Town of Nantucket
Capital Program Committee
October 17, 2024

Attending Members:	Jill Vieth, Chair, Peter Kaizer, Vice Chair, Howard Matz, John Kitchener, Christy Kickham
Staff:	Susan Carmel, Assistant Finance Director, Drew Patnode, DPW Director, Charlie Polachi, Parks and Recreation Manager, Chris Lowe, Solid Waste Manager
Absent	Dawn-Hill Holdgate

The Capital Program Committee meeting on October 17, 2024, discussed several key requests. Chris Lowe proposed $50,000 for four security cameras at the solid waste facility to enhance safety and compliance. The composter aeration tip building will receive a $600,000 conveyor system to improve efficiency and reduce litter. A $500,000 contingency for the RAM feed system was requested, with a focus on lead times and spare parts. Bio filter building improvements were proposed at $275,000 each for three buildings. The committee emphasized the importance of timely repairs and replacements to maintain facility operations effectively. The Capital Program Committee discussed the need for a detailed review of budget allocations, particularly focusing on $500,000 items. Howard Matz suggested revisiting the paving stone issue with the DPW for accurate cost estimates. Jill Vieth highlighted the lack of a plan for the $1 million allocated last year and questioned the feasibility of spending it. Christy Kickham emphasized the importance of preparing for potential unfunded state mandates. John Kitchener proposed a thorough review of all requests to avoid overlooking significant issues. The committee also debated the inclusion of emergency funds and the ranking system for budget allocations, ultimately deciding to maintain the current system for the year.

Action Items

- [ ] Review unspent funds from prior year capital requests when evaluating current requests.
- [ ] Follow up with town administration on the plan for using the PFAs reserve funds.
- [ ] Review all capital requests related to PFAs and water/sewer infrastructure to understand the full scope of upcoming needs and costs.
- [ ] Provide visual aids (e.g. photos, videos) with specialized equipment requests to help the committee understand what is being purchased.
- [ ] Confirm the condition assessment and inventory of equipment/components being transferred with the solid waste facility purchase.

Roll Call and Meeting Agenda Approval

- Jill Vieth calls the meeting to order.
- Jill Vieth reminds the attendees that the meeting is audio-visual recorded and requests approval of the agenda.
- Motion to approve the agenda made by Peter Kaizer, seconded by John Kitchener.
- Roll call vote: Peter aye, John aye, Howard aye, Jill aye. Passes unanimously.
- Jill Vieth mentions that Christy will join the meeting later and that the next meeting will be on October 24 at 2 PM with the airport and David Gray from the sewer department.
- Jill Vieth encourages everyone to complete their rankings of the spending requests by the end of the month to avoid holiday stress.

Discussion on Ranking and Deliberating Spending Requests

- Jill Vieth asks if the committee wants to deliberate about spending requests before ranking them or rank them first and then deliberate.
- John Kitchener and Howard Matz express a preference for ranking first and then deliberating to avoid being influenced by others.
- Peter Kaizer suggests discussing any requests that require more information or clarification before ranking them.
- Jill Vieth emphasizes the importance of completing the rankings of all spending requests by the end of the month to facilitate report writing.

Comments and Footnotes on Capital Requests

- Christy Kickham inquires about the use of the comments section in spending requests and how often it is used.
- Susan Carmel and Jill Vieth discuss the history of adding comments and footnotes to reports and the need to verify their current use.
- Howard Matz mentions using a spreadsheet for notes and comments, which he can share with the group.
- Peter Kaizer and Susan Carmel discuss the visibility of comments and footnotes in the system and how they are used for internal and external reports.

Parks Department Request for Equipment

- Charlie Polachi requests funding for a ground master 1200 and a pro core 1298 attachments for a Toro outcross mower.
- Charlie Polachi explains that the equipment will be used for grass fields, not turf fields, and will increase efficiency by allowing one person to maintain multiple fields.
- Drew Patnode adds that the town is transitioning away from outsourcing maintenance to bring more work in-house, which will save money in the long run.
- The committee discusses the cost-effectiveness of the equipment and the potential for significant savings in maintenance costs.

Solid Waste Request for Security Cameras at the Solid Waste Facility

- Chris Lowe requests funding for four security cameras at the solid waste facility to monitor traffic and ensure safety and compliance.
- Chris Lowe explains that the town will be taking over the solid waste facility and needs to monitor the facility to address any issues promptly.
- The committee discusses the importance of having security cameras and the need for consistent vendor use across different departments.
- Chris Lowe mentions that the cameras will be purchased and installed, with a service component included in the cost.

Solid Waste Request for Composter Aeration Tip Building with Conveyor System

- Chris Lowe requests funding for a conveyor system to replace the current manual loading process at the composting facility.
- Chris Lowe explains that the new system will be more efficient, cleaner, and in compliance with permit conditions.
- The committee discusses the cost breakdown and the need for construction and demolition work to install the new system.
- Chris Lowe mentions that the town will own the building and all internal components, making it the town's responsibility to maintain and repair them.

Solid Waste Request for RAM Feed System Repairs

- Chris Lowe requests funding for a contingency plan to replace the RAM feed system, which is a critical component of the composting facility.
- Chris Lowe explains that the RAM feed system is used to feed the drum in the composting tip building and has a limited useful life.
- The committee discusses the importance of having a spare part on hand to avoid downtime and the need to consider lead times for replacement parts.
- Howard Matz suggests looking into the availability of spare parts and the critical path for obtaining them.

Solid Waste Request for Bio Filter Building Improvements

- Chris Lowe requests funding for the re-skinning of the bio filter building to ensure its long-term usefulness and compliance with permit conditions.
- Chris Lowe explains that the buildings are made of plastic sheathing and need to be re-skinned to maintain their integrity.
- The committee discusses the importance of having airtight buildings to maintain negative air pressure and prevent odor dispersion.
- Chris Lowe mentions that the re-skinning will be done by a specialty contractor and that the town will own the buildings after taking possession in December 2025.

Discussion on Ranking and Prioritizing Requests

- The committee discusses the importance of ranking requests based on urgency and the need for funding to be available when required.
- Jill Vieth and Howard Matz emphasize the need to have funding available for critical repairs and replacements to avoid downtime.
- The committee agrees to rank the requests as high priority to ensure that the necessary funds are available when needed.
- Jill Vieth and Peter Kaizer discuss the importance of understanding the lead times for obtaining replacement parts and the need to plan accordingly.

Discussion on Paving Stone Issue and PFAs Funding

- Jill Vieth emphasizes the importance of drilling down on $500,000 allocations, especially with big ticket items this year.
- Howard Matz suggests revisiting the paving stone issue with the DPW to determine the real number required after the approved amount is spent.
- Jill Vieth questions the feasibility of spending the million allocated last year, highlighting the lack of a plan attached to the PFAs.
- Susan Carmel mentions the need to discuss the town admin on the use of emergency funds, indicating it might be for sewer, water, and airport requirements.

Concerns About State Mandates and Funding Management

- Christy Kickham expresses concern about the balance in PFAs and the need to prepare for potential unfunded mandates from the state.
- Jill Vieth suggests knowing if the state will require unfunded mandates and the importance of managing funds throughout the year.
- John Kitchener proposes a thorough review of all requests to ensure no important issues are overlooked.
- Jill Vieth mentions the need to verify if requests were planned for in the seven-year capital improvement plan (CIP) and suggests linking to the CIP for clarity.

Clarification on Scheduled Replacement and Emergency Funds

- Peter Kaizer explains that the scheduled replacement line item in the CIP is open to interpretation, especially with vehicles.
- Jill Vieth discusses the importance of planning for emergencies and the role of emergency funds in the budget.
- Peter Kaizer notes that planned requests might receive a higher ranking in the overall budget allocation.
- Jill Vieth suggests discussing the ranking system at the end of the meeting to avoid significant changes mid-year.

Final Remarks and Next Steps

- Jill Vieth thanks the committee for their time and participation in the meeting.
- Jill Vieth reminds the committee of the next meeting schedule and encourages them to email any questions or concerns to Sue and Jill.
- The committee discusses the importance of understanding the impact of unspent funds from prior years on current requests and how to incorporate that into their rankings.
- The meeting concludes with a reminder to review the supplemental documents and consider the importance of having a comprehensive understanding of the requests and their implications.

Departmental Budget Allocation and Meeting Conclusion

- Jill Vieth prefers allocating budgets by department head, as it helps her remember who she saw and what was discussed.
- Peter Kaizer agrees, noting that the current system works well and should be maintained.
- Jill Vieth confirms the next meeting date and time, ensuring all participants are aware of the schedule.
- The meeting concludes with a motion to adjourn made by Christy Kickham, seconded by John Kitchener.
- Roll call vote: Christy aye, John aye, Howard aye, Peter aye, Jill aye. Motion passes unanimously.