



Town of Nantucket Capital Program Committee September 26, 2024 Minutes

Attending Members:	Peter Kaizer, Vice Chair, Jill Vieth, Howard Matz, John Kitchener
Staff:	Susan Carmel, Assistant Finance Director
Absent:	Christy Kickham, Dawn Hill-Holdgate

The Capital Program Committee meeting on September 26, 2024, focused on electing officers and assigning department liaisons. Jill Vieth and Peter Kaizer were elected as Chair and Vice Chair, respectively. Liaisons were assigned to various departments. The committee discussed the need for detailed reports and data entry using the Plumb software. They also reviewed the airport housing project, expressing concerns about the \$6 million request and the need for a comprehensive presentation. The next meeting is scheduled for October 3, with a workshop on November 14.

Action Items

- [] Invite Noah Karberg to present a comprehensive overview of the airport housing project, including details on the different phases and costs.
- [] Obtain a spreadsheet from the airport with the full plan for the housing project, including previous requests, the current request, and future plans.
- [] Schedule the airport housing project presentation for an upcoming meeting.

Outline

Meeting Introduction and Roll Call

- Peter Kaizer opens the meeting, noting the date as September 26, 2024
- Kaizer reminds attendees that the meeting is audio and video recorded and asks for approval of the agenda.
- Jill Vieth motions to approve the agenda, John Kitchener seconds. Approved 4-0
- Kaizer calls for public comment. (None)

Election of Officers and Initial Discussions

- Peter Kaizer opens the meeting, noting it is audio and video recorded and asks for a motion to approve the agenda.

- Jill Vieth moves to approve the agenda, and Peter Kaizer seconds the motion. Approved 4-0.
- Peter Kaizer mentions the delay in electing officers due to absences at previous meetings.
- Discussion on nominating Christy Kickham for a position, with Jill Vieth and John Kitchener expressing support.
- Jill Vieth and Peter Kaizer discuss the need for a vice chair and the possibility of Christy taking on the role.

Discussion on Reporting and Data Entry

- Jill Vieth and Peter Kaizer discuss the process of calculating standard deviations and statistics for reports.
- Susan Carmel explains the use of the Plumb software for data entry and report generation.
- Peter Kaizer and Susan Carmel discuss the role of the software in aggregating and cataloging data.
- Jill Vieth and Peter Kaizer emphasize the importance of accurate data entry and the role of department heads in the process.

Nomination and Election of Officers

- Jill Vieth and Peter Kaizer discuss the need for a chair and vice chair
- Motion made by Howard Matz to nominate Jill Vieth as Chair. Seconded by John Kitchener. Motion approved: 4-0.
- Motion made by Jill Vieth to nominate Peter Kaizer as Vice Chair. Seconded by Howard Matz. Motion approved: 4-0.
- Motion made by Peter Kaizer to nominate Christy Kickham as Secretary. Seconded by John Kitchener. Motion approved: 4-0.

Assignment of Department Liaisons

- Discussion on the assignment of department liaisons, with members expressing preferences for specific departments.
- Jill Vieth and Peter Kaizer assign liaisons to various departments, including Natural Resources, Public Works, and Solid Waste.
- John Kitchener and Jill Vieth discuss the assignment of liaisons for town employee housing and seasonal housing.
- The group agrees on the assignments, with some members taking on multiple roles to ensure coverage of all departments.

Review of Previous Year's Reports and Meetings

- Jill Vieth and Peter Kaizer review the previous year's reports and meetings, noting the importance of continuity.
- Discussion on the need for detailed reports and the role of department heads in providing information.
- The group discusses the importance of accurate data entry and the role of the Plumb software in maintaining records.
- Jill Vieth and Peter Kaizer emphasize the need for thorough preparation and documentation for future meetings.

Discussion on Upcoming Meetings and Workshops

- The group discusses the schedule for upcoming meetings and workshops, including the RORI workshop in November.
- Jill Vieth and Peter Kaizer emphasize the importance of timely preparation and the need for detailed reports.
- Discussion on the need for early meetings to accommodate other commitments, such as the Planning Board meeting.
- The group agrees on the need for clear communication and coordination to ensure smooth operations.

Review of Airport Housing Project

- John Kitchener raises concerns about the \$6 million request for the airport housing project.
- Discussion on the need for a detailed presentation and the role of Tucker Holland in providing context.
- Jill Vieth and Peter Kaizer emphasize the importance of understanding the full scope of the project.
- The group agrees to request a detailed presentation from the airport representatives, including a spreadsheet and site plan.

Finalizing Assignments and Next Steps

- The group finalizes the assignments for department liaisons, ensuring coverage of all departments.
- Discussion on the need for clear communication and coordination among members.
- Jill Vieth and Peter Kaizer emphasize the importance of thorough preparation and documentation for future meetings.
- The group agrees to reconvene for the next meeting to continue discussions on department assignments and upcoming projects.

- Howard Katz motions to adjourn the meeting, Kitchener seconds. Approved 4-0.