFAS concerns, exploring alternative solutions. • Mentioned that choosing a natural turf field would render the field unusable for two years. • Discussed the impact of redoing the fields, noting that this summer they used the Delta fields and Nobadeer fields while the fields were being reseeded. • Acknowledged the necessity of using off-campus fields like Delta, Nobadeer Farm, and possibly Tom Nevers during the renovation period. • Identified the need for new stands, bleachers, and a new track, indicating these projects are still under consideration and planning.
	Welch • Requested that supplemental documents include a breakdown of costs similar to the 2021 document, presented as a line item perspective. • Highlighted the need to differentiate current costs under construction into soft costs, such as consultations and planning. • Suggested adding this detailed breakdown to the supplemental documents for clarity. • Proposed that this breakdown be updated annually and include the prior year's request, actual expenditure, and any funds held over. • Emphasized the importance of understanding that these documents represent a snapshot of anticipated costs, both soft and hard, to provide direction and form decisions.
	Rector • Suggested including an executive summary from the consultant as a supplemental document. • Expressed the need to understand the tracking for campus-wide initiatives, given the \$750,000 allocated for the study. • Proposed that the executive summary help the committee grasp the overall approach and current status of projects. • Requested a concise version of the consultant's report, not necessarily the entire narrative, to be used as a supplemental document. • Emphasized the value of this summary for understanding current activities and anticipating future directions.
	Welch • Clarified that campus-wide improvements fall under a broad umbrella covering the conceptual development, including consultations.

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- Noted that this conceptual development will lead to subline items and future discussions about specific requests for actual construction costs.
- Explained that grounds improvements are specific to day-to-day, week-to-week, and annual maintenance and enhancements.
- Compared grounds improvements to the acquisition and maintenance of grounds equipment, highlighting the rationale behind separating these categories.

Matz

- Requested a review of historical usage for the campus-wide improvement line item to determine the appropriateness of the current number.
- Asked if the number is a fixed operating number adjusted for inflation or based on historical precedents.
- Clarified that the inquiry specifically concerns the campus-wide improvement budget.
- Expressed the need to understand why the same number is used annually, questioning if it appears arbitrary without clear justification.

Martin Angelov, Chief Financial Officer, Nantucket Public Schools

- Agreed that the campus-wide improvement number serves to keep the item on the radar.
- Acknowledged that past usage of this budget has been minimal, with significant projects like the baseball fields and tennis courts being exceptions.
- Suggested obtaining an appropriate estimate for future costs, particularly if planning to use grass fields.
- Recognized that estimating a new project will take time, hence the inclusion of seed money in the budget.
- Explained that this seed money would enable paying a company to develop a plan if needed.

Welch left the meeting at 1:50 pm.

Kickham

- Acknowledged that the campus-wide improvement item serves as a placeholder.
- Agreed with the suggestion to review historical spending over the past five years to get a clearer picture of trends and departmental expenditures on this item.
- Emphasized that campus-wide improvements and grounds maintenance are generally not emergency items and can be pre-planned.
- Suggested that having a pre-planned outlook for the next two to three years would help in addressing any arising questions and solidifying future plans.
- Encouraged consideration of more detailed planning for future campus-wide and grounds improvements to better manage and predict costs.

Mohr

- Agreed that having planning money allocated every year is sensible.
- Suggested distinguishing the planning funds from execution funds to provide clearer financial insight.
- Noted that maintaining a placeholder for planning allows for flexibility in responding to unanticipated needs and developments.

Hallett – IT Infrastructure

- Outlined that IT infrastructure costs primarily cover networking and ensuring that building infrastructure is up to speed.
- Emphasized the need for constant upgrades to maintain appropriate IT infrastructure.
- Mentioned the current focus on replacing an outdated master server, highlighting it as a critical component needing attention.

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	- Clarified that the security issue pertains more to the methods of protection rather than outdated servers. - Noted that increased awareness and understanding have improved their approach to ensuring robust cybersecurity. - Emphasized the importance of tightening cybersecurity, acknowledging that vulnerabilities often become apparent only after incidents occur. - Stated that current funding is not specifically for cybersecurity support, as immediate needs have already been addressed and incorporated. - Mentioned that there is a regular cycle involving a larger sum of money every three years. - Explained that this cycle is due to the one-to-one device program for students, necessitating regular updates. - Noted that student devices have a short lifespan, requiring frequent replacement with new devices. - Clarified that this regular update cycle is why larger funding amounts are seen in the out years.
	Anguelov - Informed that many projects are funded through a state program called E-Rate, which provides supplemental funding. - Mentioned that reimbursement is received after application, with a recent \$60,000 check used for Chromebook purchases. - Stated that the one-to-one device program, particularly for Chromebooks, is adequately covered by this supplemental funding. - Highlighted the importance of E-Rate in supporting various campus technology needs, suggesting further details can be provided by the technology director.
	Hallett - Clarified that the current funding is not for a full infrastructure upgrade but rather a gradual improvement. - Mentioned that a full systems upgrade would be very costly, so the approach is to chip away at upgrades incrementally. - Noted that the \$55,000 allocated this year is focused on improving one specific area. - Explained the challenge of repairing one thing only to have another break, especially in older buildings like the middle school. - Acknowledged that a comprehensive upgrade might eventually be necessary, though it is uncertain if it is feasible in the current middle school building.

IV. ANNUAL REPORT AND RECOMMENDATIONS WORKGROUP UPDATES	
Discussion:	None
V. COMMITTEE REPORTS	
Discussion:	None
VI. GOOD OF THE ORDER	
Discussion:	None
VII. DATE OF NEXT MEETING	
Regular Meeting: October 12, 2023	
VIII. ADJOURNMENT	
Motion:	Motion to adjourn at 1:05pm.
Roll-Call Vote:	Carried 6:0// Kaizer, Kickham, Matz, Mohr, Rector, Vieth (Aye)

Submitted by: Elaina Cano

Town of Nantucket, Massachusetts
Capital Improvement Plan
FY22 thru FY31

Fire Department													
Project Name	#	Priority	FY22	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	TOTAL
Ambulance 1	FIRE-17-002	high	-	-	-	-	-	-	-	410,000	-	-	410,000
Fire Department Staff Vehicle	FIRE-18-001	medium	-	-	-	-	-	-	85,000	-	-	-	85,000
Ambulance 2 Replacement	FIRE-18-002	medium	-	-	-	-	-	405,000	-	-	-	-	405,000
Fire Department Staff Vehicle F-2090	FIRE-19-001	high	-	-	-	-	-	-	55,000	-	-	-	55,000
Advanced Life Saving Equipment	FIRE-20-001	medium	50,000	60,000	-	-	-	-	-	-	-	-	110,000
Replace Ambulance 3	FIRE-21-001	medium	-	370,000	-	-	-	-	-	-	-	-	370,000
Trench and Technical Rescue Equipment	FIRE-21-002	high	-	-	375,000	-	-	-	-	-	-	-	375,000
Engine 3 Replacement	FIRE-22-001	high	-	-	-	-	-	1,000,000	-	-	-	-	1,000,000
Fire Prevention Vehicle Replacement	FIRE-23-001	high	-	-	-	-	90,000	-	-	-	-	-	90,000
Replace Portable Radios	FIRE-23-003	high	-	94,945	-	-	-	-	-	-	-	-	94,945
Active Shooter Response	FIRE-23-005	medium	-	75,000	-	-	-	-	-	-	-	-	75,000
Firefighting Foam-Disposal and Replacement	FIRE-23-006	high	-	110,000	-	-	-	-	-	-	-	-	110,000
Replace Utility Truck	FIRE-23-007	medium	-	75,000	-	-	-	-	-	-	-	-	75,000
Utility Terrain Vehicle	FIRE-23-008	medium	-	50,000	-	-	-	-	-	-	-	-	50,000
Engine 1 Replacement (supplemental funding)	FIRE-24-001	high	-	-	850,000	50,000	-	-	-	-	-	-	900,000
Fire Department Staff Vehicle F-5429	FIRE-24-002	medium	-	-	80,000	-	-	-	-	-	-	-	80,000
Ambulance 4 Replacement	FIRE-25-001	high	-	-	-	520,000	-	-	-	-	-	600,000	1,120,000
Engine 2 Replacement	FIRE-25-002	high	-	-	-	1,000,000	-	-	-	-	-	-	1,000,000
NEW: Administration Car- EMS/Training Deputy Chief	FIRE-25-004	high	-	-	-	85,000	-	-	-	-	-	-	85,000
Ladder Truck Replacement	FIRE-26-001	high	-	-	-	2,000,000	-	-	-	-	-	-	2,000,000
Engine 4	FIRE-26-002	high	705,000	-	-	-	-	-	-	-	-	-	705,000
Apparatus Bay Heating Installation	FIRE-26-004	high	-	-	-	-	280,000	-	-	-	-	-	280,000
Fire Department Total			755,000	834,945	1,305,000	3,655,000	370,000	1,405,000	140,000	410,000	-	600,000	9,474,945
Police Department													
Project Name	#	Priority	FY22	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	TOTAL
Town Pier Construction	PUBL-19-002	medium	-	-	-	-	-	-	-	-	-	-	-
Seasonal Housing Building Repairs	PUBL-20-002	medium	-	-	-	-	-	-	-	-	-	-	-
Loran Housing	PUBL-21-002	medium	500,000	-	-	-	-	-	-	-	-	-	500,000
Public Safety Radio Mobile/Portable Replacements	PUBL-23-001	high	400,000	-	-	-	-	-	-	-	-	-	400,000
LORAN Seasonal Housing Repairs Phase II	PUBL-23-005	high	-	4,500,000	-	-	-	-	-	-	-	-	4,500,000
Replace and Upgrade Body Camera video system	PUBL-23-006	medium	-	494,100	-	-	-	-	-	-	-	-	494,100
Public Safety Technology Upgrades	PUBL-25-001	high	-	-	-	75,000	-	-	-	-	-	-	75,000
Public Safety Building Lighting Controls System Replacement	PUBL-26-001	high	-	-	-	-	200,000	-	-	-	-	-	200,000
Seasonal Dorm Buildings Roof Replacements	PUBL-26-002	high	-	-	-	-	1,025,000	-	-	-	-	-	1,025,000
Replacement of Duty Firearms	PUBL-28-001	medium	-	-	-	-	-	-	-	-	83,500	-	83,500
Police Body Worn & Vehicle Camera System	PUBL-28-002	high	-	-	-	-	-	-	113,643	113,643	113,643	113,643	454,572
Public Safety Building Maintenance (primarily painting)	PUBL-29-001	medium	-	-	-	-	-	-	-	200,000	-	-	200,000
Police Department Total			900,000	4,994,100	-	75,000	1,225,000	-	113,643	313,643	197,143	113,643	7,932,172