



Town of Nantucket Capital Program Committee November 6, 2025

Attending Members:	Jill Vieth, Chair, Peter Kaizer, Caroline Baltzer, Liza Hatton
Staff:	Susan Carmel, Deputy Finance Director, Libby Gibson, Town Manager, Gregg Tivnan, Deputy Town Manager, Rick Sears, Deputy Town Manager, Kristie Ferrantella, Housing Director
Absent	Howard Matz, Dawn Hill

The Capital Program Committee discussed the town's \$250,000 request for the electronic document management program, which has allocated \$1.9 million since 2019. The project, managed by Iron Mountain, aims to digitize 22,695 boxes of documents by March 30, 2024. The committee also reviewed the housing department's proposal to develop municipal employee housing on Waite Drive, citing a 45-person vacancy list and the need for 25-35 bedrooms. The project aims to provide stable housing for essential employees, with a focus on single-family homes and duplexes. The committee emphasized the need for clear communication and community support to present the proposal effectively at town meeting. The Capital Program Committee discussed housing challenges, noting a two-month lease procurement delay and the need for transient housing for teachers. They explored options like moving small houses and preserving existing structures. The committee also reviewed the town's ERP system, proposing a \$75,000 assessment for potential updates. They discussed the importance of prioritizing projects, such as the Somerset sewer extension and coastal resiliency efforts, and the need for better public outreach. The committee emphasized the importance of balancing public and private responsibilities in housing and infrastructure projects.

Town Admin Capital Request Overview

- Jill Vieth calls the meeting to order and asks for approval of the agenda.
- Motion made by Peter, seconded by Caroline Baltzer.
- Roll call vote: Caroline aye, Liza aye, Peter aye, Jill aye. Motion passes unanimously.
- Jill Vieth opens the floor for public comment, which is closed without any comments.
- Gregg Tivnan, Deputy Town Manager, introduces the capital request for \$250,000 to complete the electronic document management program, which started in 2019 with an initial appropriation of \$100,000.
- The project involves digitizing documents, with a total of \$1.9 million spent so far, including a \$1.4 million contract with Iron Mountain.
- The project faced delays due to logistical issues but has since resumed, with 22,695 boxes of documents scanned and 800,000 documents removed from the island.

Details of the Document Digitization Project

- Gregg Tivnan explains the need for upgrading the laser fish software and the successful beta testing of the documents.
- The project aims to complete the digitization of smaller departments like town admin, housing, and HR, and to support potential renovations of the town building.
- Jill Vieth inquires about the fate of physical documents, and Gregg Tivnan explains they are being stored in Framingham, New Jersey, and Massachusetts, with no plans to shred them.
- Libby Gibson adds that some documents have specific retention schedules, and not all can be destroyed.
- The conversation touches on the Registry of Deeds and their storage plans, which are separate from the town's project.

Quality Assurance and Future Plans

- Christy Kickham asks about the quality assurance process, and Gregg Tivnan explains the beta testing and upgrading of equipment.
- Jill Vieth notes that each page is numbered for easy tracking, and Gregg Tivnan confirms that the documents are indexed for quality control.
- The conversation shifts to the potential for partnerships with historical societies to preserve old documents.
- Caroline Baltzer questions the long-term storage needs for historical documents, and Gregg Tivnan suggests professional climate-controlled storage.
- The discussion includes the possibility of renovating the town building to accommodate historical documents and the potential for shared archivist positions.

Challenges and Solutions for Municipal Employee Housing

- Kristie Ferrantella presents the housing department's request to develop municipal employee housing, highlighting the housing crisis on Nantucket.
- The median home price is \$3.5 million, and the median monthly rent is \$3,000, making stable housing a challenge for town employees.
- The Select Board's strategic plan prioritizes housing for town and school employees, and a survey revealed that 52% of employees' housing stability is tied to their employment.
- The housing department manages 43 units, including private rentals, but faces challenges with lease renewals and price increases.
- The department has been able to provide temporary housing for new hires and those who lose their housing, but this is not a long-term solution.

Proposed Housing Development on Waitt Drive

- Kristie Ferrantella explains the decision to develop municipal employee housing on Waitt Drive, which has three undeveloped lots.
- The department plans to start with one lot and build out additional lots in future years, with a concept design by Griffin Architects.

- The project will use funds from a previous appropriation to hire an OPM for site design, permitting, and engineering, with bids ready by May.
- The ask to town meeting is to start with one lot, with a proof of concept to show the feasibility of the project.
- The department aims to create housing that is both affordable and meets the needs of town employees, including single-family homes and duplexes.

Concerns and Strategies for Town Meeting Presentation

- Libby Gibson and Kristie Ferrantella discuss the challenges of presenting the housing project at town meeting, including the need for a solid number and clear communication.
- The department plans to use the communications team to create a website, information sessions, and FAQs to educate the public.
- The goal is to make it clear that the housing project is a multi-year effort and to explain the difference between municipal employee housing and community housing.
- The department also plans to involve community members and local supporters to speak in favor of the project at town meeting.
- The conversation includes the need for a consistent policy for town employee housing and the potential for centralizing housing with the school.

Coordination with Other Housing Initiatives

- The discussion touches on the potential for coordinating town employee housing with other housing initiatives, including the Affordable Housing Trust and the airport.
- Kristie Ferrantella explains the challenges of using the Affordable Housing Trust for municipal employee housing due to deed restrictions and lottery requirements.
- The department is exploring the possibility of using seasonal communities legislation to create housing for municipal employees and artists.
- The conversation includes the need for flexibility in funding and the potential for pre-approving funds for emergency housing needs.
- The department aims to balance the need for consistent housing policies with the flexibility to address immediate housing crises.

Challenges in Housing Availability and Seasonal Needs

- Kristie Ferrantella discusses the difficulty in securing housing for employees, noting that it takes two months to sign a lease.
- Christy Kickham inquires about seasonal housing needs, and Kristie explains the influx of teachers needing housing at the start of August.
- Libby Gibson mentions that some teachers rent houses in the summer to afford living on the island.
- Christy Kickham emphasizes the need for opportunities to provide housing through building or buying.

Preservation and Affordable Housing Initiatives

- Jill Vieth and Christy Kickham discuss the appeal of preserving existing homes and the potential for affordable housing funds.
- Caroline Baltzer highlights the benefits of preservation, including adding ADUs to existing properties.
- Christy Kickham asks about moving houses to new properties, and Kristie Ferrantella explains the challenges due to procurement timelines and funding delays.
- Peter Kaizer and Libby Gibson discuss the feasibility of moving small houses and the competition with private citizens for affordable housing.

Workforce Housing and Employee Retention

- Peter Kaizer raises concerns about the increasing need for workforce housing as long-term employees retire or leave.
- Kristie Ferrantella and Peter Kaizer discuss the challenges of housing entry-level and mid-level town employees.
- Peter Kaizer mentions the pushback from community members who feel their tax dollars are prioritized for town employees rather than themselves.
- Libby Gibson and Peter Kaizer discuss the responsibility of employers, including the town, to provide housing for their employees.

Project Management and Resource Allocation

- Jill Vieth and Libby Gibson discuss the challenges of managing multiple projects simultaneously due to limited staff and resources.
- Christy Kickham and Jill Vieth talk about the importance of presenting projects well to gain voter support.
- Libby Gibson mentions the need for better coordination and outreach for projects like the Somerset sewer extension.
- Peter Kaizer and Jill Vieth discuss the importance of clear communication and prioritization of projects.

Enterprise Resource Planning (ERP) System Review

- Susan Carmel introduces the request for an ERP system review to improve efficiency and productivity across town departments.
- Susan Carmel explains the current use of the Munis software and the need for an assessment to determine if a new system is required.
- Jill Vieth and Peter Kaizer discuss the potential costs and benefits of implementing a new ERP system.
- Susan Carmel mentions the possibility of using a system as a service (SaaS) model to improve efficiencies.
- Susan Carmel mentions the need for further discussions on the ERP system review and its potential impact on town operations.

Prioritizing Projects and Outreach Strategies

- Christy Kickham discusses the importance of prioritizing projects and the role of private landowners in coastal resiliency efforts.
- Jill Vieth and Christy Kickham talk about the need for better outreach to engage the public in understanding the importance of these projects.
- Caroline Baltzer suggests involving the town's PR team to create a cohesive communication strategy for various projects.
- Jill Vieth and Christy Kickham discuss the potential for creating educational videos to increase public awareness and support for coastal resiliency initiatives.

Final Remarks and Next Steps

- Jill Vieth and Christy Kickham discuss the importance of prioritizing projects and ensuring clear communication with the Select Board.
- The meeting concludes with a discussion on the next steps for the housing project, including finalizing the concept design and securing bids.
- The department plans to continue working with the communications team and community supporters to prepare for town meeting.
- The conversation includes the need for a clear and compelling presentation to convince voters of the importance of the housing project.
- The department aims to address the challenges of providing stable housing for town employees and to create a long-term solution for housing needs.
- The meeting ends with a commitment to continue working on the housing project and to present a clear and well-prepared plan to town meeting voters.
- Motion to adjourn made by Peter Kaizer, seconded by Christy Kickham.
- Roll call vote: Peter aye, Christy aye, Caroline aye, Liza aye, Jill aye.
- Motion passes unanimously.