Town of Nantucket
Capital Program Committee
August 29, 2024 Minutes

Attending Members:	Stephen Welch, Chair, Jill Veith, Howard Matz, John Kitchener
Staff:	Susan Carmel, Assistant Finance Director, Michael Alvarez, Chief Technology Officer, Mark Willet, Water Department Director
Absent	Peter Kaizer, Christy Kickham, Dawn-Hill Holdgate

The Capital Program Committee meeting on August 29, 2024, reviewed requests for computer replacements and a virtual server environment upgrade. Michael Alvarez requested $100,000 for computer replacements, and $500,000 for the virtual server upgrade, with a potential $580,000 total. Mark Willett proposed a $4.7 million project to extend water mains to areas with PFAS-contaminated wells, prioritizing roads with higher contamination levels. The committee discussed the need for accurate cost estimates and future planning for PFAS-related projects. Liaison assignments were also discussed, with members selecting departments to oversee.

Action Items

- [ ] Update the capital request details for the IT department's virtual server environment upgrade with more accurate cost information.
- [ ] Provide a list of upcoming water infrastructure projects related to PFAS, including placeholder cost estimates, for the committee's review.
- [ ] Schedule a meeting between the planning board/EDC representative and the water department to discuss the long-term implications of the PFAS issue.
- [ ] Send out the updated liaison assignment list to the full committee for feedback.
- [ ] Provide access to the test environment for the RORI system enhancements to the committee chair.

Approval of Agenda and Minutes

- Stephen Welch calls the meeting to order at 3:15 PM, with members present including Howard, Jill, John Kitchener, and himself.
- Motion to approve the agenda is made by John Kitchener.
- Roll Call Vote: John aye, Howard aye, Jill aye, Stephen aye. Passes unanimously.
- Motion to approve the minutes of October 12,2023 is made by John Kitchener.
- Roll Call Vote: John aye, Howard aye, Jill aye, Stephen aye. Passes unanimously.
- Public comment: no public comments are made.

Review of Computer Replacement Request

- Stephen Welch introduces Michael Alvarez to discuss two requests: replacing computers and upgrading the virtual server environment.
- Michael Alvarez explains the need to replace town computers, citing increased costs due to COVID-era laptops and shorter lifespans.
- The total cost for replacing computers is $100,000.

Discussion on Virtual Server Environment Upgrade

- Michael Alvarez discusses the need to replace the virtual server environment, which is reaching its eighth-year lifespan.
- The virtual server environment is a two-phased system with redundant sites at the fairgrounds office and the water company.
- The total cost for the upgrade is $581,000, with $75,000 already set aside for maintenance.
- John Kitchener and Howard Matz discuss the need to reflect the full cost of $580,000 in the request, with $80,000 being a carryover balance.

Clarification on Costs and Funding

- Stephen Welch advises Michael Alvarez to update the capital side of the cost for replacing computers and the virtual server environment.
- Michael Alvarez clarifies that the total project cost for the virtual server environment will likely be under $500,000.
- Howard Matz suggests adding a contingency for accessories or ancillary costs.
- Stephen Welch emphasizes the importance of accurate cost reflection and data integrity for future reference.

Review of Out Years and Future Projects

- Michael Alvarez mentions potential projects for FY 27, including a phone project and network infrastructure.
- Stephen Welch suggests including placeholder numbers for future projects in the out years.

Review of Nantucket Water Co. Request

Mark Willet discusses the impact of PFAs contamination on his capital plan, including distribution system improvements for affected roads.

- Mark Willet explains the prioritization of projects based on contamination levels and the potential need for a PFAs treatment plant in the future.

Decision on Liaison Assignments

- Members discuss their interest in liaison assignments, with Jill Vieth expressing interest in water and sewer, and Howard Matz in public works and the landfill.
- Stephen Welch suggests updating the list of departments and liaison assignments and sending it out to members for feedback.
- Jill Vieth expresses interest in meeting with Parks and Rec to understand their future plans.
- Stephen Welch agrees to include Parks and Rec in the liaison assignments and to work out the details with Jill Vieth.

Next Steps and Meeting Adjournment

- Stephen Welch confirms the next meeting date as Thursday, September 5, at 3 PM.
- Susan Carmel updates on the status of line item enhancements and group values, indicating they should be ready next week.
- Stephen Welch mentions the need for a RORI workshop to catch up on RORIchanges and report writing.

- Motion to adjourn the meeting is made by Jill Vieth.
- Roll Call Vote: Jill aye, Howard aye, John aye, Stephen aye. Passes unanimously.