MEETING POSTING

TOWN OF NANTUCKET
Pursuant to MGL Chapter 30A, § 18-25
All meeting notices and agenda must be filed and time stamped with the Town Clerk's Office and posted at least 48 hours prior to the meeting (excluding Saturdays, Sundays and Holidays)

Committee/Board/s	Capital Program Committee
Day, Date, and Time	Tuesday, March 25, 2025 @ 1:00 PM
Location / Address	**IN-PERSON PARTICIPATION at 131 Pleasant Street, Room A (Trailer)** **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-sgxA1fdoxteLNzRAUHIxA**
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/87990474567?pwd=YzxL4InZt9zqUUckYdKlJ2jO8MN1oR.1
Meeting ID: 879 9047 4567
Passcode: 134378

1. Call to Order, Roll Call
2. Audio/Video Announcement
3. Approval of Agenda
4. Public Comment
5. Approval of Minutes from:

April 11, 2024	June 6, 2024	August 22, 2024	December 3, 2024
April 18, 2024	June 13, 2024	August 29, 2024	December 5, 2024
May 16, 2024	July 25, 2024	October 17, 2024	December 12, 2024
May 23, 2024	August 8, 2024	November 7, 2024	January 14, 2025
May 30, 2024	August 15, 2024	November 21, 2024	January 17, 2025

6. Surfside Area Roads Reconstruction – FY26 supplemental funding request
7. FY26 Additional Town Admin Request - Property Acquisition
8. FY26 Additional Water Department Request – Mobile PFAS Treatment System
9. Review RORI Criteria
10. Committee Reports
11. Date of Next Meeting: TBD
12. Adjournment

Town of Nantucket
Capital Program Committee
April 11, 2024 Minutes

Attending Members:	Stephen Welch, Chair, Peter Kaizer, Vice Chair, Jill Vieth, Christy Kickham, Barry Rector, Howard Matz
Staff:	Brian Turbitt, Finance Director, Susan Carmel, Assistant Finance Director
Absent	Brooke Mohr

The Capital Program Committee discussed enhancements to the RORI system on April 11, 2024. Key points included the transition to the open gov platform for budget publication by mid-November, aiming for a comprehensive report by early December. Members highlighted issues with unused allocations, inconsistent coding, and the need for better tracking of recurring projects. Suggestions included standardizing voting percentages, improving vehicle request policies, and enhancing the RORI system's sorting and commenting features. The committee plans to meet twice more to finalize these enhancements, targeting a June 1 submission to Plumb.

Action Items

- [ ] Compile a list of all member suggestions and send to the Chair.
- [ ] Coordinate with Plumb and the Finance Department to understand timeline and technical feasibility of potential process enhancements.
- [ ] Schedule a follow-up hybrid meeting next week to further discuss and prioritize action items.
- [ ] Review coding conventions and reporting formats to improve consistency and ease of access to information.
- [ ] Develop a vehicle replacement policy and schedule to aid in capital planning.
- [ ] Revisit scoring criteria definitions and structure to ensure alignment with Capcom's objectives.

Enhancements to the Capital Program Committee

- Stephen Welch calls the meeting to order and asks for a motion to approve the agenda. Motion made by Jill Vieth, seconded by Peter Kaizer.
- Roll call vote: Jill (aye), PJ (aye), Christy (aye), Howard (aye), Barry (aye), Stephen (aye). Passes unanimously.
- Stephen Welch outlines the purpose of the meeting: to discuss enhancements to the Capital Program Committee (CPC).

- Susan Carmel and Brian Turbitt Turbitt provide updates on the changes made last year and the impact on the budget calculation.
- Brian Turbitt mentions the use of the open gov platform for budget publication and the goal to have it done by mid to late November.

Discussion on Budget Publication and Internal Preparation

- Brian Turbitt explains the need for earlier internal preparation to ensure departments are ready for CapCom.
- The goal is to have a solid roadmap of preliminary recommendations by November.
- Stephen Welch asks for suggestions or concerns from members.
- Jill Vieth inquires about the ability to see past approved projects and their status in the new software.

Clarification on Project Approvals and Changes

- Brian Turbitt explains the use of the open gov platform and the need for updated project allocations.
- Jill Vieth discusses the challenges of recurring projects and the need for better naming conventions.
- Brian Turbitt mentions specific projects that have been removed or changed based on discussions and town meeting decisions.
- Jill Vieth shares her experience with recurring projects and the need for better tracking and communication.

Member Contributions and Suggestions

- Howard presents a list of issues, including unused allocations from previous years and the need for better notes on issues and resolutions.
- Peter highlights inconsistencies in coding classifications and the need for a more consistent presentation of project requests.
- Christy Kickham supports the idea of having the requested amount on the front page of project summaries.
- Barry emphasizes the need for historical values and flexibility in calculations and comments.

Structural and Functional Improvements

- Stephen Welch discusses the need for consistency and ease in accessing information and the importance of seamless data transfer.
- The idea of a summary report for general fund departments and enterprise accounts is proposed.
- Stephen Welch suggests a discussion with Brian Turbitt and Plumb to ensure the process is not duplicative and to understand the feasibility of proposed enhancements.
- The need for a structured approach to scoring and grouping projects is highlighted.

Next Steps and Meeting Schedule

- Stephen Welch proposes two meetings to discuss and finalize the enhancements.
- The first meeting would focus on in-depth discussions, and the second meeting would evaluate action items and prioritize requests.
- Susan Carmel confirms the timeline for submitting enhancements to Plumb by the beginning of June.
- Members agree to send their lists and suggestions to Stephen Welch for aggregation and further discussion.
- Motion to adjourn. Motion made by Peter Kaizer.
- Roll call vote: PJ (aye), Christy (aye), Barry (aye), Stephen (aye). Passes unanimously.

Town of Nantucket
Capital Program Committee
April 18, 2024 Minutes

Attending Members:	Stephen Welch, Chair, Peter Kaizer, Vice Chair, Jill Vieth, Christy Kickham, Barry Rector, Brooke Mohr, Howard Matz
Staff:	Susan Carmel, Assistant Finance Director
Absent	

The Capital Program Committee discussed enhancements to the Plumb capital database software on April 18, 2024. Key points included adding a standalone field for the actual request amount, incorporating alphanumeric codes for request types (new, phase, supplemental, recurring), and improving the search functionality. The committee also debated the need for a glossary and live definitions, and the potential impact of future changes to the committee's structure. They emphasized the importance of consistent data entry and the potential for internal hyperlinks to provide more context for requests. The meeting concluded with a focus on refining the software to better support the committee's review process. The Capital Program Committee discussed the need for a more efficient system to manage and sort tasks. Stephen Welch emphasized the convenience of being able to sort tasks by status, such as started, in progress, or completed. Christy Kickham highlighted the current manual process of tracking items using paper and pencil. Peter Kaizerr noted that changes can occur in the paper report due to late requests. The group agreed to add a status sort feature for individual member queries to the list of improvements. The next meeting is scheduled for April 25 at 3 PM, hybrid format.

Action Items

- [ ] Discuss with the finance department the convention for alphanumeric coding to indicate phase, supplemental, recurring, etc.
- [ ] Explore the ability to add a URL or image link to provide more context on equipment requests
- [ ] Develop a glossary/lexicon of key terms to ensure common understanding
- [ ] Review the scoring/prioritization mechanism for requests
- [ ] Implement the ability to sort requests by status (completed, in progress, not started)

Enhancements to Plumb Capital Database Software Program

- Stephen Welch Welch opens the meeting, noting the audio and video recording, and the hybrid format.
- The meeting's focus is on enhancements to the Plumbb capital database software program.

- Stephen Welch mentions receiving Howard's suggestions and the need to handle the master list.
- Brooke is asked for any comments, but she has none at this point.

Discussion on Request Amount Field

- Peter Kaizer suggests adding a standalone field for the actual request amount.
- Stephen Welch agrees and mentions the need to reflect this field on other pages.
- Peter Kaizer points out inconsistencies in the current project summary, which sometimes includes the request amount.
- Stephen Welch proposes including the alphanumeric code for the request amount and the requested amount of funding.

Data Fields and Coding

- Peter Kaizer suggests static fields at the heading of each sub-page for ease of use.
- Stephen Welch discusses the need for consistent coding and the potential for a discussion with the finance department.
- Brooke Mohr raises the issue of tracking serial requests over multiple years.
- Stephen Welch suggests using dots or hyphens to indicate phases or supplemental requests.

Project Naming Conventions and Prioritization

- Stephen Welch discusses the importance of consistent project naming conventions.
- Brooke Mohr and Peter Kaizer discuss the need to track the number of times a request has been submitted and its prioritization.
- Stephen Welch suggests using a separate field for detailed information on serial requests.
- The discussion includes the need for a clear distinction between new requests and recurring requests.

Cloning and Data Integrity

- Susan Carmel explains the process of cloning projects for recurring requests.
- Stephen Welch and others discuss the need for data entry discipline to avoid stale data.
- The group considers the benefits and drawbacks of cloning and the importance of maintaining data integrity.
- Stephen Welch suggests discussing these issues with the database developer.

Search Capabilities and Sorting

- The group discusses the need for enhanced search capabilities and the ability to sort requests by various criteria.
- Stephen Welch suggests creating new fields for sorting, such as recurring, supplemental, and scheduled requests.

- The group considers the importance of having a clear understanding of these terms for effective sorting and searching.
- Stephen Welch proposes a combination of new fields and existing data to improve search functionality.

Lexicon and Glossary

- Barry Rector emphasizes the need for a common lexicon and glossary to ensure consistent understanding.
- Stephen Welch agrees and suggests a live glossary feature to provide definitions on mouse-over.
- The group discusses the importance of a clear and consistent terminology for effective communication and decision-making.
- Stephen Welch proposes addressing definitions before moving on to scoring and search capabilities.

Future Planning and Potential Changes

- Stephen Welch raises the issue of potential changes to the Capital Program Committee and the need to plan accordingly.
- Barry Rector and others express the importance of continuing the current efforts regardless of future changes.
- Stephen Welch suggests discussing these potential changes with the finance department to ensure alignment.
- The group agrees on the importance of forward-looking planning and the need to adapt to future changes.

Additional Enhancements and User Experience

- The group discusses additional enhancements, such as internal hyperlinks for equipment images and detailed descriptions.
- Stephen Welch suggests discussing these enhancements with the database developer.
- The group considers the importance of user experience and the need for intuitive and efficient tools.
- Stephen Welch proposes a combination of enhancements to improve the overall user experience and the effectiveness of the software.

Discussion on Document Management and Sorting Capabilities

- Brooke Mohr expresses a desire to search and sort documents, mentioning the current manual process of printing and organizing PDFs.
- Stephen Welch agrees, highlighting the need for a status sort to determine if items are started, in process, or completed.
- Christy Kickham shares his experience of using paper and pencil to track items, emphasizing the need for a visual, big-picture overview.

- Brooke Mohr mentions the issue of missing fields and the inconvenience of carrying physical documents while traveling.

Current Challenges and Potential Solutions

- Peter Kaizer points out that late requests can change the status of items on the paper report.
- Brooke Mohr reiterates the preference for an online system to avoid carrying physical documents.
- Stephen Welch suggests adding a status sort for individual member breweries to the list of improvements.
- The discussion includes the need for sorting and searching techniques to determine the status of items, whether they are started, in progress, or completed.

Meeting Conclusion and Next Steps

- Stephen Welch asks if the group wants to continue the discussion or wrap up the meeting.
- Christy Kickham indicates the need to leave, prompting Stephen Welch to conclude the meeting.
- Stephen Welch thanks everyone for their participation and announces the next meeting date as the 25th at 3 PM, hybrid format.
- A motion to adjourn is made by Peter Kaizer.
- Roll call vote: PJ aye, Christy aye, Brooke aye, Barry aye, Howard aye, Jill aye, Stephen aye.

Town of Nantucket
Capital Program Committee
May 16, 2024 Minutes

Attending Members:	Stephen Welch, Chair, Peter Kaizer, Vice Chair, Christy Kickham, Barry Rector, Howard Matz
Staff:	Susan Carmel, Assistant Finance Director
Absent	Jill Vieth, Brooke Mohr

The Capital Program Committee meeting on May 16, 2024, focused on enhancements to the Open Gov reporting system. Stephen Welch discussed the need for a 5-year capital improvement plan, with a deadline for submissions moved to May 17. The committee agreed on a triage approach to prioritize enhancements, emphasizing the importance of clear definitions and scoring criteria. Key decisions included adding a static request amount to the CIP request form, implementing a custom alpha-numeric code, and creating a field for individual member comments and conclusions. The next meeting is scheduled for May 23 to further discuss scoring and definitions.

Action Items

- [ ] Formalize a policy to round scores in 5 percentage point increments.
- [ ] Incorporate a "Conclusions" field on the CIP request form introductory page for the committee to document their reasoning for approving or rejecting requests.
- [ ] Prioritize and schedule discussions on definitions and scoring mechanisms for the next meeting.

Meeting Introduction and Agenda Approval

- Stephen Welch opens the meeting, noting it is a hybrid meeting with audio and video recording available on the town's YouTube website.
- Stephen Welch asks for a motion to approve the agenda. Motion made Peter (PJ) and seconded by Barry Rector.
- Roll Call Vote: Peter aye, Barry aye, Howard aye, Christy aye, Stephen aye. Passes unanimously.
- Stephen Welch mentions the need to discuss plumb enhancements and updates from the finance department regarding the Open Gov reporting system.
- The committee discusses the timeline for submitting a list of enhancements, with a deadline suggested to be moved to May 17.

Plumb Enhancements and Open Gov Reporting

- Stephen Welch updates the committee on the progress of the Open Gov reporting system, including the inclusion of capital planning within the report.
- The committee discusses the need for earlier recommendations for incorporation into the presentation to the Select Board.
- Stephen Welch suggests moving from a 10-year capital improvement plan to a 5-year plan, with new projects added annually.
- The committee acknowledges the complexity of the changes and the need for more meeting time to address them.

Triage Concept and Prioritization

- Stephen Welch proposes a triage concept to prioritize enhancements based on ease of implementation and structural modifications required.
- The committee agrees to move forward with the triage concept, with no strong objections raised.
- Stephen Welch suggests tagging low-hanging fruit requests and addressing them first, followed by more complex enhancements.
- The committee discusses the importance of having a common understanding of definitions for certain enhancements, such as "cloning."

Request Amount and Naming Convention

- The committee agrees to add the requested amount as a static information on the header of each page in the CIP request form.
- Stephen Welch suggests implementing a custom alpha-numeric code to simplify the work process and address repeat requests.
- The committee discusses the importance of having a clear naming convention for requests and the need for a higher-level discussion on certain enhancements.
- Stephen Welch proposes utilizing placeholder dates for department head presentations to address enhancements before the end of the calendar year.

User Management Tools and Funding Model

- The committee discusses the need for user management tools, such as a "Save Draft" and "Save Completed" feature, to simplify the work process.
- Stephen Welch suggests moving forward with funding model segmentation and annual how-to guides for department heads.
- The committee acknowledges the need for membership changes to be addressed in phase one to avoid software programming issues.
- Stephen Welch proposes a phased approach to addressing enhancements, with some items to be resolved early and others to be addressed later in the year.

Scoring and Definitions

- The committee discusses the importance of having a clear understanding of definitions and scoring criteria before moving forward with enhancements.
- Stephen Welch suggests addressing scoring and definitions in phase one, with a focus on high-level discussions and commonality on definitions.
- The committee acknowledges the need for a detailed discussion on scoring and definitions to ensure consistency and accuracy.
- Stephen Welch proposes a phased approach to addressing scoring and definitions, with some items to be resolved early and others to be addressed later in the year.

Comment Field and Repeat Requests

- The committee discusses the need for a comment field for individual members to provide explanations for their scores and decisions.
- Stephen Welch suggests adding a conclusions field to the CIP request form to provide a summary of the committee's deliberations.
- The committee acknowledges the importance of having a clear record of the committee's decisions and explanations for repeat requests.
- Stephen Welch proposes a phased approach to addressing the comment field and repeat requests, with some items to be resolved early and others to be addressed later in the year.

Finalizing Enhancements and Next Steps

- The committee reviews the list of enhancements and prioritizes items based on ease of implementation and importance.
- Stephen Welch suggests focusing on low-hanging fruit requests and addressing more complex enhancements in phase two.
- The committee acknowledges the need for a detailed discussion on scoring and definitions to ensure consistency and accuracy.
- Stephen Welch proposes a phased approach to addressing enhancements, with some items to be resolved early and others to be addressed later in the year.
- Motion to adjourn made by Christy Kickam.
- Roll call: Christy aye, Howard aye, Peter aye, Barry aye, Stephen aye.

Town of Nantucket
Capital Program Committee
May 23, 2024 Minutes

Attending Members:	Stephen Welch, Chair, Peter Kaizer, Vice Chair, Christy Kickham, Barry Rector, Howard Matz
Staff:	Susan Carmel, Assistant Finance Director
Absent	Jill Vieth, Brooke Mohr

The Capital Program Committee meeting on May 23, 2024, focused on enhancements to the long-term capital programming database software. Key points included the need for a roll call vote, the approval of the agenda, and discussions on RORI user management tools and features. Stephen Welch proposed simplifying continuity criteria to "maintains necessary function," "prevents degradation," and "enhances," while Howard Matz suggested consolidating "major" and "minor" improvements into "improves efficiency." The committee also debated the definition of "scheduled replacement" versus "planned replacement" and the importance of aligning requests with strategic plans.

Action Items

- [ ] Simplify the "continuity" category to "maintains necessary function", "prevents degradation", and "enhances but not required".
- [ ] Combine the "major improvement" and "minor improvement" criteria under "cost" into a single "improved efficiency or effectiveness" category.
- [ ] Explore adding a criterion to evaluate whether the cost of a request is appropriate or justified.
- [ ] Revisit the "supports strategic plan" category at a future meeting with more committee members present.

Meeting Introduction and Agenda Approval

- Stephen Welch initiates the meeting, noting it is being recorded and streamed on YouTube.
- Stephen Welch requests a roll call vote to approve the agenda. Motion made by Peter Kaizer, seconded by Barry Rector.
- Roll Call Vote: Peter aye, Barry aye, Christy aye, Howard aye, Stephen Welch aye. Passes unanimously.
- The meeting's focus is on enhancements and modifications to the long-term capital programming database software.
- Stephen Welch shares his screen to display an Excel workbook for review and comments.

Review of Excel Workbook and Initial Comments

- Stephen Welch asks for comments on the Excel workbook, which includes recommendations and general items.
- Stephen Welch discusses the importance of the RORI (Ranks of Relative Importance) system and its features, including searching, sorting, and window techniques.
- The group reviews and discusses the mismatch in the RORI system, with Stephen Welch explaining the need for insights on how to accomplish the use of the RORI in the review process.

Discussion on RORI Power User Tools and Reports

- Stephen Welch introduces the concept of RORI power user tools and reports, including a simple to access and interpret report showing the status of each member's RORI.
- Howard Matz questions the visibility of the report, and Stephen Welch explains the need for programming to create the summary report.
- Stephen Welch suggests that the report should be visible to all, with a potential automated email system for those without report-level authorizations.
- The group discusses the need for a departmental-level summary page that includes the alphanumeric title, request amount, and date.

Naming Convention and Data Fields

- Stephen Welch proposes creating a new data field for a naming convention that is viewable, searchable, and sortable within the RORI table and capital requests table.
- The group discusses the importance of establishing a clear naming convention for requests, including whether to require clarification for non-conventional requests.
- Stephen Welch suggests that the naming convention should include current requests, iterative requests, and other relevant subsets.
- The group agrees to discuss the naming convention in more detail with Brian and Sue to determine feasibility and reporting back for further action.

Continuity and Cost Criteria

- Stephen Welch introduces the criteria for continuity and cost, including major and minor improvements, and the need to ensure that both do not add up to 100.
- The group discusses the importance of preserving necessary functions and preventing degradation of capital assets.
- Stephen Welch suggests pivoting away from the current high, medium, low assessment and focusing on required, recommended, and elective categories.
- Howard Matz and Christy Kickham provide feedback on simplifying the criteria and the importance of maintaining clarity and relevance in the requests.

Scheduled Replacement and Strategic Plans

- The group discusses the definition of scheduled replacement and its importance in the capital improvement program.
- Stephen Welch suggests changing the term to planned replacement to simplify the criteria and better reflect the committee's goals.
- The group also discusses the importance of supporting strategic plans, including departmental and town-wide plans, and the need for a clear definition of what constitutes a strategic plan.
- Stephen Welch proposes waiting until the full committee is present to finalize the discussion on strategic plans and their impact on the RORI system.
- Motion to adjourn made by Christy Kickham, seconded by Howard Matz.
- Roll Call Vote: Christy aye, Howard aye, Barry aye, Stephen Welch aye.
- The next meeting is on the 30th, same time.

Town of Nantucket
Capital Program Committee
May 30, 2024 Minutes

Attending Members:	Stephen Welch, Chair, Peter Kaizer, Vice Chair, Christy Kickham, Barry Rector, Howard Matz, Brook Mohr
Staff:	Susan Carmel, Assistant Finance Director
Absent	Jill Vieth

The Capital Program Committee discussed software enhancements and capital program updates. Stephen Welch proposed combining major and minor improvement efficiency and effectiveness into one category, "improves efficiency and effectiveness," and adding a line item for the valuation of cost appropriateness. Christy Kickham and Howard Matz emphasized the importance of thorough documentation. The committee also debated the inclusion of "scheduled replacement" as a line item, ultimately deciding to categorize it under "planned replacement" to incentivize proper planning. The meeting concluded with plans to finalize these changes in subsequent meetings.

Action Items

- [ ] Finalize the meeting schedule and ensure appropriate parties (Select Board, NP&EDC, etc.) are informed to provide input before the end of the third week of June.
- [ ] Prepare a clearer format of the notes and circulate them before the final meeting for the group to review.
- [ ] Ensure a quorum is maintained for the next meeting, with a backup representative if Peter Kaizer is unavailable.

Capital Program Committee Meeting Introduction and Agenda Approval

- Stephen Welch calls the meeting to order
- Motion to approve the agenda, made by Christy Kickham, seconded by Howard Matz. Roll call: Christy (aye), Howard (aye), Brooke (aye), Stephen (aye). Passes unanimously.
- Stephen discusses the need to address line items in the capital program, including required, medium, recommended, and low elective categories.
- He explains the rationale for changing the line items and the potential impact on overall scores.

Discussion on Line Item Categories and Valuation

- Stephen suggests combining major and minor improvement efficiency and effectiveness into one category to simplify the process.

- He proposes adding a line item for the valuation of cost appropriateness to ensure proper documentation and evaluation.
- Christy Kickham and Howard Matz discuss the importance of understanding the cost appropriateness and the need for detailed documentation.
- Stephen emphasizes the need for a clear definition of the valuation of cost appropriateness and its relevance to the community's needs.

Evaluation of Cost Appropriateness and Community Value

- Brooke Mohr suggests focusing on whether the investment feels valuable to the community, beyond just the cost.
- Peter Kaizer discusses the importance of documentation supporting cost estimates and the need for detailed backup.
- Stephen proposes two main evaluation metrics: "Is it worth it for the community with respect to overall costs?" and "Does it reflect a reasonable value to cost ratio for the service or use?"
- The group debates the merits of including both metrics and the potential for subjective interpretation.

Adjustments to Line Item Definitions and Categories

- Stephen suggests changing the title of the line item to "evaluation of appropriateness of cost" to better reflect the discussion.
- Howard Matz expresses concerns about the subjectivity of the evaluation metrics and the difficulty of scoring them objectively.
- Barry Rector and others discuss the importance of considering the community's perspective and the tangible value of certain projects.
- Stephen proposes modifying the line item to include both the appropriateness of cost and the value to cost ratio, with the possibility of adding more granularity in future iterations.

Discussion on Scheduled Replacement and Documentation

- Stephen explains the need to change "scheduled replacement" to "planned replacement" to avoid ambiguity.
- Peter Kaizer questions the value of including "scheduled" as a line item, given the binary nature of whether a replacement is accounted for in the capital improvement plan.
- Stephen clarifies that the goal is to incentivize proper planning and documentation by providing points for items included in the CIP.
- The group discusses the importance of ensuring that the CIP request form includes a checkbox for obsolescence to align with the new line item definitions.

Finalizing Meeting Schedule and Next Steps

- Stephen outlines the remaining meetings and the need to finalize the new line item definitions and documentation requirements.

- The group agrees to continue the discussion in the next meeting, with Peter Kaizer potentially unavailable.
- Stephen emphasizes the importance of having all necessary information and documentation ready for the final RORI review.
- The meeting concludes with a motion to adjourn, motion made by Peter Kaizer.
- Roll call: Peter (aye), Barry (aye), Howard (aye), Stephen (aye). Passes unanimously.

Town of Nantucket
Capital Program Committee
June 6, 2024 Minutes

Attending Members:	Stephen Welch, Chair, Christy Kickham, Howard Matz, Brooke Mohr
Staff:	Susan Carmel, Assistant Finance Director
Absent	Peter Kaizer, Jill Vieth, Barry Rector

The Capital Program Committee meeting on June 6, 2024, focused on the readiness of a spreadsheet for public viewing, prioritization of items, and the development of a funding model. Stephen Welch discussed the progress of the spreadsheet, which will soon be circulated as a PDF. Susan Carmel provided an update on a recent meeting with Plumb, where questions were addressed and costing will be reviewed. The committee debated the inclusion of funding sources as a separate category, the potential for in-house contracting, and the importance of incremental staging for large projects. They also discussed the need for a five-year strategic plan and the alignment of projects with various town plans.

Action Items

- [ ] Circulate the final version of the spreadsheet for posting on the website.
- [ ] Provide an annual "how-to" overview for new and existing members on using the spreadsheet.
- [ ] Prepare to discuss the potential addition of funding sources as a new criterion, including the possibility of ranking the preferability of different funding sources.
- [ ] Develop a proposal for incentivizing forward-looking planning and reporting by department heads, including the development of a summary form for a 3-5 year capital improvement program.
- [ ] Prepare to discuss the potential for evaluating the alignment of capital requests with various strategic plans and initiatives.
- [ ] Prepare to discuss the potential for evaluating opportunities for incremental or staged funding of capital projects.

- Motion to approve the meeting minutes, passed unanimously by voice vote.

Summary of Spreadsheet and Finance Department Update

- Stephen Welch explains that the spreadsheet is ready for public viewing and has been forwarded to the finance department for prioritization and cost reviews.
- Susan Carmel provides an update on a recent meeting with Plumb, where they discussed items on the list and had some questions answered.

- Stephen Welch mentions that a PDF version of the spreadsheet will be circulated soon and that it will be posted on the website.
- The committee discusses the importance of having a final version of the work product for public viewing, similar to other boards and committees.

Discussion on New Criteria and Grouping

- Stephen Welch introduces the topic of new criteria and grouping, emphasizing the need to identify and value different funding sources.
- Brooke Mohr confirms she will not be a permanent member but will finish the current process.
- The committee discusses the idea of having funding sources as a separate category, which can be valued against other categories.
- Stephen Welch asks for feedback on the Appendix A from the prior year's report to help finalize the new criteria and grouping.

Ranking and Evaluating Funding Sources

- Brooke Mohr questions the value of ranking different funding sources, and Stephen Welch explains the concept of evaluating and valuing them.
- Howard Matz raises concerns about the availability of funds and the importance of matching grants.
- The committee discusses the potential impact of funding sources on the overall ranking of requests and the importance of having this information in the RORI.
- Stephen Welch emphasizes that the ranking of funding sources will not have a significant impact in the current year but could become more important in future austerity budgets.

In-House Contracting and Strategic Planning

- Stephen Welch introduces the concept of in-house contracting and its potential benefits, such as cost savings and better management of projects.
- Howard Matz and Brooke Mohr discuss the feasibility and benefits of in-house contracting for various projects.
- The committee considers the idea of evaluating the potential for in-house contracting in future requests and the need for development and discussion.
- Stephen Welch suggests that the committee should look at the bigger picture and consider long-term planning and strategic decisions.

Funding Model Segmentation and Incremental Staging

- Howard Matz discusses the importance of understanding the total capital cost and the potential for incremental staging of projects.
- The committee debates the use of the terms "phases" and "stages" and agrees to use "stages" to avoid confusion.
- Stephen Welch suggests that the committee should have a brief discussion now and in the future to better understand the total project costs and the benefits of incremental staging.

- The committee emphasizes the need for better presentation and management of multi-phased projects to avoid issues with empire builders and excessive budgeting.

Finalizing the Meeting and Next Steps

- Stephen Welch summarizes the key points discussed and suggests that the next meeting will be brief, focusing on finalizing the new criteria and grouping.
- Christy Kickham raises a question about the consideration of culture, tradition, legacy, and heritage in the committee's decision-making process.
- The committee discusses the importance of these factors and agrees to group them under a single line item with a comment.
- Motion to adjourn the meeting, made by Brooke Mohr, passed unanimously by voice vote.

Town of Nantucket
Capital Program Committee
June 13, 2024

Attending Members:	Stephen Welch, Chair, Peter Kaizer, Vice Chair, Christy Kickham, Jill Vieth, Brook Mohr, Barry Rector
Staff:	
Absent	Howard Matz

The Capital Program Committee meeting on June 13, 2024, focused on establishing a capital programming process and work group. Stephen Welch proposed a three-member work group to manage enhancements and software processes. The committee approved the motion unanimously. They discussed the importance of consistent language between department heads and the committee, and the need for detailed vehicle inventories. The schedule for upcoming meetings was outlined, emphasizing the importance of timely updates and coordination with department heads. The meeting concluded with a motion to accept the schedule, subject to minor modifications.

Action Items

- [ ] Provide the Plumb software enhancements in a PDF to Sue for distribution to the full membership for review and comments.
- [ ] Establish the capital programming process work group consisting of 3 members, with the ability for other members to attend.
- [ ] Reach out to the new committee members appointed by the Select Board, Town Admin, and NP&EDC, provide them with login information, and schedule the mandatory meeting on July 25th.
- [ ] Email Christy Kickham a template for a vehicle inventory spreadsheet with the desired information to be included.
- [ ] Review and provide feedback on the proposed meeting schedule.

Meeting Introduction and Initial Motions

- Stephen Welch calls the meeting to order and motions to approve the agenda, motion made by Jill Vieth. Passed unanimously.
- Stephen Welch notes Brooke Mohr is moving on to other community contributions, and announces Dawn Hill-Holdgate as the new member.
- Peter Kaizer inquires about Brooke Mohr's last meeting, and she clarifies she is there to close the loop but won't vote.

- Stephen Welch discusses the need for a capital programming process and work group. Motion is made by Peter Kaizer to establish capital program software and processes work group. Passed unanimously.

Establishing the Capital Program Work Group

- Stephen Welch explains the need for a work group to meet quorum rules and the importance of posting meetings.
- Brooke Mohr emphasizes the need to identify three members of the work group to avoid Open Meeting scrutiny.
- Stephen Welch suggests a flexible approach to work group membership to accommodate availability.
- The group discusses the importance of having a clear process for appointing and managing the work group.

Review of Enhancements and Implementation

- Stephen Welch thanks the group for their work on the enhancements and discusses the need for incremental funding.
- The group reviews the enhancements, including new reports, new chart criteria, and restructuring of the database.
- Stephen Welch explains the importance of having a clear alphanumeric code for differentiating project types and funding.
- The group discusses the pros and cons of recommending stage funding and the need for a consistent naming convention.
- Motion to accept the requested enhancements subject to minor modifications. Motion made by Brooke Mohr. Passed unanimously.

Defining Project Categories and Funding

- Stephen Welch explains the different project categories: recurring, phase, supplemental, and obsolete.
- The group discusses the importance of having a clear definition for each category and the need for a checkbox system.
- Stephen Welch suggests having a report that lists all requests and their categories for easier search and analysis.
- The group discusses the need for department heads to provide more detailed information in their requests.

Software Development and Implementation

- Stephen Welch explains the role of Sue in inputting and standardizing information from department heads.
- The group discusses the importance of having a consistent vocabulary and the need for finance to review requests.

- Stephen Welch outlines the process for assigning liaisons and scheduling meetings with department heads.

Scheduling and Meeting Logistics

- Stephen Welch reviews the meeting schedule through June 20, noting the cancellation of the June 20 meeting.
- The group discusses the importance of having a clear schedule and the need for flexibility in the process.

Review of Funding Sources and Reporting

- Stephen Welch emphasizes the importance of knowing funding sources and the need for a clear report.
- The group discusses the need for a consistent approach to reporting and the importance of keeping the Select Board informed.
- Stephen Welch suggests having a quick email blast for any alterations to recommendations.

Meeting Conclusion and Adjournment

- The meeting is adjourned with a motion from Howard Matz.
- Roll Call Vote: Howard aye, Christy aye, Peter aye, Barry aye, Stephen aye. Passes unanimously.

Town of Nantucket
Capital Program Committee
July 25, 2024 Minutes

Attending Members:	Stephen Welch, Chair, Jill Veith, Howard Matz, Dawn-Hill Holdgate
Staff:	Brian Turbitt, Finance Director, Susan Carmel, Assistant Finance Director
Absent	Peter Kaizer, Christy Kickham

The Capital Program Committee meeting on July 25, 2024, discussed several key points. Stephen Welch highlighted the need for timely appointments of new members to avoid delays in the fiscal year 2025 process review. The committee emphasized the importance of completing RORI evaluations during meetings to improve efficiency. Brian Turbitt noted that the new budget book and additional features would delay the schedule. The committee also discussed the need for comprehensive department requests and supplemental information to streamline the process. Enhancements to the capital program software were mentioned, with a follow-up needed to verify their implementation. The meeting concluded with a motion to adjourn.

Action Items

- [ ] Follow up with the Plumb developers to determine if a placeholder can be used for the new committee member appointments to allow the RORI evaluation process to move forward.
- [ ] Confirm with the database developers when the requested enhancements to the capital program software will be implemented.
- [ ] Schedule a time for Stephen Welch to review the implemented enhancements to ensure they align with the committee's requests.

Meeting Commencement and Initial Setup

- Stephen Welch calls the meeting to order, noting the date as Thursday, July 25, and mentions the audio and video recording of the meeting.
- Stephen Welch requests a motion for the agenda, motion made by Jill Vieth and seconded by Dawn Hill-Holdgate. Passed unanimously with "Aye" votes.
- Public comment is opened, but there are no members of the public to comment.
- Stephen Welch discusses the minutes from previous meetings, noting a correction and a programmatic pattern issue with the table layout.

Discussion on Meeting Minutes and Technical Issues

- Susan Carmel and Stephen Welch discuss the technical issues with the minutes, including page breaks and text wrapping problems.
- Howard Matz suggests adding a page break or inserting an extra cell to fix the text wrapping issue.
- Stephen Welch explains the print issue with the PDF and the programmatic issue within the Word document, suggesting a fix.
- Stephen Welch decides to hold the minutes for next week due to the lack of members present and the need to appoint new members.

Fiscal Year 2025 Process Review and RORI System

- Stephen Welch outlines the fiscal year 25 process review, emphasizing the importance of addressing the RORI system during meetings.
- Stephen Welch explains the RORI process, including the ranking of relative importance worksheets and the valuation system.
- Howard Matz supports the idea of addressing RORIs during meetings to allow for note-taking and corrections.
- Stephen Welch discusses the importance of systematizing the RORI process to improve efficiency and accuracy.

Challenges with Appointments and Scheduling

- Brian Turbitt discusses the challenges with appointing new members and the impact on the scheduling of department head meetings.
- Stephen Welch suggests using a placeholder name for new members to allow for the RORI system to function properly.
- Brian Turbitt explains the timeline for appointments and the impact on the schedule, including the need to wait for all members to be seated.
- Stephen Welch emphasizes the importance of having new members appointed as soon as possible to avoid delays in the process.

Organizational Processes and Enhancements

- Stephen Welch discusses the organizational processes for the upcoming year, including the importance of complete requests and supplemental information.
- Susan Carmel is asked to pull up the CIP request form to demonstrate the digital version and its features.
- Stephen Welch explains the importance of previewing information and asking questions during meetings to ensure completeness.
- Brian Turbitt provides an update on the enhancements submitted for the database, noting that they are being worked on and should be ready by the next meeting.

Final Remarks and Adjournment

- Stephen Welch emphasizes the importance of having new members appointed to move the process forward.
- Brian Turbitt discusses the potential use of placeholders and the need to verify the feasibility of the placeholder theory.
- Stephen Welch suggests reviewing the enhancements to ensure they align with the committee's needs.

- The meeting is adjourned with a motion from Jill Vieth. Passed unanimously with "Aye" votes.

Town of Nantucket
Capital Program Committee
August 8, 2024 Minutes

Attending Members:	Stephen Welch, Chair, Jill Veith, Howard Matz, John Kitchener
Staff:	Susan Carmel, Assistant Finance Director
Absent	Peter Kaizer

The Capital Program Committee meeting on August 8, 2024, focused on approving minutes, discussing fleet inventory additions, and reviewing the RORI system for capital improvement request valuation. Members approved minutes from previous meetings and discussed the need for additional fleet inventory fields. The committee reviewed the RORI system, which ranks requests based on cost, continuity, and resilience, using a 1-9 scale. They emphasized the importance of consistent valuation frameworks and the need for familiarity with the RORI system. The next meeting will involve a detailed review of natural resources requests using the RORI system.

Action Items

- [ ] Christy to submit comments in writing on additional fields to be added to the fleet inventory spreadsheet.
- [ ] Committee members to review the RORI software system and be prepared to discuss its use at the next meeting.

Approval of Agenda and Minutes

- Stephen Welch opens the meeting, noting all members are present and the meeting is being recorded.
- Motion to approve the agenda is made by Christy Kickham, seconded by John Kitchener. Roll Call Vote: Christy aye, John aye, Howard aye, Jill aye, Dawn aye, Stephen aye. Passes unanimously.
- Minutes for review are discussed, with a motion to approve the minutes from August 15,2023 and August 24, 2023. Motion made by Jill Vieth.

- Roll Call Vote: Jill: Aye, Howard: Aye, Stephen: Aye. Christy abstained.

Discussion on Rolling Stock and Fleet Inventory

- Stephen Welch mentions holding off on discussing rolling stock until the next meeting.
- Christy Kickham and Howard Matz discuss the need to add more fields to the fleet inventory.
- Stephen Welch suggests Christy submit his comments via email for aggregation.
- Howard Matz mentions all vehicle requests are now coming through DPW and need centralized management.

Review of RORI System and Valuation Framework

- Stephen Welch provides an overview of the RORI system and its use for valuing capital improvement requests.
- Stephen explains the need for a valuation framework to rank requests relative to one another.
- The committee discusses the importance of understanding the big picture and the granular level of the valuation process.

Detailed Walkthrough of the Valuation Process

- Stephen Welch guides the committee through the process of ranking requests using the RORI system.
- The committee is asked to rank continuity Group A versus continuity Group B and other categories.
- Stephen explains the importance of creating a consistent methodology for ranking requests.
- The committee discusses the challenges of using the software and the need for familiarization.

Hands-On Exercise with the RORI System

- The committee members begin the hands-on exercise of ranking requests using the RORI system.
- Stephen provides guidance on how to navigate the system and make informed decisions.
- The committee members express concerns about the complexity of the process and the need for more clarity.
- Stephen reassures the committee that the process will become easier with practice and familiarization.

Review and Adjustment of Rankings

- The committee members review their rankings and make adjustments as needed.
- Stephen explains the importance of ensuring the rankings make sense based on subjective opinions.
- The committee discusses the need for more detailed instructions and examples to aid in the process.

- Stephen emphasizes the importance of having confidence in the model and the need for consistency.

Preparation for Next Meeting

- The committee discusses the need to prepare for the next meeting, which will involve reviewing natural resources requests.
- Stephen provides instructions on how to access and review requests in the RORI system.
- The committee members are encouraged to familiarize themselves with the system and its features.
- Motion to adjourn made by Dawn-Hill Holdgate. Passes unanimously.

Town of Nantucket
Capital Program Committee
August 15, 2024 Minutes

Attending Members:	Stephen Welch, Chair, Christy Kickham, Jill Veith, Howard Matz, Dawn-Hill Holdgate, John Kitchener
Staff:	Susan Carmel, Assistant Finance Director, Jeff Carlson Carlson, Natural Resources Director, Vince Murphy Sustainability Projects Manager
Absent	Peter Kaizer

The Capital Program Committee meeting on August 15, 2024, reviewed several natural resources projects. Key projects include a $2.4 million request for the downtown neighborhood flood barrier, a $500,000 baseline water quality program, and a $2 million dredge plan implementation. The committee discussed the importance of environmental justice and climate action plans, noting the need for a town-wide strategy to meet state mandates. The Sesachacha living shoreline project was highlighted for its resiliency and environmental benefits. The committee also emphasized the need for detailed cost breakdowns and potential grant opportunities to support these initiatives. The Capital Program Committee discussed the island's decarbonization plan, emphasizing the need for a comprehensive approach that includes local food production, electric vehicles, and reducing carbon footprints in transportation and home heating. The plan aims for net-zero by 2050, with potential flexibility to 2060 or 2070. Funding of $500,000 will support plan development and implementation over 10 years. Approval will be through the Select Board, ensuring local control. The committee also considered the importance of community involvement and the potential formation of a citizen-based workgroup to ensure broad-based support and effective local control over future state mandates.

Action Items

- [ ] Provide supplemental data on identifiable/likely grants for each project.
- [ ] Reconcile the cost of individual requests versus the total cost shown in the database.
- [ ] Explore forming a citizen-based working group to help develop the Climate Action Plan.
- [ ] Provide a 500-foot view cost breakdown for each project request.

Meeting Commencement and Roll Call

- Stephen Welch initiates the meeting, noting the presence of various members including Jill Vieth, Dawn Holgate, Christy Kickham, Howard Matz, John Kitchener, Vince Murphy, and Jeff Carlson Carlson.
- A motion to approve the agenda is made by and seconded by Christy Kickham.

- Roll Call Vote: Christy aye, Howard aye, John aye, Jill aye, Dawn aye. Stephen aye. Passes Unanimously
- Stephen Welch mentions the auto video recording of the meeting and the absence of public comment due to the lack of attendees.
- Motion to approve minutes from August 10, 2023 September 7, 2023, and September 14, 2023. Made by John Kitchener and seconded by Jill Vieth.
- Roll call Vote: Jill aye, Dawn aye, John aye, Christy aye, Howard aye, Stephen aye.

- **Review of Natural Resources Requests**

- Stephen Welch requests an overview of the natural resources requests, noting there are seven requests to review.
- Stephen Welch suggests having department heads provide presentations to make the review more efficient.
- Jeff Carlson Carlson provides an overview of the requests, starting with the yearly baseline data program for water quality collection and groundwater surveys.
- Jeff Carlson discusses the Grant Point Shellfish Hatchery repair, emphasizing its resilience needs and collaboration with the Coast Guard.

Climate Action Plan and Downtown Neighborhood Flood Barrier

- Jeff Carlson explains the Climate Action Plan and Sustainability Framework, highlighting the island's efforts to achieve state and federal carbon goals.
- The downtown neighborhood flood barrier project is discussed, with a focus on the 30% design phase and the need for OPM services.
- Jeff Carlson mentions the dredge plan implementation, including the sediment transport study and public input sessions for prioritizing dredging needs.
- The Sesachacha Pond living shoreline project is discussed, focusing on the design phase and the creation of an offshore oyster reef to reduce wave energy.

Sesachacha Pond Nutrient Loading Project

- Jeff Carlson introduces the Sesachacha Pond nutrient loading project, comparing it to the Nantucket Harbor project.
- The project aims to target management options for nutrient loading within groundwater to improve water quality.
- Jeff Carlson explains the priority of the project, noting the need for continuous updates on nutrient loading studies.
- The project's goal is to provide informed management recommendations based on current data and impacts.

Discussion on Coastal Resiliency and Budget Allocation

- John Kitchener questions the increase in the natural resources capital requests from $6.6 million in FY 24 to $11.8 million in FY 26.
- Jeff Carlson explains the increase is due to expanded programming, planning efforts, and significant projects like the Sesachacha Pond living shoreline.
- The discussion highlights the need for a clear understanding of the total budget and the allocation of funds for different projects.
- Stephen Welch emphasizes the importance of reviewing the budget in the context of overall community spending and priorities.

Environmental Justice and Climate Action Plan

- Jeff Carlson explains the environmental justice component of the budget, focusing on the need for consistent engagement strategies.
- The Climate Action Plan is discussed, with a focus on aligning local efforts with state mandates for decarbonization.
- The importance of having a local plan to avoid state-mandated standards is emphasized.
- The discussion highlights the need for ongoing updates and engagement with environmental justice communities.

Review of Specific Projects and Budget Allocation

- The discussion shifts to specific projects, with questions about the budget allocation and the need for supplemental data.
- Jeff Carlson provides a breakdown of the costs for the downtown neighborhood flood barrier project, explaining the need for OPM services.
- The importance of having a clear understanding of the budget and the allocation of funds for different projects is reiterated.
- The discussion includes the need for a detailed breakdown of costs and the sources of funding for each project.

Decarbonization and Sustainability Planning

- Vince Murphy emphasizes the need to understand the energy requirements for the island and develop a plan to decarbonize over time.
- The discussion includes the importance of sustainability for mental health and local food production, such as the Shellfish Hatchery.
- Vince Murphy mentions the need for a reduction plan and the flexibility to extend the decarbonization date beyond 2050.
- Stephen Welch inquires about the funding for the plan and the approval process, including town meeting and state approval.

Approval Process and Local Control

- Vince Murphy explains that the plan typically gets approved by the Select Board without needing town meeting approval.
- Stephen Welch expresses concern about local control and the ability to set a decarbonization date later than the state's target.
- Vince Murphy confirms that the Select Board has the final say, and the state's Energy Office also needs to approve the plan.
- Jeff Carlson and Stephen Welch discuss the importance of local control and the potential changes in the future.

Plan Longevity and Annual Funding

- Christy Kickham asks about the longevity of the plan and the need for updates.
- Vince Murphy mentions the possibility of annual funding for plan development and implementation over a 10-year period.
- The discussion includes the importance of assessing carbon usage in various aspects, such as transportation and home heating.
- Vince Murphy highlights the need for a comprehensive plan to reduce the carbon footprint, considering both vehicles and homes.

Climate Action Plan and Community Involvement

- Christy Kickham inquires about the involvement of Lauren in the climate action plan and the importance of community engagement.
- Vince Murphy explains that the plan has evolved from a Climate Action Plan to a Sustainability Framework based on feedback from last year.
- Jeff Carlson suggests forming a citizen-based work group to develop the plan, involving facilitators and consultants.
- Stephen Welch emphasizes the need for community members to be involved in shaping the plan to ensure local control and support.

Economic Benefits and Future Planning

- Jeff Carlson discusses the economic benefits of the plan and the importance of a 10-year review cycle.
- Vince Murphy mentions the use of living documents to update the plan as needed.
- Stephen Welch suggests leveraging local control to secure future funding and support from the state.

The discussion includes the importance of community involvement in long-term planning.

Final Remarks and Next Steps

- Stephen Welch summarizes the key points discussed, emphasizing the need for a clear understanding of the budget and the allocation of funds.
- The importance of having detailed information on the costs and sources of funding for each project is reiterated.
- The discussion includes the need for ongoing updates and engagement with environmental justice communities.
- The meeting concludes with a focus on the next steps and the importance of reviewing the budget in the context of overall community spending and priorities.

- Stephen Welch thanks the participants and mentions the need for a cost breakdown from the $500,000 funding.
- Jeff Carlson confirms that the cost breakdown will be provided and reconciled with the total cost.
- The meeting concludes with a motion to adjourn and a reminder of the next meeting on August 22.
- Motion to adjourn made by Christy Kickham.
- Roll call: Christy aye, Dawn aye, John aye, Stephen aye.

Town of Nantucket
Capital Program Committee
August 22, 2024 Minutes

Attending Members:	Stephen Welch, Chair, Peter Kaizer, Vice Chair, Jill Veith, Howard Matz, John Kitchener
Staff:	Susan Carmel, Assistant Finance Director, Police Chief Jody Kasper, Deputy Police Chief Charles Gibson, Deputy Fire Chief Nick Esposito
Absent	Christy Kickham, Dawn-Hill Holdgate

The Capital Program Committee meeting on August 22, 2024, focused on reviewing fire and police capital requests. The police department requested $1.025 million for roof repairs and $200,000 for lighting system replacement due to the manufacturer's liquidation. The fire department is requesting a new fire prevention vehicle and a suspended heating system to maintain medication temperatures in ambulances. The committee discussed the need for liaisons for departments with significant requests, setting a threshold of $1 million. The meeting concluded with plans to finalize liaison assignments and establish a report writing work group.

Action Items

- [ ] Wait for final cost estimates on the police department's roof and lighting system replacement projects.
- [ ] Wait for final cost estimates on the fire department's vehicle replacement and heating system upgrade projects.
- [ ] Provide a spreadsheet with prior year and current year capital requests for all departments to the committee members.
- [ ] Determine a threshold for activating department liaisons and assign liaisons as needed for the next meeting.
- [ ] Add the report writing work group to the agenda for the next meeting.

Approval of Previous Meeting Minutes and Procedure Clarification

- Stephen Welch calls the meeting to order and mentions the video recording and roll call voting.
- Motion made to approve the agenda made by Peter Kaizer, seconded by Howard Matz.
- Roll Call Vote: Peter aye, Howard aye, John aye, Jill aye, Stephen aye. Passes unanimously.
- Minutes from September 21, 2023, September 28, 2023 and October 5, 2023 are approved. Motion made by Peter Kaizer, seconded by Howard Matz.

- Roll Call Vote: Peter aye, Howard aye, John aye, Jill aye, Stephen aye. Passes unanimously.
- Stephen Welch reminds members to stick to decorum and to mention the name of the speaker for the minutes.
- The meeting's focus is on reviewing fire and police current year capital requests.

Review of Police Capital Requests

- Deputy Chief Charlie Gibson lists two requests: roof repairs and lighting replacement for the public safety building.
- Deputy Chief Charlie Gibson explains the roofing project timeline and the need for a new bid due to the old contractor going out of business.
- The lighting system replacement is necessary due to the manufacturer going out of business, and a new system is needed.
- Stephen Welch suggests reading the introduction for each request and addressing questions from members.

Discussion on Lighting System Replacement

- Deputy Chief Charlie Gibson details the current lighting system's issues and the need for a new system.
- The new system will be custom but will use off-the-shelf components.
- Jill Vieth questions the design fee and the accuracy of the estimate, which Deputy Chief Charlie Gibson clarifies.
- Howard Matz asks about the custom nature of the system and the potential for economical adjustments.

- Deputy Chief Charlie Gibson explains the functionality and energy savings of the new system.
- John Kitchener inquires about power savings, and Deputy Chief Charlie Gibson confirms ongoing energy savings.
- Stephen Welch asks about the complexity of the wiring system, and Deputy Chief Charlie Gibson assures minimal difficulties.

Seasonal Dorm Building Roof System

- Deputy Chief Charlie Gibson explains the unexpected need for roof repairs due to leaks.
- The roof is a membrane roof, and the lifespan is around 20-30 years.
- The roofing project will be put out to bid to get a hard number.
- Peter Kaizer asks about the timeline and the process for getting updated numbers.

- Howard Matz asks about the building needing plumbing and toilets, and Deputy Chief Charlie Gibson confirms the need for upgrades.
- The upgrades are being done in phases to keep the facility operational during the summer.

- Stephen Welch inquires about relief for the police department, and Deputy Chief Charlie Gibson confirms the Waitt Drive project is for lifeguards.

Review of Fire Department Capital Requests

- Deputy Chief Nick Esposito discusses replacing a fire prevention vehicle with a Ford F150 pickup truck.
- The current vehicle is a 2015 Ford Expedition with high mileage and wear and tear.
- The new vehicle will be better suited for daily operations and emergency responses.
- Peter Kaizer comments on the vehicle's condition and its suitability for emergency situations.

Discussion on Heating System for Fire Department

- Deputy Chief Nick Esposito explains the need for suspended heaters in the garage space.
- The current system struggles to maintain a consistent temperature, especially in cold weather.
- The new system will help maintain the temperature required for medications and patient comfort.
- Jill Vieth asks about the storage of medications, and Deputy Chief Nick Esposito explains the current system.Stephen Welch asks about the capacity of the propane tanks and the potential impact on usage.

- Deputy Chief Nick Esposito explains the dual purpose of the heaters as fans and heaters.
- The new system will supplement the existing floor heat and improve temperature distribution.
- The discussion concludes with a review of the overall process and next steps.

Discussion on Liaisons and Report Writing Work Group

- Stephen Welch suggests activating liaisons for departments with significant requests.
- The threshold for liaisons is set at more than a million dollars in requests.
- The report writing work group needs volunteers for footnotes and formatting.
- The next meeting is scheduled for August 29, and the agenda includes liaisons and the report writing work group.

- Motion to adjourn made by Peter Kaizer. Jill Vieth seconds
- Roll call vote: PJ aye, Jill aye, John aye, Howard aye. Stephen aye. Passes unanimously.

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.

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.

Town of Nantucket
Capital Program Committee
November 7, 2024 Minutes

Attending Members:	Jill Vieth, Chair, Peter Kaizer, Vice Chair, Christy Kickham, Howard Matz, John Kitchener
Staff:	Brian Turbitt, Finance Director, Susan Carmel, Assistant Finance Director, Arthur Gasbarro, Chair Airport Commission, Preston Harimon, Assistant Airport Manager, Mariya Basheva, Airport Business Manager
Absent	Dawn-Hill-Holdgate

The Capital Program Committee discussed the RORIs for various projects, including the DPW building, airport housing, and town employee housing. The DPW building project scored 53.5%, with concerns about its $80 million cost and timing. The airport housing project faced criticism for its $6 million cost per unit, with suggestions for benchmarking against other housing projects. The committee also discussed the need for prioritizing capital expenditures, considering the impact of rising construction costs and the financial implications of large-scale projects. The town's finance director highlighted the challenges of managing multiple high-cost projects and the need for policy decisions on capital investments. The Capital Program Committee discussed the ranking process for project evaluations, with John Kitchener expressing concerns about its complexity and effectiveness. Jill Vieth defended the current system, which uses a numerical ranking, while Brian Turbitt acknowledged its evolution and openness to improvements. Brian suggested potential discussions on refining the process. The committee agreed to reconvene on the 21st, with a deadline for project rankings by Monday. They also noted the importance of the committee's recommendations to the FinCom and the need for continuous improvement in the ranking process.

Action Items

- [ ] Sue to email each committee member to identify any capital project requests they may have missed reviewing.
- [ ] Art to provide the FAA documentation and legal opinion on the restrictions for the use of the airport property for housing.
- [ ] John to schedule a meeting with Brian in the new year to discuss potential improvements to the capital project scoring and ranking process.

Public Comment and Initial Discussions

- Jill Vieth initiates the meeting, noting the audio and video recording.
- Motion to approve the agenda is made by John Kitchener and seconded by Peter Kaizer.
- Roll Call Vote: Peter Aye, Christy Aye, Howard Aye, John Aye, Jill Aye. Passes Unanimously.
- Jill Vieth asks if there are any public comments, but none are made.
- Jill Vieth suggests discussing the RORIs and whether members are satisfied with them.
- Christy Kickham mentions she has completed 98% of his RORIs but notes issues with finding certain projects like the Massoit Bridge redesign and the road multi-use path.

Clarifying RORI Scores and Criteria

- Susan Carmel confirms the projects mentioned by Christy Kickham are in the RORIs.
- Jill Vieth and Peter Kaizer discuss the scoring criteria, mentioning the use of a moving range based on the average score plus or minus one standard deviation.
- Christy Kickham suggests emailing each other if there are any missed RORIs.
- Howard Matz proposes that Sue Carmel provide the average score for each item and each member's individual scores to facilitate discussion.

Reviewing Individual RORIs

- Susan Carmel shares her screen to show the report with each member's scores for each project.
- Peter Kaizer and Howard Matz discuss the usefulness of the report and the need for individual scores.
- John Kitchener suggests that Sue Carmel add reports to everyone's RORIs to help track completed projects.
- Jill Vieth and others agree to focus on discussing the RORIs that members have concerns about.

Discussion on Specific RORIs

- John Kitchener brings up the Our Island Home project, noting its high cost and the broader public interest.
- Jill Vieth suggests including a comment in the report about the committee's discomfort with the project.
- John Kitchener and others discuss the airport housing project, expressing concerns about its high cost and potential impact on town employees.
- Art Gasbarro explains the airport's constraints and the need for housing to attract and retain employees.

Collaboration and Future Planning

- Jill Vieth suggests exploring collaboration between the airport and town for employee housing.

- Art Gasbarro and others discuss the challenges and potential benefits of such collaboration.
- Christy Kickham raises questions about the FAA's restrictions and the long-term implications of the airport housing project.
- Noah Karberg and others discuss the need for detailed documentation and benchmarking against other housing projects.

Financial Considerations and Prioritization

- John Kitchener raises concerns about the timing and cost of the DPW building project.
- Christy Kickham and others discuss the importance of coastal resiliency and long-term stewardship.
- Peter Kaizer emphasizes the need for a state-of-the-art facility for the DPW.
- Brian Turbitt and others discuss the financial implications and the need for policy decisions on large-scale projects.

Final Remarks and Next Steps

- Jill Vieth and others acknowledge the overwhelming nature of the capital budget process.
- Brian Turbitt mentions an upcoming presentation to the Select Board on the capital budget and long-term projects.
- John Kitchener and others discuss the need for prioritizing critical infrastructure projects like water and sewer.
- The meeting concludes with a focus on the importance of detailed financial planning and collaboration among town departments.

Discussion on Project Ranking Process

- John Kitchener expresses discomfort with the current process of ranking projects based on relative criteria, feeling it is overly complicated and not effective in aiding decision-making.
- John suggests that the committee re-evaluate the process to find a simpler, more direct approach to decision-making.
- Jill Vieth defends the current system, stating that it provides a numerical basis for discussions, which she finds useful.
- Brian acknowledges the initial haphazard nature of the process and explains the evolution of the RORI system, which allows Town Administration to rank projects and submit them to Capcom for further review.

Proposal for Process Improvement

- Brian Turbitt is open to discussing potential changes and fine-tuning the current process, recognizing that there may be members who would like to see improvements.
- He emphasizes the importance of the committee's recommendations to the Fin Com, which rely heavily on the discussions and insights gathered by the committee members.

- Brian recalls the initial challenges with the RORI system and acknowledges that while it has evolved to be more effective, there is still room for improvement.
- John Kitchener proposes discussing the process further in the new year, suggesting a quiet week during school vacation as a potential time for such a discussion.

Scheduling and Next Steps

- The committee discusses the possibility of not meeting next week and reconvening on the 21st, with Sue being given time to complete her tasks.
- Peter Kaizer suggests setting a deadline for everyone to submit their rankings so Sue can perform her exercise.
- Howard Matz and others agree on the proposed schedule, with a reminder to email everyone by Monday to finalize the process.
- Jill Vieth moves to adjourn the meeting. Motion made by Peter Kaizer seconded by Howard Matz.

- Roll Call Vote: Peter Aye, Christy Aye, Howard Aye, John Aye, Jill Aye. Passes Unanimously.

Town of Nantucket
Capital Program Committee
November 21, 2024 Minutes

Attending Members:	Jill Vieth, Chair, Peter Kaizer, Vice Chair, Christy Kickham, Howard Matz, Dawn-Hill-Holdgate, John Kitchener
Staff:	Susan Carmel, Assistant Finance Director, Kristie Ferrantella, Housing Director, Rachel Field, Rental Property Manager, David Gray, Sewer Director, Arthur Gasbarro, Chair Airport Commission, Noah Karberg, Airport Manager
Absent	

The Capital Program Committee discussed the development of municipal employee housing on Waitt Drive, with a phased approach to construct nine units costing $14 million. The project includes three duplexes and one single-family home, providing up to 25 bedrooms. The committee also reviewed the Sewer Department's pump station upgrades. The committee emphasized the need for accurate cost estimates and the importance of stable housing for town employees. They agreed to finalize rankings and deliberate further on December 3 and 5.

Action Items

- [ ] Kristie Ferrantella to provide the acreage information for the municipal employee housing proposal.
- [ ] Committee members to complete their RORI rankings by the next meeting.
- [ ] Schedule a meeting on December 3rd to further discuss the airport capital request.
- [ ] Provide clarification on the legal opinion regarding airport property zoning.
- [ ] Review the municipal employee housing proposal in comparison to the airport request in terms of cost per bedroom.

Roll Call and Introductions

- Jill Vieth calls the meeting to order all members and reminds everyone that the meeting is audio and video recorded.

- Jill Vieth requests approval of the agenda, Motion made by John Kitchener and seconded by Dawn-Hill Holdgate.
- **Roll Call Vote: John Aye, Christy Aye, Peter Aye, Dawn Aye, Howard Aye, Jill Aye. Passes Unanimously.**

Employee Housing Request

- Kristie Ferrantella discusses the development of municipal employee housing, presenting options between developing on Waitt Drive or Ticcoma Way.
- Kristie Ferrantella recommends developing on Waitt Drive due to ongoing developments in the neighborhood, including Ticcoma Green.
- The proposed development would include constructing two dwellings on each of the four lots, providing nine units of municipal employee housing with up to 25 bedrooms.
- The estimated construction cost for modular construction is $12 million, with an additional $300,000 for site construction and $1.7 million for design and OPM costs, totaling $14 million.

- John Kitchener asks about the area size for the first phase of development, and Christy Kickham promises to provide the details.
- Jill Vieth inquires about the sufficiency of the funding for town employee housing and the potential need for future developments.
- Christy Kickham explains the ongoing efforts to determine the exact need for municipal employee housing and the importance of securing stable housing for employees.
- The discussion includes the potential for future phases of development and the importance of addressing vacancies in sewer and DPW departments.

- Jill Vieth asks about the handling of maintenance costs for the properties, and Kristie Ferrantella explains that it is part of the facilities master plan.
- John Kitchener inquires about the mix of housing types, and Kristie Ferrantella confirms the goal of providing a range of units from one-bedroom basement units to three-bedroom duplexes.
- Rachel Field discusses the use of the buy-down pilot for department head housing, providing more privacy and stability.
- Howard Matz emphasizes the importance of presenting the need for employee housing to the community to highlight the impact of vacancies on town services.

- Christy Kickham identifies the need for further data on bedroom counts and the potential issues with department heads living in close quarters.
- John Kitchener asks about the selection of developers, and Kristie Ferrantella explains that a request for proposals would be issued if funding is approved.
- Peter Kaizer questions the accuracy of the cost estimates, and Christy Kickham explains the challenges of comparing costs without knowing the developer.

Sewer Capital Requests

- David Gray presents the first request for the airport pump station, explaining the need for an upgrade due to the expansion of the airport.
- The proposal includes moving the pump station to a new location and adding a generator to meet current regulations and standards.

- David Gray discusses the second request for the Cato Wayne pump station, which needs to be upgraded to meet modern electrical standards and improve efficiency. The discussion includes the importance of meeting current regulations and standards for the pump stations and the need for standby generators.

- The third request involves upgrading the clarifiers at the 'Sconset facility to ensure the plant's full operational capacity.
- Christy Kickham asks if the requests were noted in the CMOM report.
- David Gray explains that the requests were identified by the maintenance team and confirmed by external consultants.
- Jill Vieth suggests scheduling additional meetings to discuss the requests in more detail.

Final Remarks and Scheduling

- Jill Vieth requests that members complete their RORI rankings by the next day to allow time for Sue Carmel to compile the results.
- Howard Matz and Peter Kaizer discuss the process of reviewing and deliberating the rankings, with a focus on ensuring all members' input is considered.
- The committee agrees to schedule additional meetings to finalize the rankings and prepare the report, aiming to meet on December 3 and 5.
- Art Gasbarro requests a follow-up meeting to discuss the airport's employee housing request, and the committee agrees to schedule it for December 3.
- Jill Vieth thanks everyone for their participation and confirms the scheduling of the next meetings on December 3 and 5.
- The committee discusses the importance of finalizing the rankings and preparing the report to present to the Select Board.
- Howard Matz emphasizes the need for clear and concise notes and narratives in the report to help the community understand the committee's recommendations.

- The meeting concludes with a motion to adjourn. Motion made by Dawn-Hill Holdgate and seconded by Christy Kickham.
- **Roll Call Vote: Dawn Aye, Christy Aye, Peter Aye, John Aye, Howard Aye, Jill Aye. Passes Unanimously.**

Town of Nantucket
Capital Program Committee
December 3, 2024 Minutes

Attending Members:	Jill Vieth, Chair, Howard Matz, Dawn-Hill-Holdgate, John Kitchener
Staff:	Brian Turbitt, Finance Director, Susan Carmel, Assistant Finance Director, Arthur Gasbarro, Chair Airport Commission, Preston Harimon, Assistant Airport Manager, Mariya Basheva, Airport Business Manager
Absent	Peter Kaizer, Vice Chair, Christy Kickham

The Capital Program Committee discussed the $6 million request for townhouse construction at the airport, noting past approvals of $3.8 million for dormitory construction. The committee debated the cost per unit, which was $1,600 per square foot, compared to $492,000 per bedroom for a similar town project. Concerns were raised about the high cost and the need for a more realistic budget. The committee suggested refining the request and considering the procurement process. They also discussed the potential for using airport revenue to fund the project without taxpayer subsidies. The meeting concluded with plans to review and adjust the budget for the next meeting.

Action Items

- [ ] Provide a more detailed cost breakdown and justification for the $6 million request for the townhouse project.
- [ ] Explore the possibility of utilizing airport land for first responder housing, including discussions with the fire and police chiefs.
- [ ] Reconvene the Capital Program Committee meeting on Thursday to review the updated cost information and provide feedback.

Approval of Agenda and Public Comment

- Jill Vieth calls for approval of the agenda, motion made by John Kitchener and seconded by Howard Matz.
- Roll Call Vote: Dawn Aye, Howard Aye, John Aye, Jill Aye. Passes Unanimously.
- Public comment is opened.

Airport Employee Housing Request

- Jill Vieth asks if anyone wants to discuss the airport's housing request or new information, with Howard Matz expressing confusion about past requests and funding.

- Howard Matz reviews past requests from 2023, including a $3.8 million request for housing construction.
- Art Gasbarro clarifies that the $6 million request is for the townhouse project, not the previous $3.8 million.
- Howard Matz and Brian Turbitt discuss the details of the townhouse project, including the number of units and square footage.
- Mariya Basheva explains the breakdown of past approvals, including initial design and supplemental authorizations.

Discussion on Project Phases and Costs

- Howard Matz questions the total project cost and the distinction between phase one and phase two.
- Susan Carmel explains the breakdown of costs under different project numbers.
- Mariya Basheva clarifies that the $6 million request is for the townhouse project, separate from the dorm project.
- Brian Turbitt suggests that the naming convention used by the airport is confusing and suggests a different labeling system.

Concerns About Project Costs and Infrastructure

- Howard Matz expresses concern about the high cost per square foot and unit.
- Brian explains the actual contract cost for the townhouse project and the need to include soft costs.
- Art Gasbarro discusses the infrastructure costs associated with the townhouse project.
- Howard Matz suggests creating a spreadsheet to show all costs related to the housing project.

Comparison with Other Housing Projects

- John Kitchener suggests approaching the discussion from a different perspective.
- John Kitchener compares the airport project costs with a similar project at Waitt Drive, highlighting the high cost of the airport project.
- John Kitchener suggests leveraging the Waitt Drive project to provide more affordable housing for airport employees.
- Brian Turbitt explains the challenges of building on airport property due to federal and state regulations.

Support for Airport Housing Project

- Art Gasbarro emphasizes the need for airport housing to retain employees.
- Art Gasbarro explains the procurement process and the importance of having a buffer in the budget.
- Howard Matz suggests authorizing a more realistic budget and adjusting it later if necessary.

- Dawn-Hill Holdgate and others discuss the potential impact of a high budget on the procurement process.

Next Steps and Meeting Conclusion

- Jill Vieth suggests meeting again on Thursday to review the ratings and deliberations.
- Howard Matz and others discuss the need for a more realistic budget and proper labeling of costs.
- Art Gasbarro agrees to refine the numbers and present them at the next meeting.
- The meeting concludes with a motion to adjourn. Motion made by Dawn-Hill Holdgate, seconded by Howard Matz.
- Roll Call Vote: John Aye, Jill Aye, Dawn Aye, Howard Aye. Passes Unanimously.

Town of Nantucket
Capital Program Committee
December 5, 2024 Minutes

Attending Members:	Jill Vieth, Chair, Christy Kickham, Howard Matz, Dawn-Hill-Holdgate, John Kitchener
Staff:	Susan Carmel, Assistant Finance Director, Arthur Gasbarro, Chair Airport Commission, Preston Harimon, Assistant Airport Manager, Mariya Basheva, Airport Business Finance Manager
Absent	Peter Kaizer, Vice Chair

Overview

The Capital Program Committee meeting on December 5, 2024, discussed several key projects. The Island Home project, a $96 million facility, was debated, with concerns about its high cost and potential financial strain. The committee also considered the $6 million airport housing proposal, noting its high cost compared to other affordable housing projects. The Tom Nevers bike path was moved to approved projects due to its importance. The committee agreed to review the natural resources and airport housing proposals further, considering cost-effectiveness and community needs. The next meeting is scheduled for December 12th to finalize these discussions.

Action Items

- [ ] Christy to provide more background on the natural resource and coastal resiliency projects, including potential overlap and coordination opportunities.
- [ ] Committee members to submit any comments they have on projects for discussion at the next meeting.
- [ ] Sue to send the draft report writing document to Howard.
- [ ] Committee to further discuss the airport housing project at the next meeting.

Approval of Agenda and Public Comment

- Jill Vieth calls the meeting to order at 3:08 PM, initiating a roll call vote.
- Jill Vieth confirms the meeting is being audio and video recorded and asks for approval of the agenda. Motion made by John Kitchener and seconded by Christy Kickham
- **Roll Call Vote: Christy Aye, John Aye, Dawn Aye, Howard Aye, Jill Aye. Passes Unanimously.**
- The agenda is approved, and public comments are opened.
- Art Gasbarro, as the chair of the airport commission, updates the committee on the progress of providing requested information and refining numbers.

- The next meeting is scheduled for Thursday December 12th at 3PM
- Jill Vieth agrees to move the meeting to 2 PM and asks Art to be on the agenda for the next meeting.
- Jill Vieth closes public comments.

Discussion on RORI Rankings

- Jill Vieth explains the ranking system used for RORIs including median and standard deviation lines.
- Howard Matz and John Kitchener discuss specific RORIs focusing on those outside the standard deviation.
- Dawn-Hill Holdgate defends the necessity of the island home project, emphasizing its importance for the community.
- John Kitchener expresses concerns about the high cost of the island home project compared to other priorities.
- Dawn Hill-Holdgate makes a motion to move the Tom Nevers bike path project to approved projects, Howard Matz seconded. **Roll Call Vote: Christy Aye, Dawn Aye, John Aye, Howard Aye, Jill Aye. Passes Unanimously.**

Debate on Island Home Project

- Dawn-Hill Holdgate argues that the island home project is essential for the community, providing necessary care for residents.
- John Kitchener questions the financial feasibility and running costs of the new facility compared to the current one.
- Dawn-Hill Holdgate highlights the potential revenue generation from private pay individuals and short-term rehab patients.
- The discussion touches on the town meeting's approval of a $5 million permanent override to fund operating expenses.

Financial and Emotional Considerations – Our Island Home

- Howard Matz questions the financial prudence of the island home project, comparing it to other capital expenditures.
- Dawn-Hill Holdgate acknowledges the high cost but emphasizes the community's support and the need for the facility.
- John Kitchener suggests that if the project does not pass, individuals might seek alternative care options off-island.
- The committee discusses the emotional and legacy aspects of the island home project, recognizing the community's attachment to it.

Airport Housing Proposal

- John Kitchener and Christy Kickham discuss the high cost of the airport housing proposal compared to other affordable housing projects.

- The committee considers the urgency of first responder housing needs and the potential for cost savings through competitive bidding.
- Howard Matz suggests encouraging the airport to consider a different builder to reduce costs.
- The committee agrees to wait for further proposals and to discuss the matter further in the next meeting.

Natural Resources and Coastal Resiliency

- John Kitchener raises concerns about the high cost of natural resources and coastal resiliency projects.
- Christy Kickham suggests waiting for further information and coordination with the coastal resiliency plan.
- The committee discusses the importance of long-term planning and the potential for cost savings through coordinated efforts.
- Jill Vieth and Howard Matz emphasize the need for a clear master plan and the potential for economies of scale through coordinated contracts.

Final Remarks and Next Steps

- The committee agrees to wait for further information and coordination before making final decisions on Natural Resources and Airport housing projects.
- Jill Vieth confirms the next meeting for Thursday at 2 PM, with a focus on report writing and finalizing recommendations.
- The committee discusses the importance of clear communication and the need for a balanced approach to capital expenditures.
- John Kitchener makes the motion to adjourn the meeting, and Jill Vieth seconds it. **Roll Call Vote: Christy Aye, John Aye, Dawn Aye, Howard Aye, Jill Aye. Passes Unanimously.**

Town of Nantucket
Capital Program Committee
December 12, 2024 Minutes

Attending Members:	Jill Vieth, Chair, Christy Kickham, Howard Matz, Dawn-Hill-Holdgate, John Kitchener
Staff:	Brian Turbitt, Finance Director, Susan Carmel, Assistant Finance Director, Arthur Gasbarro, Chair Airport Commission, Noah Karberg, Airport Manager, Preston Harimon, Assistant Airport Manager, Mariya Basheva, Airport Business Finance Manager, Jeff Carlson, Natural Resources Director, Vince Murphy Sustainability Programs Manager
Absent	Peter Kaizer, Vice Chair

The Capital Program Committee meeting on December 12, 2024, discussed several key projects. The airport housing project was debated, with concerns about the high cost of $825,000 per bedroom, nearly double the Waitt Drive project's cost. The committee voted to approve the GSE storage facility at $4.1 million for 3,200 square feet, emphasizing the need to protect equipment. They also discussed the dredge plan implementation, approving $1 million for physical work. The rescue and firefighting building rehab and the document management system were deferred due to budget concerns. The south apron noise barrier project was postponed due to community feedback and the need for further public input. The Capital Program Committee discussed the importance of presenting compelling arguments for individual projects to voters. Vince Murphy emphasized the need for a Climate Action Plan to avoid state-imposed energy standards and highlighted the benefits of formalizing energy projects for better state support. The committee approved the Climate Action Plan and discussed the urgency and costs of the pond shoreline construction project, noting its non-compliance with permits. They also debated the employee housing phase two at the airport, with concerns about cost and long-term planning, ultimately failing to approve it. The next meeting is scheduled for January 14.

Action Items

- [ ] Approve the Dredge plan implementation project.
- [ ] Approve the GSE storage facility project.
- [ ] Approve the Climate Action Plan project.
- [ ] Approve the Sesachacha Living Pond Shoreline construction supplemental funding project.
- [ ] Revisit the Airport employee housing phase two project at a future meeting.

Approval of Agenda and Public Comment

- Jill Vieth opens the meeting, noting the change in time to 2pm and introduces the agenda.
- Jill Vieth confirms the meeting is being audio and video recorded and asks for approval of the agenda. Made by John Kitchener and seconded by Howard Matz.
- **Roll Call Vote: Dawn Aye, Christy Aye, John Aye, Howard Aye, Jill Aye. Passes Unanimously.**
- Jill Vieth calls for public comment, which is closed without any public speakers.

Airport Housing Discussion

- Jill Vieth introduces the topic of airport housing, asking for limited comments from the airport representatives.
- Noah Karberg discusses the housing needs of airport employees, highlighting the challenges faced by two employees who have lost their housing.
- Noah Karberg explains the efforts to revise the borrowing authorization request to reflect updated numbers and the need for airport-specific housing solutions.

Airport Housing Proposal Details

- Art Gasbarro emphasizes the need for airport housing and the importance of supporting the project.
- Jill Vieth questions the specific individuals who will occupy the housing units.
- Noah Karberg clarifies that the housing units are not designed for specific employees but are intended for airport employees in general.
- Jill Vieth asks about the review process for the housing numbers, and Noah Karberg mentions consultation with the architect and OPM.
- Jill Vieth requests the updated spreadsheet from Sue, which is displayed on the screen for review.

Final Report and Recommendations

- John Kitchener suggests putting Howard Matz's notes up for review.
- Howard Matz recommends benchmarking airport housing costs with other affordable housing projects on the island.
- Howard Matz suggests a comprehensive approach to housing development, incorporating a reusable template for design to reduce costs.
- Jill Vieth and other committee members discuss the need for better coordination and standardization in housing design across different public constituencies.
- John Kitchener and Howard Matz emphasize the importance of considering first responders' housing needs in future projects.

Challenges in Airport Housing and First Responder Housing

- Brian Turbitt explains the challenges of building housing on airport property and the need for the town to finance and construct it.

- Art Gasbarro clarifies that the airport's request is for a single townhouse and not for 12 houses as previously discussed.
- Christy Kickham supports the airport's housing project, emphasizing the need to approve it to avoid delays.
- Dawn-Hill Holdgate supports the airport's housing project, highlighting the importance of protecting assets and the long-term benefits of infrastructure investments.
- Howard Matz and John Kitchener express concerns about the high cost of the airport housing project compared to other affordable housing projects.

Discussion on Other Capital Program Requests

- Jill Vieth shifts the focus to other capital program requests, starting with the dredge plan implementation.
- Christy Kickham recommends approving the dredge plan, emphasizing the department's obligation to maintain the channels.
- Jeff Carlson clarifies that the funding is for physical implementation of the dredge plan, not just design and planning.
- The committee votes to approve the dredge plan implementation. Motion to approve the dredge plan implementation. Motion made by Christy Kickham and seconded by Howard Matz. **Roll Call Vote**: **Christy Aye, Howard Aye, Dawn Aye, John Aye, Jill Aye. Passes Unanimously.**
- Jill Vieth introduces the GSE storage facility project, and Noah Karberg explains its importance for storing new equipment.

GSE Storage Facility and Rescue and Firefighting Building Rehab

- Noah Karberg details the GSE storage facility, including its size and the need for electrical infrastructure.
- John Kitchener supports the GSE storage facility project, emphasizing the importance of protecting equipment.
- The committee votes to approve the GSE storage facility project. Motion made by Howard Matz and seconded by John Kitchener.
- **Roll Call Vote**: **Howard Aye, Christy Aye, Dawn Aye, John Aye, Jill Aye. Passes Unanimously.**
- The committee votes not to approve the rescue and firefighting building rehab project at this time. Motion made by Christy Kickham, seconded by Howard Matz.
- **Roll Call Vote**: **Christy Aye, Howard Aye, Dawn Aye, John Aye, Jill Aye. Motion to not approve Passes Unanimously.**

Document Management System and South Apron Noise Barrier

- Jill Vieth discusses the document management system project, noting the remaining balance of funds on prior year appropriations.

- The committee votes not to approve the document management system project at this time. Motion made by Christy Kickham, seconded by Howard Matz.

- **Roll Call Vote**: **Christy Aye, Howard Aye, Dawn Aye, John Aye, Jill Aye. Motion to not approve Passes Unanimously.**

- Jill Vieth introduces the south apron noise barrier project, and Noah Karberg explains the public input and the need for the project.
- Art Gasbarro emphasizes the importance of meeting the commitments made to the neighborhood regarding the noise barrier.

- The committee votes not to approve the south apron noise barrier project at this time. Motion made by Christy Kickham, seconded by Howard Matz.
- **Roll Call Vote**: **Christy Aye, Howard Aye, Dawn Aye, John Nay, Jill Aye. Motion to not approve Passes 4-1.**

Climate Action Plan Discussion

- Jill Vieth introduces the Climate Action Plan, and Christy Kickham explains its importance for tailoring sustainability efforts to Nantucket.
- Jeff Carlson highlights the state's climate action plans and the need for a local plan to meet Nantucket's specific needs.
- The committee discusses the overlap between coastal resiliency and sustainability efforts, emphasizing the need for clearer communication.

- Vince Murphy discusses the integration of coastal resiliency and sustainability, including sea level rise, coastal flooding, erosion, energy usage, carbon footprints, and green infrastructure.
- Jill Vieth questions the inevitability of the state's push towards electric, and Vince Murphy clarifies that it is a state requirement, not a personal desire.
- Vince Murphy explains the benefits of formalizing energy-related projects, such as public charging stations, to secure state grants and improve energy efficiency.

Challenges and Benefits of the Climate Action Plan

- Jill Vieth highlights the unique challenges faced by Nantucket, such as reliance on propane and the push towards electric.
- Vince Murphy discusses the importance of planning rather than reacting to energy needs.
- Jeff Carlson adds that the sustainability and climate action plan were not ready in 2022 but are now, and the department has the bandwidth to handle the work.
- Jill Vieth expresses concern about the potential loss of flexibility with a single energy source and the need for multiple fuel sources.

- Jill Vieth asks about the timeline for reporting back on the plan, and Jeff Carlson estimates it will be within 12 months of approval.
- Jeff Carlson emphasizes the importance of having baseline data to measure success and adjust actions as needed.
- Jill Vieth questions the impact of the state's push towards electric on Nantucket's unique energy needs.

- Vince Murphy explains the need for multiple fuel sources and the importance of understanding and quantifying Nantucket's energy needs.

- The committee votes to approve the climate action plan project. Motion made by Christy Kickham, seconded by Dawn-Hill Holdgate.
- **Roll Call Vote**: **Christy Aye, Howard Aye, Dawn Aye, John Aye, Jill Aye. Motion Passes Unanimously.**

Sesachacha Living Pond Shoreline Construction Supplemental Funding

- Vince Murphy discusses the urgency of the pond shoreline construction project, which was constructed without permits and is failing.
- Jill Vieth asks if they can get money from the DEP, and Jeff Carlson explains the project's adaptability to future coastal resiliency measures.
- Jeff Carlson provides details on the project's design, including sheet pile along the roadway and a living shoreline component.
- Jeff Carlson explains the project's non-compliance with permitting and the challenges it presents for grant applications.

- Howard Matz asks about the expectations for qualifying for grants and the potential amount of funding.
- Jeff Carlson explains the challenges of non-compliance and the dynamic nature of grant opportunities.
- Jill Vieth expresses concern about the high cost of the project and the need for a long-term plan.
- Howard Matz supports the project, emphasizing the importance of cleaning up non-compliant structures and the potential benefits for the town.
- The committee votes to approve the project. Motion made by Christy Kickham, seconded by Dawn-Hill Holdgate.
- **Roll Call Vote**: **Christy Aye, Howard Aye, Dawn Aye, John Aye, Jill Aye. Motion Passes Unanimously.**

Employee Housing Phase Two Discussion

- Jill Vieth expresses concerns about the cost and long-term plan for employee housing at the airport.
- Christy Kickham supports the project, emphasizing the importance of airport housing for airport operations.
- Jill Vieth suggests a meeting with the town counsel to discuss the legal aspects of allowing town employees to live on airport land.
- Christy Kickham acknowledges the need for further discussion and the potential for revisiting the project in the future.
- Motion made by Dawn-Hill Holdgate to approve the airport employee housing project. seconded by Christy Kickham.
- **Roll Call Vote**: **Christy Aye, Dawn Aye, Howard Nay, John Nay, Jill Nay. Motion Fails 3-2.**

Conclusion and Next Steps

- Jill Vieth notes the next meeting date as January 14, a Tuesday, and the importance of refining the report for approval.
- Howard Matz and Jill Vieth discuss the focus of the report, emphasizing scoring and results over philosophical discussions.
- The meeting is adjourned with a motion from Speaker 3 and a second from Christy, Howard, and Jill Vieth.

- Motion to adjourn made by Christy Kickham, seconded by Dawn Hill-Holdgate.
- **Roll Call Vote**: **Christy Aye, Howard Aye, Dawn Aye, John Aye, Jill Aye. Motion Passes Unanimously.**

Town of Nantucket
Capital Program Committee
January 14, 2025

Attending Members:	Jill Vieth, Chair, Christy Kickham, Howard Matz, John Kitchener, Caroline Baltzer
Staff:	Brian Turbitt, Finance Director, Susan Carmel, Assistant Finance Director, Noah Karberg, Airport Manager, Steven Hunter, Financial Analyst
Absent	Peter Kaizer, Dawn-Hill Holdgate

The Capital Program Committee meeting on January 14, 2025, discussed the South Apron noise barrier project, with a focus on a noise wall costing $5 million. The wall, designed to reduce noise levels by 3-12 decibels, is expected to be completed by the annual town meeting. The committee also debated the inclusion of the Island Home project in their recommendations, noting its unsustainable costs and the need for a clear statement reflecting their decision. The meeting concluded with a motion to remove Our Island Home from the report and to rework the narrative to better reflect the committee's stance.

Action Items

- [ ] Howard Matz to rework the wording in the "Capcom Notes" section to provide more details on the committee's concerns about the financial implications of the "Our Island Home" project.
- [ ] Christy Kickham to provide bullet point notes to Howard Matz on the financial aspects of the "Our Island Home" project to be incorporated into the revised "Capcom Notes".
- [ ] Brian Turbitt to share the previous PowerPoint presentations provided to the Select Board on the financial implications of the "Our Island Home" project.
- [ ] The committee to meet on Friday to review the revised report before submitting it to the Select Board.

Roll Call and Introduction of New Member

- Jill Vieth calls the meeting to order and conducts a roll call vote introducing new member Caroline Bolster.
- Caroline Bolster introduces herself and thanks everyone for the opportunity.
- Jill Vieth asks for a motion to approve the agenda. Motion made by John Kitchener, seconded by Christy Kickham.
- Roll Call Vote: Christy aye, Caroline aye, John aye, Howard aye, Jill aye. Passed unanimously.

- Jill Vieth mentions that Noah Karberg will provide an update on the South apron noise barrier.

Noah Karberg's Presentation on Noise Wall Project

- Noah Karberg thanks the committee for the opportunity to present and explains the history of the noise wall project.
- The airport received negative feedback on the berm as a noise abatement feature and decided to pursue a noise wall instead.
- The noise wall is designed to be 20 feet in height with a three-foot angled extension to reflect noise back onto the ramp.
- The estimated cost of construction is $5 million, with the airport planning to retire the borrowing authorization notice or pay from retained earnings once certified.

Discussion on Noise Wall Effectiveness and Maintenance

- Christy Kickham questions the effectiveness of the noise wall and its location, expressing skepticism.
- Noah Karberg explains the confirmed benefit of the wall, reducing decibel levels for homes immediately adjacent to the ramp.
- Christy Kickham inquires about the wall's impact on future projects and potential maintenance costs.
- Noah Karberg mentions that the wall is designed to last 50 years with typical maintenance costs, and the airport is interested in monitoring its performance.

- John Kitchener expresses gratitude for the opportunity to reconsider the project and supports the noise wall.
- Howard Matz questions the design's reliance on precedent and the effectiveness of noise barriers.
- Noah Karberg explains that the design is based on FAA-sanctioned software and that noise monitoring will provide data for future projects.
- Susan Carmel clarifies that retained earnings from the airport's enterprise fund are not swept to the general fund but remain within the fund.

Financial Implications and Public Outreach

- Christy Kickham questions the initial public outreach and the extent of support for the noise wall.
- Noah Karberg explains that the initial pushback was from a group of direct airport neighbors, but broader community support was also evident.
- Jill Vieth expresses concern about the public outcry and the lack of HDC oversight.
- Noah Karberg mentions that the project has been on the agenda for airport commission meetings and that the design has already incurred significant costs.
- Motion to end public comment. Motion made by Christy Kickham, seconded by Caroline Baltzer. Roll Call Vote: Christy aye, Caroline aye, John aye, Howard aye, Jill aye. Passed unanimously.

- Motion to re-vote on NMA 26-005 South Apron Noise Barrier, made by John Kitchener, seconded by Howard Matz.
- Roll Call vote: John aye, Howard aye, Caroline aye, Christy aye, Jill aye. Passed unanimously.
- Motion to approve NMA 26-005 South Apron Noise Barrier made by John Kitchener, seconded by Howard Matz.
- Roll Call vote: John aye, Howard aye, Caroline abstain, Christy aye, Jill aye. Passed with 4 ayes, 1 abstention.

Reconsideration of Island Home Project

- Christy Kickham and John Kitchener express concerns about the financial sustainability of the Our Island Home project.
- The committee discusses the need for a clear statement in the report reflecting their decision not to recommend the project.
- Jill Vieth suggests revisiting the report to clarify the committee's stance on the Our Island Home project.
- The committee agrees to reconsider the inclusion of the Our Island Home project in the report and to provide a clear statement on their decision.
- Motion to re-vote on the inclusion of Our Island Home in the report. Motion made John Kitchener, seconded by Christy Kickham.
- Roll Call vote: John aye, Howard aye, Caroline abstain, Christy aye, Jill aye. Passed with 4 ayes, 1 abstention.
- Motion to remove Our Island Home capital funding from the report. Motion made by John Kitchener, seconded by Christy Kickham.
- Roll Call vote: John aye, Howard aye, Caroline abstain, Christy aye, Jill aye. Passed with 4 ayes, 1 abstention.

Adjustments to Report and Meeting Schedule

- The committee decides to remove the Our Island Home project from the report and to rework the narrative to reflect their decision.
- Howard Matz volunteers to rework the report and to consult with Susan Carmel.
- The committee schedules a meeting for Friday to finalize the report and to ensure it is ready for the Select Board.
- The meeting concludes with a motion to adjourn. Motion made by John Kitchener, seconded by Christy Kickham.
- Roll Call vote: John aye, Howard aye, Caroline aye, Christy aye, Jill aye. Passed unanimously.

Town of Nantucket
Capital Program Committee
January 17, 2025

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

The Capital Program Committee met on January 17, 2025, to review and approve the final report for 2026. The committee also considered the legal implications of housing Nantucket police and fire on airport property. A motion to approve the report was unanimously passed. A future meeting was scheduled for February 11 to address concerns and potential changes. The committee also discussed the importance of understanding the process and the need for regular updates on report changes.

Action Items

- [ ] Jill Vieth to circulate the letter from Noah regarding housing on airport property.
- [ ] Committee to meet on February 11th at 10am to discuss concerns and potential changes to the capital planning process.
- [ ] Howard Matz and Christy Kickham to provide an overview of the capital planning process to Caroline Baltzer before the February 11th meeting.
- [ ] Sue Carmel to provide the committee with an update on any changes to the capital recommendations after the Select Board and Finance Committee reviews.

Approval of the Agenda and Public Comment

- Jill Vieth opens the meeting, announces the date, time, and members present, and requests approval of the agenda. Motion to approve the agenda made by John Kitchener, seconded by Howard Matz.
- Roll call: Howard aye, John aye, Christy aye Jill aye. Passes unanimously.
- Jill Vieth closes public comment as no one has spoken.
- Jill Vieth invites discussion on the final report for review.

Discussion on the Final Report

- John Kitchener reads the final report carefully and believes it accurately reflects the original agreement and recent changes.
- Christy Kickham agrees with John and thanks the team for their hard work.
- Jill Vieth thanks Howard and Sue for their efforts in writing the report.

- Howard Matz mentions Sue's contribution to the report.

Legal Considerations and Report Presentation

- Jill Vieth discusses the need to present the report to the Select Board and mentions a letter from Noah about housing Nantucket police and fire on airport property.
- John Kitchener suggests including the letter in the appendix of the report.
- Howard Matz comments on the legal opinion received, noting it was written to achieve a specific goal and did not broadly address possibilities.
- Jill Vieth agrees and mentions the potential for non-emergency personnel to live on the property.

Approval of the Capital Report for 2026

- Jill Vieth asks for a motion to approve the Capital Report for 2026.
- Howard Matz makes a motion to approve the report as drafted and reviewed, seconded by John Kitchener.
- Roll Call Vote: Howard aye, John aye, Caroline Baltzer aye, Christy Kickham aye, Jill Vieth aye. The motion is unanimously approved.

Committee Reports and Future Meetings

- Jill Vieth asks for committee reports, and Howard Matz thanks Sue for her efforts.
- Jill Vieth suggests getting together before May to discuss concerns and potential changes.
- Howard Matz and Christy Kickham agree on the importance of meeting sooner rather than later.
- John Kitchener mentions the heavy meeting schedule with the planning board and suggests meeting in early April.

Scheduling the Next Meeting

- Jill Vieth proposes meeting on February 11 at 10am,
- Howard Matz suggests meeting in person for a more efficient conversation.
- The tentative plan is to meet on February 11 at 10am, with Susan Carmel to verify room availability.

Advice for New Committee Members

- John Kitchener advises new members to spend time with experienced members to understand the process better.
- Caroline Baltzer agrees to meet with Howard and Christy to get up to speed.
- Christy Kickham suggests meeting before the next meeting to ensure new members have context.

Updating Committee Members on Report Changes

- Christy Kickham requests updates on changes to the report before it goes to print.
- Susan Carmel agrees to provide updates on changes made during the cycle.
- John Kitchener suggests incorporating this step into the process going forward.

Final Remarks and Adjournment

- Jill Vieth mentions the upcoming joint meeting with the Select Board and Finance Committee.
- John Kitchener suggests having Brian Turbitt provide feedback on the process.
- Jill Vieth agrees and suggests Sue could convey Brian's feedback if he is unavailable.
- The meeting is adjourned with a motion from John Kitchener and seconded by Christy Kickham.
- Roll call Vote: John aye, Christy aye, Caroline aye, Howard aye, Jill aye. Passes unanimously.