



**Town of Nantucket**  
**Capital Program Committee**  
[www.nantucket-ma.gov](http://www.nantucket-ma.gov)

**Members:** Christy Kickham (Chair), Peter McEachern (vice chair), Richard Hussey (Secretary), Jim Kelly, Nat Lowell, Pete Kaizer, Stephen Welch

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**MINUTES**

Wednesday, November 16, 2016  
4 Fairgrounds Road, Training Room – 8:00 am

Called to order at 8:06 a.m.

Staff: Libby Gibson, Town Manager; Brian Turbitt, Director Finance; Terry Norton, Town Minutes Taker

Attending Members: Kickham, McEachern, Hussey, Kelly, Lowell, Kaizer, Welch

Absent Members: None

Early departure: McEachern, 9:14 a.m.

Department Heads: Diane O'Neil, Facilities Manager; Mike Cozort, Superintendent; Melissa Murphy, School Board Secretary; Kara Buzanoski, Director Department of Public Works (DPW); Mark Voigt, Facilities Manager

Documents used: Copy of minutes for October 26, 2016, November 2, 2016, and November 9, 2016; Capital Improvement Plan 2018 thru 2027; capital project detail packets.

**I. APPROVE MINUTES**

1. October 26, 2016: Held
2. November 2, 2016: Held
3. November 9, 2016: Held

**II. OVERVIEW OF FY2018 CAPITAL REQUESTS**

1. Nantucket Public Schools

Discussion a. Nantucket High School (NHS) Building Improvements \$300,000

**O'Neil** – This is for work on all three buildings; when one project is finished, there might be money left and this allows that to go to another maintenance project on a different building. Nantucket Elementary School (NES): replace/repair interior doors and alarms, replace carpeting, restroom floor repainting, some cabinets to be replaced, reconfigure office space. Cyrus Peirce Middle School (CPS): paint hall lockers and interior classroom doors, replace carpets with tiles. NHS: science lab upgrades, replace locker room lockers, bathrooms fixtures, carpeting, replace sprinkler system in the server room. Reshingle last three walls of the field house. Replace campus chain-link fencing.

**McEachern** – If the lockers are electrostatically painted, the paint adheres better.

b. Paving NHS/CPS parking lots \$300,000

**O'Neil** – The back parking lot has not been paved in years. Had to dig a trench for the fiber-optics cable.

**Lowell** – Suggested seal-coating the lots to help prevent cracks. Also asked if they are grinding and paving.

**O'Neil** – Will grind and pave due to drainage issues. The estimate is from Victor based on paving for the Town; she has asked for a more specific estimate.

**Welch** – Suggested crack sealing; it really helps and will keep the paving costs down.

**Kelly** – There is nothing in the out years for paving.

**Cozort** – Because so much paving has been done connected to the new building project and with maintenance, the out year work is beyond the 10 years.

c. Upgrades HVAC NHS/CPS \$450,000

**O’Neil** – The proposed price came from the current maintenance contractor. National Grid would like to work with the school; they have some grant money available. They are looking systems but don’t want to get into proprietary systems. Whichever system ends up at the NES, this will be the same system. Nantucket Intermediate School (NIS) system is on non-proprietary software.

d. Backus Lane Playground and Field Improvements \$375,000

**Cozort** – There is a plan to put a playground on land behind The Muse; it belongs to Nantucket Islands Land Bank so we’re working on a land swap with them. The baseball field would go where the current playground is; explained problems with the current location.

**O’Neil** – This is part of the athletic complex renovation.

**Cozort** – The renovation was put off in lieu of classroom needs. Once the baseball field is moved, we can start looking at uses for its current location.

Discussion about possibly moving the football field to the current location of the baseball field.

**O’Neil** – When we do upgrade this, there’s a law about how close restrooms must be to the field.

**Welch** – Years ago, we were told by the state there’d be problems with safety and security, which we’ve had. Suggested working with the Police Department to plan installation of cameras and visual lanes.

**Welch** – Going back to building improvements, the detail sheet says \$1.5M but that doesn’t track.

**Turbitt** – It includes the \$250,000 from FY2017 allocated at 2016 Annual Town Meeting (ATM).

**Cozort** – Looking at the 10-year plan, making an educated guess at needs. Athletic stuff has been pushed off for 4-5 years. We know there will be window replacement and safety and security issues, specifically locks on the inner vestibule doors on the NHS and NES.

Discussion about NHS as a polling station as it regards security.

**Kickham** – Because of the new proposed baseball field location it would require security.

**O’Neil** – They have been working very closely with the Police Department on types of cameras and their locations.

**Kelly** – Asked if the cameras would be monitored.

**O’Neil** – They record.

**McEachern** – Suggested the schools have the assessed value of all the buildings. If money is spent on the fields, the expenditure of those monies should be compressed rather than spread over time.

**Lowell** – The LLB Architect report identifies building we know we aren’t going to keep; that helps assess which buildings should be invested in for major repairs.

**Cozort** – Reviewed his reasons behind building a new middle school in the future and expanding the high school into the current CPS building.

**McEachern** – Asked if the schools could cope if any of the private schools failed.

**Cozort** – If either school closes, that would mean almost 300 students funneling into the public schools; we couldn’t handle that. Talked about the potential of Universal Pre-School and how he has prepared for that.

**Kickham** – In 2021, there is the NES sprinkler system for \$850,000; asked about it.

**Turbitt** – The spreadsheet needs to be updated; some items were eliminated and some reconfigured. He will provide an updated spreadsheet for the school projects before the next meeting.

**Kickham** – Asked Ms O’Neil to fill in the out-year justifications and descriptions.

2. Facilities

- Discussion **Hussey** – Noted the LLB report recommends that the Town undertake an annual review; asked if there is one for 2016
- Gibson** – There will be as soon as the Facilities staff is settled.
- a. Roof Replacement \$120,500
- Voigt** – The list is from LLB; they are starting to see degradation of roof shingles at 4 Bathing Beach so that is a priority; others are also moved to the top of the list.
- Welch** – There is a convenience in lumping the maintenance of buildings together but it takes a \$5,000 and turns it into a \$50,000 plus capital project. Asked how that works on the accounting side.
- Turbitt** – From an accounting perspective the money is allocated and dispersed with no issues.
- Kelly** – It is not atypical to lump these together to use a different source of funding.
- b. 20 South Water Street \$10,000
- Buzanoski** – This was part of a large project; this is the remaining piece. There is water infiltration between 3 Chestnut Street and 20 South Water Street that needs a water-proof wall.
- c. 2 Fairgrounds Road \$25,000
- Buzanoski** – The only handicapped access at the back of the building and that isn't appropriate. This creates an acceptable access.
- d. Tom Nevers Play Equipment \$100,000
- Buzanoski** – They are waiting on a review of the equipment.
- Kelly** – Asked if these are estimates.
- Buzanoski** – It isn't a written estimate.
- e. Public Bathroom Upgrades \$128,000
- Buzanoski** – This is a conglomeration of all bathrooms that need to be upgraded. Many aren't built to commercial standards. This identifies and sorts those that need the upgrade. Discussion about the need to upgrade the 34 Washington Street public bathrooms and how it ties into the proposed \$2M renovation of the structure.
- Welch** – If a new building is proposed, asked when it would be built in contrast to the cost of repairs. That would be a determining factor on many of these requests. Asked when a new building would be constructed at 34 Washington Street.
- Gibson** – We don't have a long-term plan for the municipal buildings. The existing Marine Department building must serve three to five more years.
- Buzanoski** – These repair projects are the most important due to need based upon the LLB report. Discussion about the LLB report and how it will be updated by the Facilities Division.
- f. 4 Fairgrounds Road Painting Exterior \$45,000
- Gibson** – This doesn't need to be listed here; the police put this in as part of their facilities maintenance.
- g. Out years.
- Buzanoski** – 20 South Water Street renovation \$365,000; General Facilities Maintenance \$100,000; renovation of Visitor's Center and Public Health buildings \$75,000; Marine Department building \$500,000. Waiting on a review of Town staff housing.
- Kickham** – Asked if there is a line item in operating expenses for general maintenance of facilities.
- Buzanoski** – Explained that funds for facilities maintenance has several sources. They are in the process of moving all that into Public Buildings.
- Voigt** – Preventative maintenance is key but there interruptions make it difficult to create a plan. The LLB report goes out many years and has identified larger issues that need to be addressed.
- Kickham** – It's huge having an inventory of buildings. For maintenance staff, asked if facilities will have a designated employees and asked about vehicles.
- Voigt** – There are currently two other staff members and a foreman in Facilities.

**Buzanoski** – They have a dedicated van for equipment and vehicles for the manager and foreman. Reviewed office and shop space available for Facilities.

**Welch** – On the design of the new DPW building, asked if there is a supplement for the Facilities Division space for materials and equipment.

**Buzanoski** – The plan has a stand-alone garage for vehicles and extension for the existing mechanics garage for signs and carpentry and an addition to the administration building.

**Kickham** – Asked for an update on the Children’s Beach concession.

**Gibson** – At this time, only cosmetic improvements and minor repairs. Looking at a porta-potty trailer to increase the toilette facilities. They haven’t reconciled in regards to the overall building.

**Kickham** – Asked about The Jetties work.

**Buzanoski** – Every winter we walk through to ascertain what needs to be done; this year is a grease trap; 2018 will be the bathroom upgrade.

**Voigt** – They have a walk through scheduled with the new tenant; they might have thoughts.

**Kaizer** – Asked about the ratio of buildings to Facilities staff and how work is divided.

**Voigt** – Some buildings are a higher priority than others due to use.

**Hussey** – Asked if any of this work would qualify for Community Preservation Committee (CPC) funds.

**Gibson** – She doesn’t believe any of these are applicable. A building that might be applicable is 20 South Water Street, but there is a debate as to whether or not it’s historical. CPC doesn’t tend to fund Town projects.

**Voigt** – CPC funds could be used for a new playgrounds and equipment; but doesn’t think replacing play sets qualifies.

**Kickham** – Asked if the facilities staff are new hires or from DPW.

**Buzanoski** – They came from within the DPW and picked based upon skills.

**Kaizer** – Asked about procurement of supplies.

**Voigt** – Explained when supplies might be purchased locally and when they are ordered in bulk.

**Kickham** – For General Facilities Maintenance, asked how that differs from procuring supplies.

**Buzanoski** – This is for hiring vendors to do specialized work.

**Murphy** – It is time for the town to start thinking about a comprehensive plan for buildings.

**Lowell** – Asked if the Town is doing energy stuff (sic) for heating when doing this work.

**Voigt** – Met with Lauren Sinatra, Energy Project and Outreach Coordinator; they have been looking mainly at lighting. Roofing has to be incorporated into the energy program. Doesn’t have a good sense of how the buildings are constructed and what’s happened to them over the years.

### III. DISCUSSION, RECAP, AND STATUS REVIEW OF FY2018 CAPITAL REQUESTS

Discussion None at this time.

### IV. CAPCOM BUSINESS

1. Kickham – He still has to meet with Miacomet. Kelly still needs to meet with OIH he would like to attend. Urged members to think about their meetings. Reviewed the final meeting dates for review of projects. Discussion about meeting on November 23 to review meetings with departments and start review of the projects. Welch – We need a finalized TIP from Finance for that meeting.
2. Discussion about Finance Commission expectations from the CapCom report and what CapCom needs from Town Administration in regards to monies available.

### V. DATE OF NEXT MEETING

Wednesday, November 23, 2016, 8:00 a.m. at 4 Fairgrounds Road, Training Room

Topic: Recap and Status Review of FY2018 Capital Requests

Adjourned at 10:17 a.m.

Submitted by:

Terry L. Norton