



Town of Nantucket Capital Program Committee

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Members: Stephen Welch (Chair), Pete Kaizer (Vice Chair), Richard Hussey (Secretary), Christy Kickham, Peter McEachern, Jason Bridges, Kristie Ferrantella

MINUTES

Thursday, August 13, 2020

This meeting was held via remote participation using ZOOM and YouTube,

Pursuant to Governor Baker's March 12, 2020 Order Regarding Open Meeting Law

Called to order at 11:03 a.m. and announcements made by Mr. Welch

Staff: Libby Gibson, Town Manager; Brian Turbitt, Finance Director; Richard Sears, Assistant Finance Director; Alexandria Penta, Financial Analyst; Terry Norton, Minutes Taker

Attending Members: Welch, Kaizer, Hussey, Kickham, McEachern, Bridges, Ferrantella

Documents used: Draft minutes for December 19, 2019 and January 9, 21, 23, & 29 and April 4, 2020; 2020 Annual Town Meeting (ATM) appropriations; 2020 meeting schedule

Motion to Approve the Agenda. (made by: Hussey) (seconded)

Roll-call Vote: Carried unanimously//Ferrantella, McEachern, Kickham, Kaizer, Bridges, and Welch-aye

I. PUBLIC COMMENTS

None

II. INTRODUCTION AND WELCOME – RICHARD SEARS

III. REVIEW AND APPROVE MINUTES

1. December 19, 2019
2. January 9, 2020
3. January 21, 2020
4. January 23, 2020
5. January 29, 2020
6. April 4, 2020

Welch – After reviewing minutes; noted some discussions and votes were not included: discussion on CapCom goals as related to the Master Plan and discussion on the goals of a joint meetings with the Finance Committee and Select Board, though the vote for that was shown.

Motion **Motion to Hold.** (made by: Kickham) (seconded)

Roll-call Vote Carried unanimously//Hussey, Ferrantella, McEachern, Kaizer, Bridges, and Welch-aye

IV. UPDATE 2020 ANNUAL TOWN MEETING (ATM) CAPITAL APPROPRIATIONS

Discussion **Gibson** – She and Mr. Sears reviewed what the Town is looking at for FY2022; cleaning up older capital projects and deferring things currently in the schedule.

Turbitt – We had originally recommended about \$8m in capital projects for 2020 ATM; when COVID hit and ATM became abbreviated, we made the decision to eliminate almost all of the General Fund Capital Projects except for the Master Plan, because its funding was previously approved. We removed the Department of Public Works (DPW) facilities upgrade and Capital overrides - even if they passed on the ballot - and exclusions. We kept the Sidewalk Improvements because it's borrowing. We kept IT infrastructure related project. The majority of capital projects kept were School and IT infrastructure replace and repair. All told just over \$2m.

Welch – Asked if we anticipate these to go forward for 2021 ATM and/or be reviewed again on a case-by-case basis due to lack of funding.

Gibson – We need to either work them into 2022 or move them out.

Welch – Suggested committee members get an overlay of the Appendix A worksheet.

Turbitt – Changes to the Enterprise Fund projects: Airport capital for the \$250,000 for Groundwater Soil Investigation and was changed to \$500,000 and Wannacomet Water Company had a watermain replacement. The most substantial change was reappropriation from capital articles. Largest change ATM was asked to approve a \$32m Article for a new sewer force main from Sea Street Pump Station to the Surfside Wastewater Treatment Plant, which qualified for state revolver funds; originally April was too soon to apply for that but when we ended up with the June ATM and no prospect for a Fall Town Meeting, it was brought forward.

Welch – Asked for a narrative on that and the potential dollar amounts on other funding sources.

V. FISCAL YEAR 2022 CAPITAL PROJECTS – GENERAL DISCUSSION

Discussion **Sears** – There is the question of what to do with FY2021 projects: ascertain if requirements changed, review the funding sources, begin departmental head discussions, and prioritize them among the FY2022 projects.

Gibson – We could send the committee members the PowerPoint® Mr. Sears presented to Mr. Turbitt and me on Wednesday, August 12th; it will provide a good overview of where we are and how we plan to proceed.

Bridges – Recapped as he understands the process. Asked about new projects not-yet reviewed.

Turbitt – One question to be sorted out is how the FY2021 and FY2022 projects will fit together; some projects are continuations or multi-year requests. Some of that review work was started yesterday; much of the discussion is how it will be accomplished with the unfolding economic situation. Fewer projects will probably be recommended.

Bridges – Asked if there is a time-frame

Turbitt – The first quarter Rooms and Meals Tax was pushed off to September, which will capture through September. The second quarter - October, November, and December - will be the better predictor.

Kickham – Asked if the guidelines might have changed regarding department requests.

Gibson – Haven't asked them anything; the PowerPoint® will address that.

Welch – Acknowledge revenue fund sources in advance but the amount won't be identified until December; we'll be looking at whatever projects could be funded under a reasonable bad-case scenario. We understand that some and probably not all projects will be advanced based upon the December numbers. One of our focuses will be the timeline for completed Capital Improvement Plan (CIP) request forms; everything we do is based upon that completed form.

VI. SCHEDULE OF MEETINGS

Discussion **Welch** – In today's packet is a copy of last year's schedule and a preliminary timeline for 2021 ATM. In the worst-case scenario and as long as we have timely forms submitted, we can stick to the calendar - except for a joint meeting early in the process with Finance Committee and Select Board and getting them that information. Based upon how things worked the in the past years, that would be before the December 15th status meeting. Timeline should be worded to properly convey the intent: Capital Project Initial Joint Review. He sees no reason a report can't be completed and submitted by January 20, 2021. Another schedule item is the weekly meetings, we will meet weekly and use the interim time to review Organization issues.

Bridges – He is pushing for ATM to be held at the end of April.

Mr. Welch met with Ms. Kronau, asked if there is a good plan and whether or not there is more stuff to be worked out between CapCom and Finance Committee.

Welch – More stuff needs to be worked out. He's hopeful. We don't want to hold them up when they are reviewing budgets with department heads. He's meeting with several people to ensure the Town Meeting date works for everyone. Our concern is if we can deliver by the proposed dates; if not, that needs to be addressed.

VII. ORGANIZATIONAL MEETING AND ELECTION OF OFFICERS

1. **Welch** – The packet was included as an introduction on tools used as a refresher for returning staff and introduction for new members. He hopes to go over more in-depth during a group of organizational planning sessions. Reviewed packet contents: financial policy and procedures; Article 2 establishing the CapCom and outlines responsibilities; CIP Request Form; Ranking of Relative Importance (RORI) Form. Other organizational matters are move-forward concepts and deliverables: anticipated and existing Town facilities as noted in the Master Plan; development of 10-year CIP project reports; develop a report that updates on disposition of prior appropriations and project status reports; debt service report; 10-year funding capacity analysis. He can provide a printed list. Asked that if anyone thinks of another subject to email it to him or staff for inclusion in an organizational discussion.

Bridges – It will be good to have a few of these meetings to make things more efficient. Offered to go over the RORIs with Ms. Ferrantella. He hopes this year there will be some good discussions on projects. We need to get the information on time and the committee making decisions in a timely manner but still have good discussions.

Welch – For us, the critical aspect is going to be reasonable and timely identification of funding sources. We need to identify our own cut-off dates. Funding sources have always been the last element for the report.

2. Chair
3. Vice Chair
4. Secretary

Motion **Motion to retain slate of officers.** (made by: Bridges) (seconded)

Roll-call Vote Carried unanimously//Kickham, Ferrantella, McEachern, Bridges, Kaizer, Hussey, and Welch-aye

VIII. OTHER BUSINESS

1. Green Sheet/Committee Reports
 - a. Nothing to report at this time.
2. “Good of the Order”
 - a. **Welch** – He’d like to be informed when a letter is prepared for thanking Nat Lowell for his service as an out-going member. He’d like to make a comment.
3. Date of the next meeting
 - a. August 20th, 10:00 a.m. via ZOOM

Motion to Adjourn at 12:02 p.m. (made by: McEachern) (seconded)

Roll-call Vote Carried 6-0//Kickham, Ferrantella, McEachern, Bridges, Kaizer, and Welch-aye

Submitted by:

Terry L. Norton