

Town and County of Nantucket

Select Board • County Commissioners

Brooke Mohr, Chair
Thomas M. Dixon
Matt Fee
Dawn E. Hill Holdgate
Malcolm W. MacNab



16 Broad Street
Nantucket, Massachusetts 02554

Telephone (508) 228-7255
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www.nantucket-ma.gov

C. Elizabeth Gibson
Town & County Manager

***AGENDA FOR THE MEETING OF THE
SELECT BOARD
JANUARY 29, 2025 - 5:30 PM
PSF COMMUNITY ROOM, 4 FAIRGROUNDS ROAD
AND REMOTE PARTICIPATION VIA ZOOM WEBINAR
NANTUCKET, MASSACHUSETTS***

YOU TUBE LINK FOR VIEWING ONLY:
<https://youtube.com/live/e6OhPyLpB2s>

ZOOM WEBINAR REGISTRATION LINK TO VIRTUALLY ATTEND MEETING:
https://us06web.zoom.us/webinar/register/WN_7bZ5c0ogS3u95zmlhzQfSA

I. CALL TO ORDER

II. SELECT BOARD ACCEPTANCE OF AGENDA

III. ANNOUNCEMENTS

1. The Select Board Meeting is Being Audio and Video Recorded.
2. Committee Vacancies - Round 4: Council for Human Services; Council on Aging; Cultural Council; Town of Nantucket Scholarship Committee; Zoning Board of Appeals Alternate.
3. **Master Plan Visioning Process Kick-Off Event**
Join Charles Marohn, Founder and President of Strong Towns, to Launch the Nantucket Master Plan Visioning Process on Thursday, February 13, 2025 at 5:00 PM at The Nantucket Inn; Plenary Session and Reception to Follow.
Free Event Open to All, but Space is Limited. RSVP by emailing laurel@barrettplanningllc.com.
4. **Master Plan Update: Help Shape Nantucket's Future!**

Host a Kitchen Conversation—A Small-Group Discussion You Can Facilitate from Your Kitchen, Office, Coffee Shop, or Anywhere. Share Ideas with Friends and Neighbors about Nantucket's Strengths and Challenges to Help Update the Master Plan. To Learn More, Email Megan Trudel at mtrudel@nantucket-ma.gov. Deadline extended to February 21, 2025.
5. Select Board Announcements/Comments.

IV. UPDATE ON PUBLIC COMMENT QUESTIONS FROM PRIOR SELECT BOARD MEETINGS

V. PUBLIC COMMENT*

VI. NEW BUSINESS*

VII. APPROVAL OF MINUTES, WARRANTS AND PENDING CONTRACTS

1. Approval of Minutes of January 22, 2025 at 5:30 PM.
2. Approval of Treasury Warrants for January 29, 2025.

VIII. REAL ESTATE ITEMS

1. Request for Acceptance and Execution of Grant of Easement for a Permanent Non-Exclusive Access Easement For Sewer Purposes In, Under, Over and Upon a Portion of the Grantors' Properties Shown as Jones Street, Siasconset for Purposes of Pedestrian and Equipment Use and Ingress and Egress Between Shell and Center Streets for the Purposes of Constructing, Inspecting, Clearing, Repairing, Renewing, Replacing, Reconstructing, Improving, Operating, Using, Maintaining and Abandoning in Place within the Area Set Forth on the Easement Plan.
2. Request for Approval and Execution of Grant of License with Nantucket Electric Company/ National Grid for Underground Electric Distribution System at 16 Broad Street for the Installation of 3-Phase Switchgear Module and Two Sections of Concrete Encased Conduit as Part of L1 Feeder Upgrade Project (Will Require Easement/Town Meeting Approval).
3. Request for Approval and Execution of Grant of License with Nantucket Electric Company/ National Grid for Underground Electric Distribution System Over, Across, Under and Upon a Portion of Waitt Drive being Lot 94 and Lot 95B, on Plan No. 2024-13, and Lot 95B, Assessor's Map 67, Lot 927 and 7 Amelia Drive being Lot 26 on a Plan No. 2023-27, Assessor's Map 67, Lot 434 for 19 Waitt Drive Seasonal Workforce Housing Project and Others (Will Require Easement/Town Meeting Approval).

IX. TOWN MANAGER'S REPORT

1. Confirm Selection of Waste Options Nantucket for New Waste Services Agreement for Operation of Solid Waste Disposal Facility.
2. Monthly Town Management Report.

X. SELECT BOARD REPORTS/COMMENT

1. Update on Massachusetts Municipal Association "Connect 351" Annual Conference Held January 23 - 25, 2025.
2. Committee Reports.

XI. ADJOURNMENT

****Identified on Agenda Protocol Sheet***



AGENDA PROTOCOL

For all Town of Nantucket Boards, Committees, Commissions, Work Groups, Councils and Trusts
(herein collectively referred to as "Committees" in this document)

Roberts Rules: Town of Nantucket Committees follows Roberts Rules of Order to govern its meetings as per the Town Code Charter.

Public Comment: Public Comment is to bring matters of public interest to the attention of the Committees. At the Committee's discretion, matters raised under Public Comment may be directed to Town Administration and/or appropriate departmental staff, or may be placed on a future agenda, allowing all viewpoints to be represented before the Committee takes action, if any. Except in emergencies, the Committee will not normally take any other action on Public Comment in its sole discretion.

To facilitate that any individual who wishes to provide Public Comment has the opportunity and to ensure the ability of the Committee to conduct its business in an orderly fashion, the following rules and procedures are adopted consistent with the United States Constitution and the Massachusetts Declaration of Rights.

The agenda for regular Committee meetings will include a Public Comment period at the beginning of the meeting unless there is more urgent business for the Committee to take up first. This time is reserved for speakers to address the Committee on matters that are not related to any other Agenda item. If a speaker wishes to address the Committee on a matter that is related to another Agenda item, the Chair will accept public comment when that Agenda item is reached during the meeting.

All speakers are encouraged to present their remarks in an orderly and peaceable manner, without disruption to other speakers.

All remarks will be addressed through the Chair of the meeting.

The Chair of the meeting may not interrupt speakers who have been recognized to speak, except that the Chair reserves the right to terminate speech which is not protected under the United States Constitution and the Massachusetts Declaration of

Rights because it constitutes true threats, incitement to imminent lawless conduct, or engages in conduct that disrupts other speakers.

Each speaker may not exceed three (3) minutes during any Public Comment portion of the meeting.

Disclaimer: Public Comment is not a time for debate or response to comments by the Committee. Comments made during the Public Comment period do not reflect the views or positions of the Committee. Because of free speech principles, the Committee does not have authority to prevent all speech that may be upsetting and/or offensive made during the Public Comment period.

Unanticipated Business: Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting may be brought up for discussion in accordance with the Open Meeting Law.

Public Participation: The Committee welcomes valuable input from the public at appropriate times during the meeting with recognition from the Chair at their sole discretion. For appropriate agenda items, the Chair will introduce the item and take public input. Individual Committee Members may have questions on the clarity of the information presented. The Committee will hear any staff input and then deliberate on a course of action.

Committee Report and Comment: Individual Committee Members may have matters to bring to the attention of the Committee during a meeting. If the matter contemplates action by the Committee, Committee Members will consult with the Chair and/or appropriate Town officials or employees in advance and provide any needed information by applicable Committee deadlines and/or schedule the matter for a future Committee meeting. Otherwise, except in emergencies, the Committee will not normally take action on Committee Comment.

Approved: March 27, 2024

**Select Board
Committee Vacancy Appointments Timeline
Round 4
*As of 1/14/2025***

January 14 – Advertise committee vacancies on Town’s website

January 22 and January 29 – Committee vacancies to be added to Select Board agendas as announcement

January 23 and January 30 – Advertise committee vacancies in the Inky

February 7 at 12:00 PM – Deadline for submitting applications for the following committee vacancies:

- Council for Human Services, 1 seat, term expires 2027
- Council on Aging, 1 seat, term expires 2026
- Cultural Council, 1 seat, term expires 2026
- Town of Nantucket Scholarship Committee, 1 seat, term expires 2027
- Zoning Board of Appeals Alternate, 1 seat, term expires 2027

February 12 and February 19– The names of applicants who have submitted applications will be read aloud and applications will be included in the Board’s packet.

March 5 – Meeting for applicants to introduce themselves and review their applications; committee appointments made.

NOTICE OF COMMITTEE VACANCIES

The Select Board is accepting applications for committee vacancy appointments. Interested individuals may obtain a “Committee Interest Form” from the Town of Nantucket’s [website](#). Completed applications can be mailed to Town Administration, 16 Broad Street, Nantucket, MA 02554 or emailed to emooney@nantucket-ma.gov. Information on the responsibilities of the various committees may also be obtained from the Town’s website. **All appointments will be made by the Select Board at its March 5, 2025 meeting.**

Applications for **all** committee vacancies must be submitted by **12:00 PM on Friday, February 7, 2025.**

Council for Human Services	1 seat	Term Ends 2027
Council on Aging	1 seat	Term Ends 2026
Cultural Council^	1 seat	Term Ends 2026
Town of Nantucket Scholarship Committee	1 seat	Term Ends 2027
Zoning Board of Appeals Alternate	1 seat	Term Ends 2027

^ Pursuant to the Massachusetts Cultural Council’s Local Cultural Council Program Guidelines, “The term of membership for a council member is three years; members can serve a maximum of two consecutive terms, or a total of six years, unless the appointing authority removes a member before the expiration of a term. Members must remain off the council for a one-year interval before serving additional terms.”

February 12 and February 19 – The names of applicants who have submitted applications will be read aloud and applications will be included in the Board’s packet.

March 5 – Meeting for applicants who applied for committee vacancies to introduce themselves and review their applications; committee appointments made.



Master Plan Visioning Process Kick-Off

February 13, 2025

@5:00PM

The Nantucket Inn

Join the Town of Nantucket for an engaging presentation by Charles Marohn, Founder & President of Strong Towns, as we launch the Nantucket Master Plan Visioning Process.

Agenda:

5:00-6:00 PM - Keynote presentation by Charles Marohn

6:00-6:50 PM - Plenary Session with Tucker Holland, Cecil Barron Jensen, Beth Ann Meehan, Rachael Freeman, and Peter Burke; moderated by Peter Flinker (Principal, Dodson & Flinker)

6:50-8:00 PM - Reception

This event is free and open to all, but space is limited.
To attend, **RSVP by emailing laurel@barrettplanningllc.com.**

For more information about the Master Plan Update, visit
<https://nantucket-ma.civilspace.io/en/projects/master-plan-update>



**STRONG
TOWNS**





Agenda Item Summary

Agenda Item #	VIII. 1.
Date	01/29/2025

Staff

Tracy MacDonald, Real Estate Specialist

Subject

Request for acceptance of Grant of Sewer Easement for a permanent non-exclusive access easement for sewer purposes in, under, over and upon a portion of the properties located at 18 and 20 Center Street, Siasconset for the area/pedestrian pathway known as "Jones Street" and shown more particularly on Easement Plan.

Executive Summary

Nicole Alexandria Tirapelli owner of 18 Center Street, Siasconset, MA and Susan LaCouture Bacle, Trustee of the Susan LaCouture Bacle Nominee Trust and John E. LaCouture, Trustee of the John E. LaCouture Revocable Living Trust owners of 20 Center Street, Siasconset, MA are desirous of granting the Town an Easement for sewer purposes over Jones Street which runs between the two properties and which they each own to the mid-line. Town Counsel has worked with Susan McCarthy who represents the owners to coordinate an Easement for the purposes provided.

Staff Recommendation

To accept the easement as proposed in form and content as reviewed by Town Counsel.

Background/Discussion

The Sewer Department has been actively working, designing and planning a major sewer project in the Siasconset area set to begin over the winter 2025. In doing field work, the engineers discovered that sewer pipes in the area travel through Jones Street between Shell and Center Streets and that it would be cost prohibitive and logistically difficult to relocate the infrastructure. After several meetings with the owners with Real Estate Specialist, engineers and David Gray to walk through the scope of the project and necessity; the owners graciously agreed to voluntarily grant the easement to the Town for sewer purposes.

Impact: Environmental ☐ Fiscal ☐ Community ☒ Other ☒

Upgrade sewer infrastructure in the Siasconset Village area.



Board/Commission Recommendation

Sewer Department

Public Outreach

Several meetings with Homeowners

Connection to Existing Applicable Plan (i.e., Strategic Plan, Master Plan, etc.)

Master Plan (Sewer upgrade)

Attachments

Grant of Easement and Acceptance and plans attached thereto



GRANT OF SEWER EASEMENT

This Easement Agreement is entered in on this ____ day of _____, 2025, by and between, NICOLE ALEXANDRIA TIRAPELLI, having a mailing address of P.O. Box 155, Siasconset, MA 02564 (“Tirapelli”); SUSAN LACOUTURE BACLE, TRUSTEE OF THE SUSAN LACOUTURE BACLE NOMINEE TRUST, dated _____, as evidenced by a Trustee’s Certificate Pursuant to M.G.L. Chapter 183, Section 35 _____ recorded with Nantucket Registry of Deeds in Book _____, Page _____ having a mailing address of 230 50th Street, Virginia Beach, VA 23451 (“Bacle”); JOHN E. LACOUTURE, TRUSTEE OF THE JOHN E. LACOUTURE REVOCABLE LIVING TRUST, dated _____, as evidenced by a Trustee’s Certificate Pursuant to M.G.L. Chapter 183, Section 35, recorded with Nantucket Registry of Deeds in Book _____, Page _____ having a mailing address of 1152 South Kings Drive, Charlotte, NC 28210 (“LaCouture”) and (collectively, the “Grantors”); and the TOWN OF NANTUCKET, a Massachusetts municipal corporation, acting by and through its Select Board, having a mailing address of Town and County Building, 16 Broad Street, Nantucket, MA 02554 (the “Grantee”).

WHEREAS, Tirapelli, is the owner of the property situated in the Village of Siasconset, Town and County of Nantucket, Commonwealth of Massachusetts, together with the improvements thereon, now known and numbered as 18 Center Street by virtue of a Deed recorded with the Nantucket Registry of Deeds in Book 1856, Page 99; and

WHEREAS, Bacle, is the owner of a one-half (½) undivided interest as tenant in common, in the property situated at 20 Center Street in the Village of Siasconset, Town and County of Nantucket, Commonwealth of Massachusetts, now known and numbered as 20 Center Street, by virtue of a Deed recorded with the Nantucket Registry of Deeds on December 6, 2022 in Book 1923, Page 17; and

WHEREAS, LaCouture, is the owner of a one-half (½) undivided interest as tenant in common, in the property situated at 20 Center Street in the Village of Siasconset, Town and County of Nantucket, Commonwealth of Massachusetts, now known and numbered as 20 Center Street, by virtue of a Deed recorded with the Nantucket Registry of Deeds on June 15, 2015 in Book 1487, Page 76; and

WHEREAS, the Grantee intends to implement a sewer repair and upgrade to existing sewer pipes and conduits located in the private way, known as Jones Street, and has requested the Grantors grant an easement to the Grantee over the portion of their properties within the private way shown as Jones Street on the Sewer Easement Plan attached hereto as Exhibit A and incorporated herein by reference (the “Easement Area”) for access over the Easement Area and construction, maintenance, repair, and operation of the sewer lines and any and all appurtenances thereto.

WHEREAS, the Grantors have agreed to grant the Grantee an access and sewer easement and temporary construction easement as requested, subject to such limitations and conditions set forth herein.

NOW THEREFORE, for consideration paid of One Dollar (\$1.00) and other valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

1. Easement Premises; Permitted Uses. The Grantors hereby grants with quitclaim covenants to the Grantee, its successors and/or assigns, (a) a permanent non-exclusive access easement for sewer purposes in, under, over and upon a portion of the Grantors' properties shown as Jones Street (the "Access Easement") for purposes of pedestrian and equipment use and ingress and egress between Shell and Center Streets for the purposes of for constructing, installing, inspecting, clearing, repairing, renewing, replacing, reconstructing, improving, operating, using, maintaining and abandoning in place in, on, under or within the area set forth on Exhibit A attached hereto (the "Easement Area") sewer or sewers with any manholes, pipes, conduits with any other appurtenances as the Grantee may now or at any time deem necessary or convenient, and to do all other acts incidental to the foregoing. The lines, pipes, manholes, conduits or other appurtenances installed within the Easement Area shall remain the Grantee's property.
2. Maintenance and Repair of Easement Area. The Grantee has sole responsibility at its sole cost and expense for maintenance, operation and repair of the Easement Area. The Grantee may (a) remove any trees, hedges or brush within the Easement Area; (b) repair and/or replace grass area within the Easement Area; (c) Grantee shall give written notice to the Grantors at least three (3) days prior to undertaking any work within the Easement Area. However, such prior notice shall not be required for emergency repairs or routine maintenance that does not interfere with the Grantors' use of the Easement Area. All work and improvements performed by the Grantee shall comply with all federal, state and local laws and regulations, rules and by-laws.
3. Construction. All work done within the Easement Area by Grantee shall be done in a good and workmanlike manner and using materials of good quality. During the exercise of the rights hereby granted, Grantee shall always conduct itself so as not to unreasonably interfere with the Grantors' use of the rest of the Grantors' Property and observe and obey applicable laws, statutes, ordinances, regulations and permitting or licensing requirements. The Grantee shall repair or restore any damage or disturbance it causes to the Easement Area, or any improvements made thereto by the Grantee to their original condition as reasonably practicable, at Grantee's sole expense.
4. Liens. Grantee shall not permit any mechanics' liens or similar liens to remain upon the Grantors' properties for labor and materials furnished to the Grantee in connection with work of any character performed at the direction of the Grantee and Grantee shall cause any such lien to be released of record without cost to the Grantor.

5. Notice. Any notice required or given under this Agreement shall be deemed duly served if hand-delivered, mailed by registered or certified mail return receipt requested, postage prepaid by United States Postal Service, or sent by overnight delivery addressed to the parties at the addresses set forth above, which may be changed with like notice.

6. Indemnification. The Grantee and its successors and assigns, shall to the extent permissible by law, indemnify, defend and hold the Grantors harmless from and against all claims, demands, suits, actions, costs, expenses, damages (including personal injury and property damage), judgments, and liabilities of any nature whatsoever (including, without limitation, court costs and reasonable attorneys' fees), imposed upon, incurred by, or asserted against the Grantors, its agents, employees, successors or assigns, by reason of, or in consequence of any death, personal injury or property damage that occurs in, on, or around the Easement Area in connection with any exercise of the rights granted to the Grantee hereunder, any failure by Grantee to comply with the provisions of this instrument, and/or the use of the Easement Area by the Grantee or any of the other Grantee Parties.

7. Insurance. During the construction of any work undertaken pursuant to this Easement Agreement, Grantee and/or its contractor shall obtain and maintain a policy of public liability insurance, including coverage for bodily injury, wrongful death and property damage, with insurance companies qualified to do business in the Commonwealth of Massachusetts. Such policy shall be non-cancellable and non-amendable without thirty (30) days' prior notice to the Grantors and shall be in at no less than the following amounts: One Million Dollars (\$1,000,000.00) per occurrence and Three Million Dollars (\$3,000,000.00) aggregate. Prior to any work, and at the Grantors' request, the Grantee shall deliver to the Grantors certificates of insurance showing compliance with the terms hereof.

8. Grantor's Use of Easement Area. Grantors shall not interfere with nor grant any other easements, licenses, leases to the Easement Area that may interfere with the Grantee's use of the Easement Area.

9. Miscellaneous.

(a) All rights and privileges herein granted, including all benefits and burdens, shall run with the land and shall be binding upon and inure to the benefit of the parties hereto, their respective heirs, executors, administrators, successors, assigns and legal representatives.

(b) This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts, and all legal actions brought in connection with the Easement Agreement shall be brought in courts within the Commonwealth of Massachusetts.

(c) This Agreement contains the entire Agreement of the parties and there are no other agreements or understandings between the parties regarding the subject matter of this Agreement. This Easement Agreement may not be modified, except in writing by all parties.

[INTENTIONALLY LEFT BLANK; SIGNATURE PAGE TO FOLLOW]

EXECUTED under seal this _____, day of _____, 2025.

GRANTORS:

OWNER: 18 Center Street

Nicole Alexandria Tirapelli

COMMONWEALTH OF MASSACHUSETTS

_____, ss.

On this _____ day of _____, 2025, before me, the undersigned Notary Public, personally appeared Nicole Alexandria Tirapelli and proved to me through satisfactory evidence of identification, which was _____ to be the person whose name is signed on the preceding or attached document and she acknowledged that she signed voluntarily for its stated purpose.

NOTARY PUBLIC

My Commission Expires:

EXECUTED under seal this _____, day of _____, 2025.

GRANTORS:

OWNER: 20 Center Street

SUSAN LACOUTURE BACLE NOMINEE TRUST

By: _____
Susan LaCouture Bacle, Trustee

COMMONWEALTH OF MASSACHUSETTS

_____, ss.

On this _____ day of _____, 2025, before me, the undersigned Notary Public, personally appeared Susan LaCouture Bacle and proved to me through satisfactory evidence of identification, which was _____ to be the person whose name is signed on the preceding or attached document and she acknowledged that she signed in her capacity as Trustee of the Susan LaCouture Bacle Nominee Trust voluntarily for its stated purpose.

NOTARY PUBLIC
My Commission Expires:

EXECUTED under seal this _____, day of _____, 2025.

GRANTORS:

OWNER: 20 Center Street

JOHN E. LACOUTURE REVOCABLE LIVING TRUST

By: _____
John E. LaCouture, Trustee

COMMONWEALTH OF MASSACHUSETTS

_____, ss.

On this _____ day of _____, 2025, before me, the undersigned Notary Public, personally appeared John E. LaCouture and proved to me through satisfactory evidence of identification, which was _____ to be the person whose name is signed on the preceding or attached document and he acknowledged that he signed in his capacity as Trustee of the John E. LaCouture Revocable Living Trust voluntarily for its stated purpose.

NOTARY PUBLIC
My Commission Expires:

ACCEPTANCE OF EASEMENT BY
THE TOWN OF NANTUCKET

The Town of Nantucket, acting by and through its Select Board hereby accepts the foregoing Grant of Easement from NICOLE ALEXANDRIA TIRAPELLI; SUSAN LACOUTURE BACLE, TRUSTEE OF THE SUSAN LACOUTURE BACLE NOMINEE TRUST; and JOHN E. LACOUTURE, TRUSTEE OF THE JOHN E. LACOUTURE REVOCABLE LIVING TRUST over the properties now known as 18 and 20 Center Street, Village of Siasconset, Nantucket, MA 02554 pursuant to the authority of Section 3.3 of Chapter 289 of the Acts of 1996, this ____ of _____, 2025.

TOWN OF NANTUCKET
By: Its Select Board

Brooke Mohr

Matthew G. Fee

Thomas M. Dixon

Dawn E. Hill Holdgate

Malcolm W. MacNab

COMMONWEALTH OF MASSACHUSETTS

Nantucket, ss.

On this _____ day of _____, 2025 before me, the undersigned Notary Public, personally appeared Brooke Mohr, Matthew G. Fee, Thomas M. Dixon, Dawn E. Hill Holdgate and Malcolm W. MacNab, and proved to me through satisfactory evidence of identification, which was Personal Knowledge to be the persons whose names are signed on the preceding or attached document and they acknowledge that they have signed it voluntarily for its stated purpose as the free act and deed of the Select Board of the Town of Nantucket.

NOTARY PUBLIC

My Commission Expires:

CONSENT OF MORTGAGEE
THE CAPE COD FIVE CENTS SAVINGS BANK

THE CAPE COD FIVE CENTS SAVINGS BANK, being the holder of a certain Mortgage from Nicole Alexandria Tirapelli to it dated October 15, 2021 and recorded in Book 1856, Page 101 at the Nantucket Registry of Deeds, hereby consents to the foregoing Grant of Easement and agrees that said Mortgage shall be subordinated to and held subject to this Grant of Easement.

EXECUTED this _____, 2025

THE CAPE COD FIVE CENTS SAVINGS BANK

By: _____

Name:

Its duly authorized:

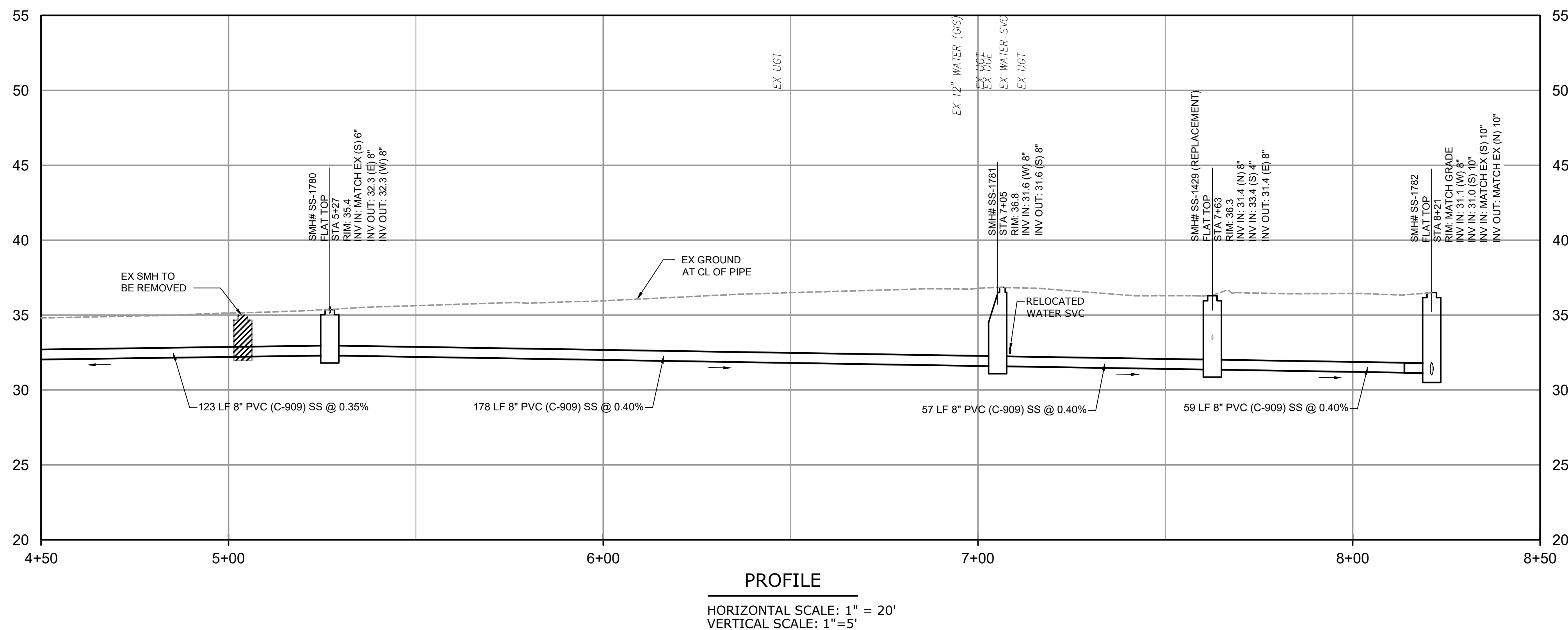
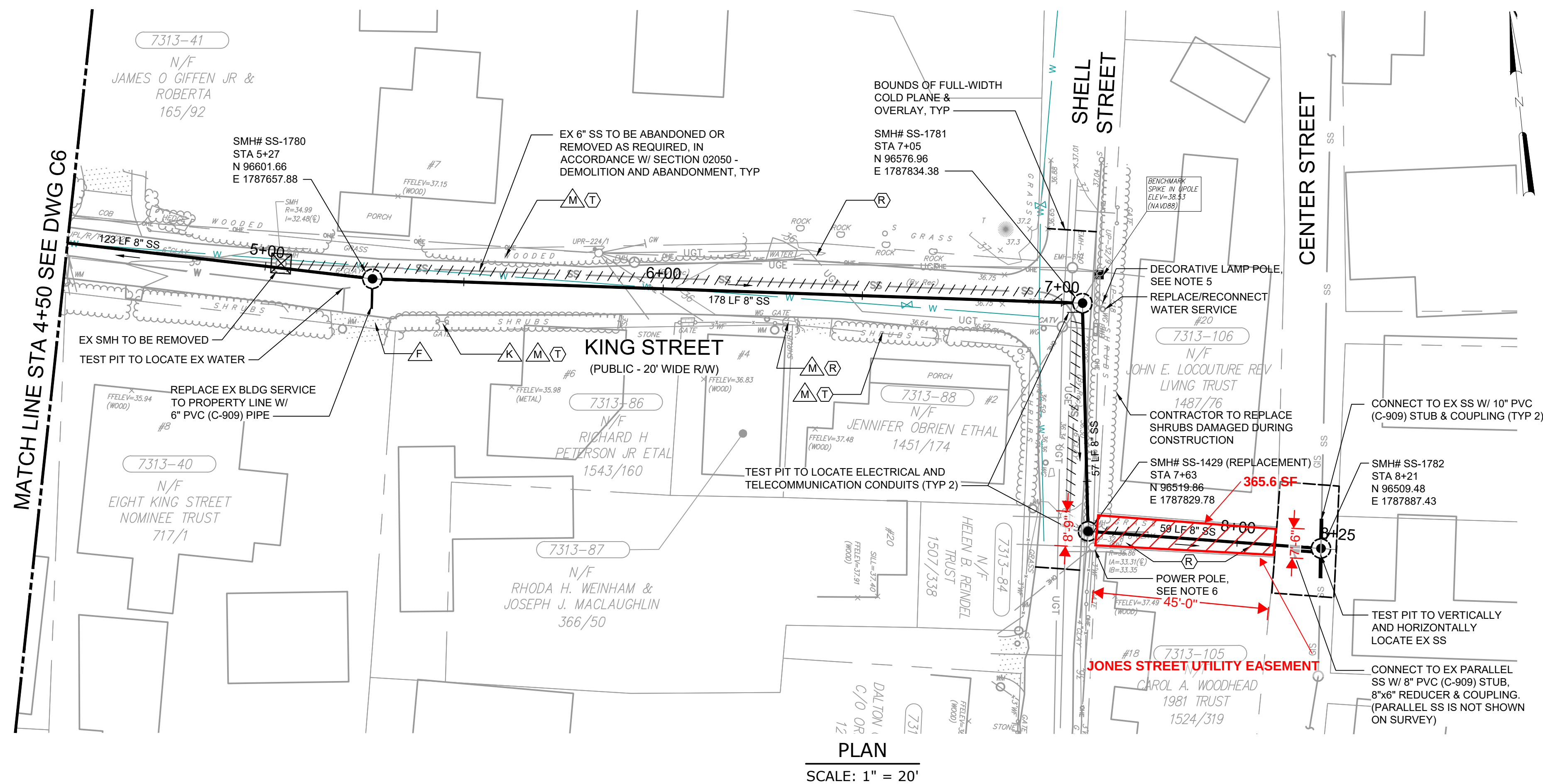
COMMONWEALTH OF MASSACHUSETTS

_____, ss.

On this _____ day of _____, 2025, before me, the undersigned Notary Public, personally appeared, _____ and proved to me through satisfactory evidence of identification, which was _____ to be the person whose name is signed on the preceding or attached document and they acknowledge that they have signed it voluntarily for its stated purpose as the free act and deed of The Cape Cod Five Cents Savings Bank.

NOTARY PUBLIC

My Commission Expires:



SURFACE FEATURE RESTORATION/PROTECTION LEGEND			
REMOVE, PROTECT AND RESTORE		PROTECT	
	GRANITE CURB		CONCRETE CURB
	CONCRETE CURB		BRICK PAVERS
	BRICK PAVERS		STONE PAVERS
	COBBLESTONE APRON		CONCRETE WALK
	BELGIUM BLOCK		GRANITE STEP
	SHELL APRON		CONCRETE STEPS
	PICKET FENCE		TIMBER RETAINING WALL
	STOCKADE FENCE		FLAT-STONE RETAINING WALL
	SPLIT RAIL FENCE		PICKET FENCE
	WOOD FENCE		STOCKADE FENCE
	FENCE GATE		STAIRCASE
	BENCH		GRASS
	HEDGE/SHRUBS		TREE
			HEDGE/SHRUB
	<u>REPLACE</u>		UTILITY POLE
	GRAVEL SURFACE		UTILITY CABINET
	SOD		
	TOPSOIL		<u>SUPPORT</u>
	MULCH	{ ZZ }	UTILITY POLE
	(RESEED) GRASS		
	(PATCH) BIT. CONCRETE APRON		
	(PATCH) BIT. CONCRETE SIDEWALK		

				PROJECT ENGINEER:	D. KRAMER
				DESIGNED BY:	K. RAFTERY
				DRAWN BY:	C. BRITT
				CHECKED BY:	C. WILSON
1	CONFORMED SET	01/2024	DK	IF THIS BAR DOES NOT MEASURE 1" THEN DRAWING IS NOT TO FULL SCALE	
0	BID	10/2023	DK		
REV	ISSUED FOR	DATE	BY		

Hazen
HAZEN AND SAWYER
24 FEDERAL STREET
BOSTON, MASSACHUSETTS 02110

TOWN OF NANTUCKET
NANTUCKET, MA

CMOM PROGRAM - YEAR 1B
GRAVITY SEWER REPLACEMENT

JONES STREET EASEMENT PLAN
OVERLAYED ON SANITARY SEWER PLAN AND PROFILE

DATE:	OCTOBER 2023
HAZEN NO.:	90308-001
CONTRACT NO.:	2023-NSD-1018
DRAWING NUMBER:	C7



Network: May 9, 2024 at 14:11:35 EDT
Local: May 9, 2024 at 14:11:35 EDT
N 41° 15' 49.152", W 69° 57' 49.750"
2-16 Shell St
Nantucket MA 02554
United States





Agenda Item Summary

Agenda Item #	VIII. 2.
Date	01/29/2025

Staff

Tracy MacDonald, Real Estate Specialist

Subject

Request for approval and execution of Grant of License Agreement from Town of Nantucket to Nantucket Electric Company for underground electric distribution system in portion of 16 Broad Street.

Executive Summary

Approval and execution of a License Agreement from the Town of Nantucket to Nantucket Electric Company for to install, construct, reconstruct, repair, replace, add to, maintain and operate for the transmission of high and low voltage electric current and for the transmission of intelligence, an "UNDERGROUND ELECTRIC DISTRIBUTION SYSTEM", consisting of lines of buried wires and cables and lines of wires and cables installed in underground conduits, together with all equipment and appurtenances thereto, and without limiting the generality of the foregoing, but specifically including the following equipment, namely: bollards, handholes, junction boxes, pullboxes, transformers, padmount transformers and all housings, connectors, switches, conduits, cables and wires all located over, across, under and upon a portion of 16 Broad Street on Land Court Plan No. 2535-A, owned by the Town of Nantucket by virtue of Certificate of Title No. 1506 and identified as Assessor as Map 42.4.2, Lot 30 and shown more particularly on sketch provided.

Staff Recommendation

To approve and execute document in form reviewed by Town Counsel

Background/Discussion

The license is for the installation of a 3 phase switchgear module, and (2) sections of concrete encased conduit and requires a temporary license agreement is required pending approval of warrant article proposed for 2025 Annual Town Meeting for grant of permanent utility easement to Nantucket Electric Company for the underground electric distribution system in portion of 16 Broad Street shown on sketch provided

Impact: Environmental ☒ Fiscal ☐ Community ☒ Other ☐



Board/Commission Recommendation

N/A

Public Outreach

None

Connection to Existing Applicable Plan (i.e., Strategic Plan, Master Plan, etc.)

Strategic and Master Plan

Attachments

License Agreement; Sketch



GRANT OF LICENSE

TOWN OF NANTUCKET, a municipal corporation having an address of 16 Broad Street, Nantucket, Massachusetts 02554 (hereinafter referred to as the “Licensor”), for consideration of One (\$1.00) Dollar, grants to **NANTUCKET ELECTRIC COMPANY**, a Massachusetts corporation with its principal place of business at 170 Data Drive, Waltham, Massachusetts 02451 (hereinafter referred to as the “Licensee”) with quitclaim covenants, the perpetual right and license to install, construct, reconstruct, repair, replace, add to, maintain and operate for the transmission of high and low voltage electric current and for the transmission of intelligence, an “UNDERGROUND ELECTRIC DISTRIBUTION SYSTEM” (hereinafter referred to as the “UNDERGROUND SYSTEM”), consisting of lines of buried wires and cables and lines of wires and cables installed in underground conduits, together with all equipment and appurtenances thereto, and without limiting the generality of the foregoing, but specifically including the following equipment, namely: manholes, manhole openings, bollards, handholes, junction boxes, transformers, padmount transformers and all housings, connectors, switches, conduits, cables and wires all located over, across, under and upon a portion of the Licensor’s property in Nantucket, Nantucket County, Massachusetts, for the purpose of serving the Licensor’s property and others.

Said “UNDERGROUND SYSTEM” is located in, through, under, over, across and upon a certain portion of that parcel of land situated on the southerly side of Broad Street, the easterly side of Federal Road and the westerly side of South Water Street, being more particularly shown on a Plan of Land filed with the Nantucket County Registry of Deeds Land Court Department as **Plan No. 2535A**, with Certificate of Title No. One, and further identified by the Town of Nantucket Tax Assessor’s office as **Map 42, Block 4.2, Lot 30** as presently constituted.

And further, said “UNDERGROUND SYSTEM” (locations of the electrical equipment and other facilities on the hereinbefore referred to Licensor’s property) is approximately shown on a sketch entitled: “National Grid, 16 Broad St Nantucket, MA, Sketch to Accompany Easement for: the proposed install of (1) 3 phase switchgear module, and (2) sections of concrete encased conduit on private property; WR 30854670, Scale: NTS, Drawn By: AM, Date: 11/19/24”, a reduced copy of said sketch is attached hereto as “Exhibit A”, copies of which are in the possession of the Licensor and Licensee herein, but the final definitive locations of said “UNDERGROUND SYSTEM” shall become established by and upon the installation and erection thereof by the Licensee.

WR#30854670

Address of Licensee:
Nant. El., 170 Data Drive, Waltham, Massachusetts 02451

Return to:
Lori Loughlin
National Grid
1250 Brayton Point Rd
Somerset, MA 02725

Also with the further perpetual right and license from time to time to pass and repass over, across and upon said Licensor's property as is reasonable and necessary in order to renew, replace, repair, remove, add to, maintain, operate, patrol and otherwise change said "UNDERGROUND SYSTEM" and each and every part thereof and to make such other excavation or excavations as may be reasonably necessary in the opinion and judgment of the Licensee, its successors and assigns, and to clear and keep cleared the portions and areas of the Licensor's property wherein the "UNDERGROUND SYSTEM" is specifically located, as shown on the sketch herein referred to, of such trees, shrubs, bushes, above ground and below ground structures, objects and surfaces, as may, in the opinion and judgment of the Licensee, interfere with the efficient and safe operation and maintenance of the "UNDERGROUND SYSTEM" and other related electrical equipment. However, said Licensee, its successors and assigns, will properly backfill said excavation or excavations and restore the surface of the land to as reasonably good condition as said surface was in immediately prior to the excavation or excavations thereof.

If said herein referred to locations as approximately shown on the sketch herein also referred to are unsuitable for the purposes of the Licensee, its successors and assigns, then said locations may be changed to areas mutually satisfactory to both the Licensor and the Licensee herein; and further, said newly agreed to locations shall be indicated and shown on the sketch above referred to by proper amendment or amendments thereto. The Licensor, for itself, its successors and assigns, covenant and agrees with the Licensee, for itself, its successors and assigns, that this Grant of License and the location of the "UNDERGROUND SYSTEM" may not be changed or modified without the written consent of the Licensee, its successors and assigns, which consent shall not be unreasonably withheld. Any relocation so requested shall be at the sole cost and expense of the requesting party.

It is the intention of the Licensor to grant to the Licensee, its successors and assigns, all the rights and licenses aforesaid and any and all additional and/or incidental rights needed to install, erect, maintain and operate within the Licensor's property an "UNDERGROUND SYSTEM" for the transmission of intelligence and for the purpose of supplying electric service to the Licensor's property, including, without limitation, to the building, buildings or proposed buildings shown on the last herein referred to sketch or amended sketch and the right to service others from said "UNDERGROUND SYSTEM".

The licenses herein granted are non-exclusive, however, it is agreed that the "UNDERGROUND SYSTEM" shall remain the exclusive property of the Licensee, its successors and assigns, and that the Licensee, its successors and assigns, shall pay all taxes assessed thereon.

Licensor and Licensee agree that this Grant of License shall terminate upon the recording of a permanent Grant of Easement granted by Licensor to Nantucket Electric Company for the "UNDERGROUND SYSTEM" in the above noted location as described in this License.

[Signature Page Follows]

For Licensor's title, see deed dated September 27, 1928, recorded as Document No. 2006, filed with the Nantucket County Registry of Deeds Land Court with **Certificate of Title No. 1506**.

IN WITNESS WHEREOF, the TOWN OF NANTUCKET, acting by and through its Select Board, being duly authorized, has executed this license this _____ day of _____, 20__.

TOWN OF NANTUCKET

By and through its Select Board

By: BROOKE MOHR

By: MATTHEW FEE

By: THOMAS M. DIXON

By: MALCOLM W. MACNAB

By: DAWN E. HILL HOLDGATE

Commonwealth of Massachusetts

County of _____} ss.

On this the _____ day of _____, 20____, before me, the undersigned Notary Public, personally appeared BROOKE MOHR, MATTHEW FEE, THOMAS M. DIXON, MALCOLM W. MACNAB and DAWN E. HILL HOLDGATE, proved to me through satisfactory evidence of identity, which was/were _____, to be the persons whose names are signed on the preceding Grant of License, and acknowledged to me that they signed it voluntarily for its stated purpose, as duly authorized members of the Select Board for the Town of Nantucket, MA.

Signature of Notary Public

Printed Name of Notary

My Commission Expires _____

Place Notary Seal and/or Any Stamp Above

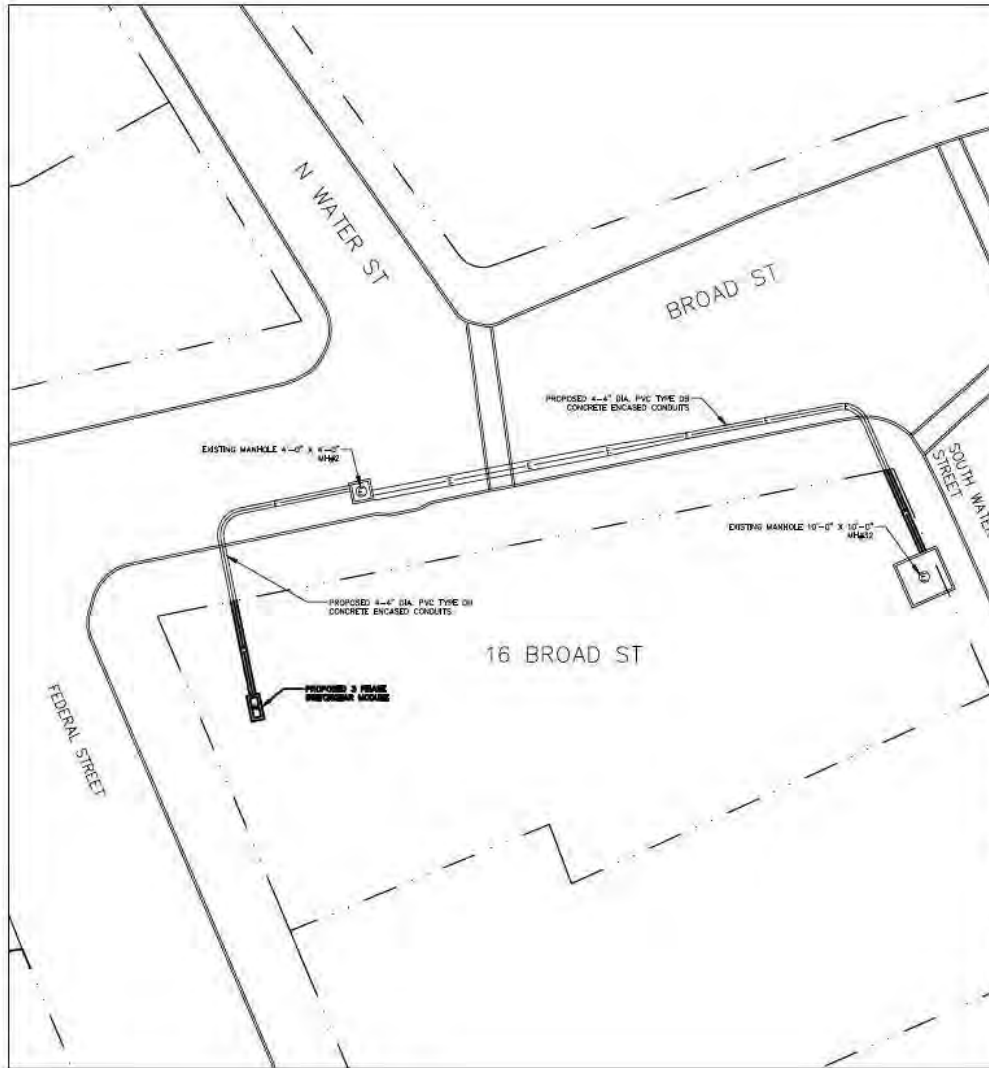


EXHIBIT A

EXHIBIT 'A' NOT TO SCALE:
THE EXACT LOCATION OF SAID
FACILITIES TO BE ESTABLISHED BY AND
UPON THE INSTALLATION AND
ERECTION OF THE FACILITIES THEREOF.

LEGEND

- NEW 3 PHASE SWITCHGEAR MODULE
- EXISTING MANHOLE
- CURB LINE
- PROPERTY LINE
- INSTALL UG ELECTRIC IN CONDUIT

SKETCH TO ACCOMPANY EASEMENT
FOR THE PROPOSED INSTALL OF (1)
3 PHASE SWITCHGEAR MODULE, AND
(2) SECTIONS OF CONCRETE ENCASED
CONDUIT ON PRIVATE PROPERTY.



DRAWN BY:
ANDREW MODESITT

nationalgrid

16 BROAD ST, NANTUCKET, MA

WR 30854670

SCALE	DRAWN BY:	APPROVED BY:	DATE
NTS	AM	-	11/19/24



Agenda Item Summary

Agenda Item #	VIII. 3.
Date	01/29/2025

Staff

Tracy MacDonald, Real Estate Specialist

Subject

Request for approval and execution of Grant of License Agreement from Town of Nantucket to Nantucket Electric Company for underground electric distribution system in portion of Waitt Drive and 7 Amelia Drive.

Executive Summary

Approval and execution of a License Agreement from the Town of Nantucket to Nantucket Electric Company for to install, construct, reconstruct, repair, replace, add to, maintain and operate for the transmission of high and low voltage electric current and for the transmission of intelligence, an "UNDERGROUND ELECTRIC DISTRIBUTION SYSTEM", consisting of lines of buried wires and cables and lines of wires and cables installed in underground conduits, together with all equipment and appurtenances thereto, and without limiting the generality of the foregoing, but specifically including the following equipment, namely: bollards, handholes, junction boxes, pullboxes, transformers, padmount transformers and all housings, connectors, switches, conduits, cables and wires all located over, across, under and upon a portion of Waitt Drive being Lot 94 and Lot 95B, on Plan No. 2024-13, and Lot 95B, Assessor as Map 67, Lot 927 and 7 Amelia Drive being Lot 26 on a Plan No. 2023-27, Assessor Map 67, Lot 434 and shown more particularly on sketch provided.

Staff Recommendation

To approve and execute document in form reviewed by Town Counsel

Background/Discussion

In conjunction with the construction of the dormitory and other infrastructure for Waitt Drive a temporary license agreement is required pending approval of warrant article proposed for 2025 Annual Town Meeting for grant of permanent utility easement to Nantucket Electric Company for the underground electric distribution system in portions of Waitt Drive and 7 Amelia Drive shown on sketch provided

Impact: Environmental ☒ **Fiscal** ☐ **Community** ☒ **Other** ☐



Board/Commission Recommendation

N/A

Public Outreach

None

Connection to Existing Applicable Plan (i.e., Strategic Plan, Master Plan, etc.)

Strategic and Master Plan

Attachments

License Agreement; Sketch



GRANT OF LICENSE

TOWN OF NANTUCKET, a municipal corporation having an address of 16 Broad Street, Nantucket, Massachusetts 02554 (hereinafter referred to as the “Licensor”), for consideration of One (\$1.00) Dollar, grants to **NANTUCKET ELECTRIC COMPANY**, a Massachusetts corporation with its principal place of business at 170 Data Drive, Waltham, Massachusetts 02451 (hereinafter referred to as the “Licensee”) with quitclaim covenants, the perpetual right and license to install, construct, reconstruct, repair, replace, add to, maintain and operate for the transmission of high and low voltage electric current and for the transmission of intelligence, an “UNDERGROUND ELECTRIC DISTRIBUTION SYSTEM” (hereinafter referred to as the “UNDERGROUND SYSTEM”), consisting of lines of buried wires and cables and lines of wires and cables installed in underground conduits, together with all equipment and appurtenances thereto, and without limiting the generality of the foregoing, but specifically including the following equipment, namely: bollards, handholes, junction boxes, pullboxes, transformers, padmount transformers and all housings, connectors, switches, conduits, cables and wires all located over, across, under and upon a portion of the Licensor’s property in Nantucket, Nantucket County, Massachusetts, for the purpose of serving the Licensor’s property and others.

Said “UNDERGROUND SYSTEM” is located in, through, under, over, across and upon certain portions of those parcels of land situated on the northwesterly side of Amelia Drive and the southerly side of Waitt Drive, being more particularly shown as “**Lot 94 and Lot 95B**”, on a Plan of Land recorded with the Nantucket County Registry of Deeds as **Plan No. 2024-13**, and Lot 95B being further identified by the Town of Nantucket Tax Assessor as Map 67, Lot 927, and “**Lot 26**” on a Plan of Land recorded with the Registry as **Plan No. 2023-27**, further identified by the Tax Assessor as Map 67, Lot 434, as presently constituted.

And further, said “UNDERGROUND SYSTEM” (locations of the electrical equipment and other facilities on the hereinbefore referred to Licensor’s property) is approximately shown on a sketch entitled: “National Grid, Inst. UG Primary conductors, Inst. 300kva padmounted XFMR, 19 Waitt Dr, Nantucket, Mass, 02554, Date: 12/3/2024, Designer: VAZQUEZJ, WR 30929294”, a reduced copy of said sketch is attached hereto as “Exhibit A”, copies of which are in the possession of the Licensor and Licensee herein, but the final definitive locations of said “UNDERGROUND SYSTEM” shall become established by and upon the installation and erection thereof by the Licensee.

WR#30929294

Address of Licensee:
Nant. EL., 170 Data Drive, Waltham, Massachusetts 02451

Return to:
Lori Loughlin
National Grid
1250 Brayton Point Rd
Somerset, MA 02725

Also with the further perpetual right and license from time to time to pass and repass over, across and upon said Licensor's property as is reasonable and necessary in order to renew, replace, repair, remove, add to, maintain, operate, patrol and otherwise change said "UNDERGROUND SYSTEM" and each and every part thereof and to make such other excavation or excavations as may be reasonably necessary in the opinion and judgment of the Licensee, its successors and assigns, and to clear and keep cleared the portions and areas of the Licensor's property wherein the "UNDERGROUND SYSTEM" is specifically located, as shown on the sketch herein referred to, of such trees, shrubs, bushes, above ground and below ground structures, objects and surfaces, as may, in the opinion and judgment of the Licensee, interfere with the efficient and safe operation and maintenance of the "UNDERGROUND SYSTEM" and other related electrical equipment. However, said Licensee, its successors and assigns, will properly backfill said excavation or excavations and restore the surface of the land to as reasonably good condition as said surface was in immediately prior to the excavation or excavations thereof.

If said herein referred to locations as approximately shown on the sketch herein also referred to are unsuitable for the purposes of the Licensee, its successors and assigns, then said locations may be changed to areas mutually satisfactory to both the Licensor and the Licensee herein; and further, said newly agreed to locations shall be indicated and shown on the sketch above referred to by proper amendment or amendments thereto. The Licensor, for itself, its successors and assigns, covenant and agrees with the Licensee, for itself, its successors and assigns, that this Grant of License and the location of the "UNDERGROUND SYSTEM" may not be changed or modified without the written consent of the Licensee, its successors and assigns, which consent shall not be unreasonably withheld. Any relocation so requested shall be at the sole cost and expense of the requesting party.

It is the intention of the Licensor to grant to the Licensee, its successors and assigns, all the rights and licenses aforesaid and any and all additional and/or incidental rights needed to install, erect, maintain and operate within the Licensor's property an "UNDERGROUND SYSTEM" for the transmission of intelligence and for the purpose of supplying electric service to the Licensor's property, including, without limitation, to the building, buildings or proposed buildings shown on the last herein referred to sketch or amended sketch and the right to service others from said "UNDERGROUND SYSTEM".

The licenses herein granted are non-exclusive, however, it is agreed that the "UNDERGROUND SYSTEM" shall remain the exclusive property of the Licensee, its successors and assigns, and that the Licensee, its successors and assigns, shall pay all taxes assessed thereon.

Licensor and Licensee agree that this Grant of License shall terminate upon the recording of a permanent Grant of Easement granted by Licensor to Nantucket Electric Company for the "UNDERGROUND SYSTEM" in the above noted location as described in this License.

For Licensor's title, see (i) deed dated July 30, 2004, recorded with the Nantucket County Land Court as Document No. 108365, as affected by a Voluntary Withdrawal from the Registration System Order dated September 20, 2012, as Land Court Document No. 138530, and recorded in **Book 1348, Page 248** and (ii) deed dated August 2, 2019, recorded with the Nantucket Registry of Deeds in **Book 1704, Page 245**.

IN WITNESS WHEREOF, the TOWN OF NANTUCKET, acting by and through its Select Board, being duly authorized, has executed this license this _____ day of _____, 20____.

TOWN OF NANTUCKET

By and through its Select Board

By: BROOKE MOHR

By: MATTHEW FEE

By: THOMAS M. DIXON

By: MALCOLM W. MACNAB

By: DAWN E. HILL HOLDGATE

Commonwealth of Massachusetts

County of _____} ss.

On this the _____ day of _____, 20____, before me, the undersigned Notary Public, personally appeared BROOKE MOHR, MATTHEW FEE, THOMAS M. DIXON, MALCOLM W. MACNAB and DAWN E. HILL HOLDGATE, proved to me through satisfactory evidence of identity, which was/were _____, to be the persons whose names are signed on the preceding Grant of License, and acknowledged to me that they signed it voluntarily for its stated purpose, as duly authorized members of the Select Board for the Town of Nantucket, MA.

Signature of Notary Public

Printed Name of Notary

My Commission Expires _____

Place Notary Seal and/or Any Stamp Above

EXHIBIT A

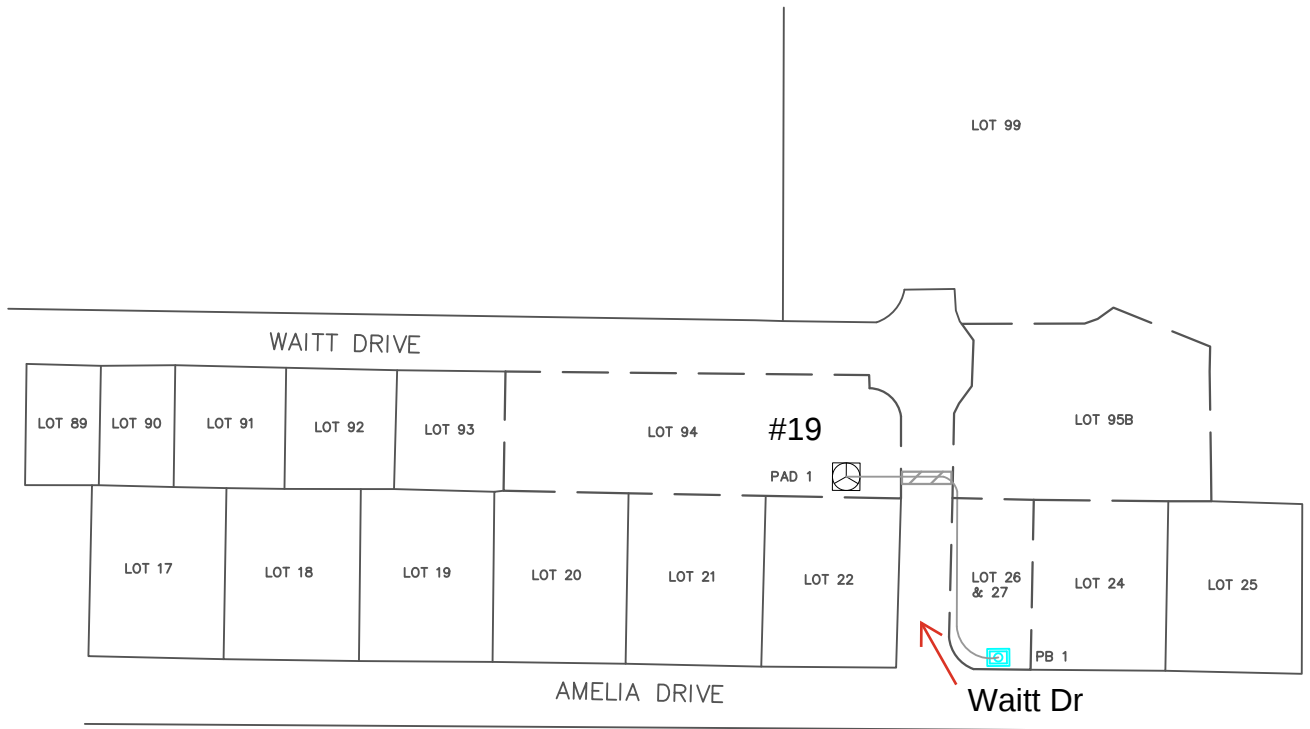
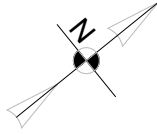


EXHIBIT 'A' NOT TO SCALE
The exact location of said Facilities to be established by and upon the installation and erection of the Facilities thereof

LEGEND



PROPOSED 300KVA THREE
PHASE PADMOUNT XFMR



PROPOSED PULLBOX



CONCRETE ENCASED

PROPOSED UG PRIMARY IN
PVC SCHED 40 CONDUIT

INST UG PRIMARY CONDUCTORS
INST 300KVA PADMOUNT XFMR

19 WAITT DR

NANTUCKET, MASS 02554

Date: 12/3/2024

Designer: VAZQUEZJ

Work Request: 30929294

nationalgrid



Agenda Item Summary

Agenda Item #	IX- 1
Date	01/29/25

Staff

Town Manager; Solid Waste Manager; Finance Director; Town Counsel

Subject

Award of Proposal for Operation and Management of Solid Waste Facility

Executive Summary

The Waste Services Agreement for the operation of the Town's solid waste disposal facility with Waste Options Nantucket expires on November 30, 2025. The Town issued an RFP for the operation and management of its solid waste disposal facility ("landfill", "dump") in June of 2024. Proposals were due in September, 2024. XX RFPs were requested and XX potential proposers attended pre-submittal site visit. One proposal from Waste Options Nantucket was submitted. That proposal has been evaluated by the required Evaluation Committee (Finance Director, Town Manager, Solid Waste Manager, Capital Program Committee representative, Solid Waste consultant).

Staff Recommendation

Recommend that the Board:

- 1 – Adopt the Evaluation Committee's Determination that the Technical and Price Proposals meet the minimum Request for Proposal requirements and are the most advantageous alternative available to the Town;
- 2 – Select Waste Options Nantucket to provide the solid waste operations and management services on the terms set forth in its proposal, subject to negotiation of the Waste Services Agreement (WSA), Asset Purchase and Sale Agreement (APSA) and related Exhibits.
- 3 – Delegate to the Town Manager authority to complete the negotiations of the WSA, APSA and Exhibits for consideration and vote by the Select Board at a future meeting.

Background/Discussion

Preparation for the expiration of the WSA in 2025 has been on-going for at least the last 4 years. Comprehensive overviews and updates have most recently been provided to the Board on January 11, 2024; June 5, 2024; November 6, 2024.

Impact: Environmental ☒

Fiscal ☒

Community ☒

Other ☐



Board/Commission Recommendation

N/A

Public Outreach

Substantial information is on the Town website. When a final draft of the WSA and associated documents are ready for presentation to the Board, we will provide an overview at a Board meeting, with action to be scheduled at a subsequent meeting to allow for any public comment or questions.

Connection to Existing Applicable Plan (i.e., Strategic Plan, Master Plan, etc.)

Select Board Strategic Plan – Focus Area: Environmental Leadership

Attachments

No attachments





Town Manager's Activities Report

Agenda Item #	IX-2
Date	01/29/25

Staff

Town Manager, Assistant Town Managers, Administration Staff, Others

Subject

Monthly Town Management Activity Report

Business as Usual

- 2025 Annual Town Meeting & Election Prep **Warrant adopted; FinCom meeting to develop motions; outreach planning beginning**
- Strategic Plan follow-up from Select Board's October St Plan Retreat **In process of scheduling Focus Area Teams meeting(s) to update implementation plan following Board adoption of its Strategic Plan on 1/22/25**
- Monthly Town Manager E-news **Due to staffing, will issue a Winter E-News to cover Jan, Feb, Mar**
- FY 26 Budget and Capital Prep **Preparing for FinCom FY 26 Budget Reviews on Sat, 2/1**
- Monthly SB Licensing Meeting
- Road & Sidewalk Closures, House Moves – Coordination/Outreach **Constant**
- Public records requests: Immense amount of time and effort with FOIA's; 2 full-time positions now essentially dedicated to these **Working to develop job description for Committee Coordinator position**
- Increase in daily emails, calls, walk-ins due to increased activities

Strategic/Major Initiatives

- Baxter Road Alt Access and SBPF Geotube Project **Internal discussion progressing regarding the assessment of betterments and potential associated legal issues**
- Sheep Pond Road Update at 1/29 County meeting
- Proposed New Our Island Home: **Steering Committee meeting regularly (1-3x per month) continuing work on design, permitting and other elements; outreach plan underway; discussions with Friends of Our Island Home regarding fundraising; updating project information on Town website; next steps if voters do not approve funding**
- Long-term Solid Waste Planning – **Update/action at 1/29 Select Board meeting**
- Waitt Drive Seasonal Housing – **project well underway**

- Town Parking Lots condition review, including surveys and improvement recommendations and cost estimates underway
- Concession buildings (Jetties, Children's Beach) condition assessment and recommendations completed – **need to schedule for Select Board review**
- Bathing Beach Road/Jetties lower lot stormwater improvement project underway
- Project management software – demonstrations from 7 vendors, workgroup narrowed to 2
- Washington Street Corridor / Downtown Flood Barrier Project(s) – **both projects underway, public information sessions have been held, more to be held**
- Human Services Grants Review – development of scope of services for Community Needs Assessment; **in procurement queue**
- Surfside Area Roadway, Stormwater and Sidepath Project – **on-going/regular staff meetings**
- PFAS
 - Water Main expansion west of Airport, Tom's Way, Arkansas
 - Landfill groundwater sampling
 - WWTF influent sampling
 - Foam destruction pilot project
 - **DEP monitoring well installation at 2 FG – first round of samples rec'd, awaiting report and review from DEP**
 - **PFAS workgroup presented update to Board of Health 1/16/25**
 - **PFAS workgroup update to Select Board scheduled for 2/19/25**
 - **PFAS "Summit 3" (internal workgroup and consultants) in works (hopefully March)**
 - **Presentation of Nantucket PFAS work at annual New England Water Environment Association (1/27/25)**
 - **Planning with Water Dept for mobile water treatment system**
- Housing initiatives:
 - coordination of public outreach as to Town housing activities;
 - internal staff group for municipal employee housing development potential;
 - consistent updates with core housing/real estate staff on employee housing initiatives, opportunities;
 - leases/licenses; rental property management issues, including maintenance of employee housing lists
 - **SHI list update – in progress**
 - **Issuance of RFP for year-round rental housing for Town employees**

Staffing / Personnel Management-Related

- Numerous collective bargaining and other personnel matters
- **Paid Family Medical Leave (PFML) follow-up from 2024 ATM which voted to join the State program: collective bargaining required for this, months ago the Town contacted all unions, met with several and have not had any definitive action that would be required to join the state program**

- **Reviewing non-union compensation and classification schedule for any updates**
- **In process of filling: Deputy Housing Director, Real Estate Specialist II, Social Media Coordinator (fka Public Outreach Coordinator)**

Unanticipated/Immediate Response

- Proposed vessel slowdown restrictions for right whales **Hopefully we will never have to deal with this ever again**
- Vineyard Wind Turbine Blade Failure follow-up **Waiting on BSEE to reschedule public informational session that was previously scheduled for 2/5, now TBD**
- Off-shore Wind Issues including response and associated follow-up from Bureau of Energy Management (BOEM) mitigation “proposal” for SouthCoast Wind **Not currently active**
- **Ticcoma Green – MEPA permit requirements (changes necessary to a portion of the 2FG Parking Lot area)**

Other

- Mass Municipal Association webinars; **annual conference in Boston (1/24-25)**
- **Minutes: working on use of AI to assist with more timely completion**
- **Monitoring new and emerging Federal mandates, actions, orders**

Meetings

WEEKLY MEETINGS:

- Department Heads and Assistant TMs 1:1
- Agenda Prep – weekly meetings
- PFAS weekly
- FinCom

MONTHLY MEETINGS

(or sometimes Bi-Monthly or Weekly):

- Cabinet
- Town Admin Staff
- Cape Cod Managers
- Solid Waste Long-Term Planning
- OIH Facility
- Baxter Road Relocation
- Land Bank – Town Admin check in

QUARTERLY:

- Strategic Plan Internal Staff
- Cabinet Problem-Focused Retreat quarterly (ideally)