



Town of Nantucket Capital Program Committee September 19, 2024 Minutes

Attending Members:	Stephen Welch, Chair, Peter Kaizer, Vice Chair, Jill Vieth, Christy Kickham, Howard Matz, John Kitchener
Staff:	Libby Gibson, Town Manager, Rick Sears, Assistant Town Manager, Kristie Ferrantella Housing Director, Susan Carmel, Assistant Finance Director; Elizabeth Hallet, Superintendent of Schools; Martin Anguelov, Chief Financial Officer - Schools, Chip Clunie, Facilities and Grounds Director, Stephanie Hoban, Educational Technology Director, Joanne Johnsen, Interim Director of Technology
Absent:	Dawn Hill-Holdgate

The Capital Program Committee meeting on September 19, 2024, discussed various capital requests. Chip Clunie detailed building improvements totaling \$454,400, including roofing, cabinetry, and security upgrades. Martin Anguelov highlighted \$250,000 in vandalism costs over two years. Stephanie Hoban proposed \$608,419 for educational technology upgrades, including phone system, network, interactive panels, teacher laptops, and a Mac lab. Libby Gibson updated on the \$96 million Island Home project, aiming for a 2025 bid. The committee emphasized the need for detailed project breakdowns and potential standardization across town buildings. The Capital Program Committee discussed employee housing proposals, including a \$14 million request for town employee housing on Taccoma Way or Waitt Drive. The project includes 20 bedrooms and 34 parking spots, with a \$12 million initial estimate from Emeritus. The committee also reviewed the airport's \$6 million housing project, questioning its cost and scope. Concerns were raised about the airport's autonomy and the need for standardized housing across town projects. The committee agreed to postpone officer elections and suggested a refresher on ROR valuations for the next meeting.

Action Items

- [] Send follow-up questions on the Our Island Home project to Libby Gibson.
- [] Provide clarification on the airport housing request, including details on the number of units, intended occupants, and expected rental rates.
- [] Investigate whether there is a need to better coordinate municipal employee housing efforts between the airport and the town.
- [] Schedule a session to provide training and guidance on using the Rorie software for capital project valuations.
- [] Elect a new chair for the Capital Program Committee at the next meeting.

Outline

Capital Program Committee Meeting Introduction and

- Stephen Welch calls the meeting to order at 3:05 PM, noting the meeting is being audio and video recorded.
- Stephen Welch asks if there are any members of the public present, and asks Chip Clunie to start the meeting.
- Chip Clunie discusses building improvements, including cabinetry, re-roofing, and security upgrades like doors and card readers.
- Stephen Welch and Howard Matz discuss the need for clearer project identification and scope for capital requests.

Detailed Discussion on Building Improvements and Security Upgrades

- Chip Clunie provides a detailed breakdown of NPS 23 003, including roofing, cabinetry, and flooring projects.
- Stephen Welch emphasizes the importance of clear project identification for capital requests.
- Jill Vieth asks about the necessity of HTC approval for door replacements, and Stephen Welch clarifies the process.
- Chip Clunie discusses the variable cost item, including unexpected costs from vandalism and plumbing issues.
- Martin Anguelov highlights the significant expenses related to vandalism and the need for a budget to cover these costs.

Security Camera Replacement Proposal

- Chip Clunie introduces the proposal for security camera replacement with Ricotta, highlighting the benefits of the new cameras.
- Joanne Johnsen explains the ease of use, text message feed capabilities, and unlimited data storage of the new cameras.
- John Kitchener questions the standardization of camera systems across town buildings and the potential cost savings.
- Chip Clunie and Joanne Johnsen discuss the responsiveness and support of the new camera system compared to the current one.

Campus-Wide Safety and Security Improvements

- Chip Clunie discusses the need for universal security lockdowns in classrooms, with a focus on the flip lock system.
- Stephen Welch and Howard Matz discuss the itemization of costs and the need for a clear breakdown of expenses.
- Christy Kickham asks about the functionality of the flip locks, and Chip Clunie confirms they are easy to use from the interior.

- The proposal includes the installation of new locks and other safety improvements, with a total cost of \$82,000.

Nantucket Elementary School Vestibule Project

- Chip Clunie introduces the Nantucket Elementary School vestibule project, aiming to redesign the front office for better visibility.
- The project includes working with SMRT to develop a design plan, with an estimated cost of \$270,000.
- Stephen Welch and other members express no questions or comments on the proposal.

Educational Technology Upgrades

- Stephanie Hoban introduces herself as the new Director of Educational Technology and presents the capital request for Ed Tech upgrades.
- The request includes upgrading the phone system, network, interactive panels, teacher laptops, and the Mac lab.
- Stephanie Hoban and Joanne Johnsen discuss the importance of modernizing the phone system for better security and communication.
- The network upgrade aims to future-proof the system to handle increased network use and support 21st-century learning.

Interactive Panels and Teacher Laptops

- Stephanie Hoban explains the need for consistent interactive panels in classrooms to improve the teaching experience.
- The request includes \$86,318 for the installation of new line interactive panels in every classroom.
- The teacher laptop upgrade aims to replace outdated devices with faster, more reliable computers to support technology integration.
- The total cost for the teacher laptop upgrade is \$250,000, with a focus on improving battery life and performance.

Mac Lab Upgrade

- Stephanie Hoban discusses the need to upgrade the Mac lab in the high school to ensure faster performance and access to the latest software.
- The upgrade is necessary to support digital photography classes and other technology-intensive programs.
- The total cost for the Mac lab upgrade is \$40,000, with a focus on improving storage and performance.

Island Home Project Update

- Libby Gibson provides an update on the Island Home project, including the decision to build a new facility at Sherburne Commons.

- The project budget is approximately \$96 million, including construction costs and relocation of employee housing.
- The project is currently in negotiations with Sherburne to finalize the lease and design modifications.
- The goal is to have a bid out and bids back by the 2025 annual town meeting to provide a solid cost estimate.

Staff Housing and Lease Negotiations

- Stephen Welch asks for clarification on the staff housing site plans and options for Sherburne Commons.
- Libby Gibson explains that the plan is to relocate existing Sherburne Commons employee housing to the Surfside sewer treatment facility area.
- The new housing for Sherburne Commons employees will be built on the Sherburne Commons site, and the current housing will be used for additional sewer employee housing.
- The project budget includes costs for the new housing and relocation of existing housing.

Operational Challenges and Community Benefits

- Christy Kickham asks about the operational challenges and community benefits of the Island Home project.
- Libby Gibson explains that the facility serves a small number of residents but also supports the community through employment and activities.
- The new facility will have more space for activities and better accommodations for visitors, improving the overall community experience.
- The project aims to balance the needs of the residents with the broader community benefits, ensuring a sustainable and supportive environment.

Sherburne Facility and Employee Housing Proposals

- Libby Gibson discusses the potential for employee housing in the Sherburne facility, specifically the Sherburne house, which has eight rooms and could be used for travel nurses.
- Rick Sears introduces the Taccoma Way town employee housing project, explaining the town's efforts to create housing for employees and the preliminary plans for \$14 million.
- Rick Sears details the town's ownership of eight lots on Tacoma Way and the need for \$14 million to build either on Taccoma Way or Waitt Drive.
- Rick Sears mentions the preliminary design plans, the Select Board's approval, and the lack of a detailed bid document or written estimate.

Discussion on Housing Needs and Costs

- Stephen Welch asks for comments, questions, and concerns from the committee.

- Jill Vieth inquires about the cost difference from last year, and Rick Sears explains that the cost has remained the same but includes additional expenses for an OPM and cost escalation.
- Howard Matz questions the breakdown of the \$14 million and whether it includes additional infrastructure and construction management costs.
- Rick Sears clarifies that the estimate does not include furnishing the units and that the town is still working on more detailed design plans.

Challenges and Solutions for Employee Housing

- Howard Matz asks about the timeline for letting a construction contract, and Rick Sears explains the need for design money and the challenges faced last year.
- Christy Kickham inquires about the project manager, and Rick Sears mentions that they would bid for an OPM.
- Jill Vieth questions why some of the money can't come from the Affordable Housing Trust, and Kristie Ferrantella explains that the trust funds are for community affordable housing, not municipal employee housing.
- Kristie Ferrantella highlights the challenges in finding housing for employees and the benefits of owning housing for town staff.

Exploring Ownership and Land Trust Options

- John Kitchener suggests exploring the possibility of ownership units for employees and mentions the Nantucket Land Trust as a potential partner.
- Kristie Ferrantella and Rick Sears discuss the complexities of turning the housing into ownership opportunities and the potential for the Land Trust to help reduce costs.
- Stephen Welch suggests clarifying the type of housing (rental or ownership) and the ownership structure for the town meeting presentation.
- Rick Sears agrees to provide more detailed information once the weight drive schematic is available.

Town Admin Projects: Digitization and PFAS

- Rick Sears introduces the ongoing digitization project, which has been ongoing since 2019 and is expected to continue for another year or two.
- Rick Sears explains the need for \$500,000 to digitize the documents for the plus department, which includes many old and unique documents.
- Rick Sears introduces the PFAS project, explaining the need for resources to prepare for new regulations and the ongoing testing in the two FG parking lot and the weight drive area.
- Stephen Welch suggests considering a stabilization fund or emergency fund for projects like PFAS and coastal resilience to ensure funds are available when needed.

Airport Housing and ROR Valuations

- Jill Vieth and John Kitchener discuss the airport housing project, expressing concerns about the cost and the need for clearer information on the number of dwellings and structures.
- Stephen Welch suggests requesting additional information from the airport to clarify the project details and ensure consistency in housing standards.
- Stephen Welch proposes a refresher session on ROR valuations for the next meeting to help the committee catch up on their evaluations.
- John Kitchener requests one-on-one training on ROR valuations before the next meeting.

Election of Officers and Liaison Roles

- Stephen Welch announces his inability to continue as chair due to changes in his work schedule and suggests postponing the election of officers until the next meeting.
 - Christy Kickham suggests considering liaison work with departments to better understand their requests and needs.
 - Stephen Welch encourages the committee to coordinate their liaison assignments through the finance department.
 - The meeting concludes with a motion to postpone the election of officers and a discussion on the importance of liaison roles in the upcoming budget season.
-
- Jill Vieth motions to adjourn the meeting, Kitchener seconds. Approved 6-0.