



**Town of Nantucket
Capital Program Committee**
www.nantucket-ma.gov

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

MINUTES

Thursday, September 3, 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 10:02 a.m. and announcements made by Mr. Welch.

- Staff: Brian Turbitt, Director Finance; Richard Sears, Assistant Director Finance; Alexandria Penta, Financial Analyst; Terry Norton, Town Minutes Taker
- Attending Members: Welch, Hussey, Kickham, McEachern, Bridges
- Absent Members: Kaizer, Ferrantella
- Late arrival: Kickham, 10:18 a.m.
- Documents used: Copy of minutes for August 13, 20, & 27, 2020; 10-year Capital Improvement Plan (CIP); CapCom FY2021 meeting schedule.

Agenda

- Motion **Motion to Approve the Agenda.** (made by: Hussey) (seconded)
- Roll-call Vote Carried 4-0//McEachern, Bridges, Hussey, and Welch-aye

I. PUBLIC COMMENTS

- 1. None

II. DISCUSSIONS AND UPDATES

- 1. FY2022 Start Date (Update)

Discussion **Turbitt** – It will be Wannacomet Water Company (WWCO) and the Airport on September 10th and project information will be available Tuesday, September 8th in the morning.
Welch – We weren't 100% those would be the departments.

- 2. 10-Year CIP

Discussion **Welch** – Concept for discussion is what elements we may want to include in our 10-year CIP; currently it's a summary spread sheet; he sent out ideas in outline form to get discussion rolling for planning and to develop CIP structure.
McEachern – He wants to hear Finance staffs' thoughts on this.
Welch – He inquired too. This initiative being put in place by Finance Department by the October 15th date previously discussed is not in the cards due to current staff resources. However, if we want to take this up, to start giving it structure. along the lines of items for Finance to comment on, including what types of information CapCom would like to have included, we can consider this. This, with whole-hearted support for items Finance Department requires for simplifying or enhancing their work. From his standpoint, concern is, without CapCom taking initiative, we'll continue to receive an incomplete list of out-year projects, which is incomplete for a variety of reasons, occasionally presented to the Finance Committee (FinCom). Another concern is we are not doing our due diligence providing only a list and not vetting the list against a well thought out plan—i.e., beyond just summary of project list.
McEachern – If the source (the Town) can't provide information, asked why we should pursue this.

Welch – He anticipates our current 10-year CIP, the summary of projects, being only one element of the plan; the plan consisting of other elements such as: an introduction, a statement of intentions, goals of the 10-year CIP, planning policy objectives, intended outcomes, a summary of priorities (others than goals, objectives, and intentions). Also, may consider which reports CapCom would like included, for instance: Debt Service forecasting, Asset Inventory reports, Facility Master Plan references, etc. There's a lot we could develop into an outline of how the plan would look on paper.

McEachern – Let's not reinvent this; suggested reaching out to other communities to see what their plans look like. He would like Mr. Turbitt and the Town to provide the CIP format.

Welch – Agrees that something on paper provides basis for Finance Department to comment on. He's looked into Massachusetts Department of Revenue information normally included in such reports and drawn from other municipal resources to provide outline; anticipated we might begin discussion how to proceed as a committee, to begin to form a loose structure.

McEachern – He doesn't want CapCom to micromanage the Town; the plan should come from the Town.

Turbitt – We've started reviewing other community plans; Boston has an amazing plan on line that we are reviewing for what does and does not work for us. Due to the compressed timeline, October will be a very difficult date to hit when we've barely started capital project reviews with department budgets coming in on our heels. Throwing something together just to meet a deadline doesn't serve anyone well.

Welch – Appreciates the timing and other issues to launch into a full-fledge planning. Also, he's been looking at the Boston plan as well, which is comprehensive beyond the level we as a committee or Finance Department may provide. To clarify, he was not intending having 10-year CIP structure in place on October 15th; for that date we were specifically talking about types of thresholds, accuracy and precision, in relation to dollar numbers for out-years. For October 15th, he is thinking a comment or two on the worthiness of those and how to go about it.

Turbitt – That would be doable.

Welch – In terms of the bigger picture, in terms of facilitating and meeting needs, and the planning of the longer term (10-year CIP structure) schedule, idea is that information would inter-leaved by the committee into discussion of 10-year planning. No concerns with Finance Department. putting together an outline for the 10-year, subject to having resources available; only concern would be assigning action items and some dates; and, that as with the CapCom's annual report, Town has gotten by with less in the past but we're changing and we may not get as thorough an approach as would benefit the community; that has to be balanced with available resources.

Bridges – An outline for a plan would be great.

Welch – A question for the CIP process may include the need for a facilities inventory, in the 10-year plan; it's a resource that could be developed through the database. Another aspect is what is in keeping with the long-term financial policies and procedures of the Town. Feels our job is to help develop those aspects of the 10-year CIP; matter of helping to create a sense of direction and to some extent a sense of urgency so that action is taken. Asking for feedback from CapCom members on an approach and/or timeline—with none, sounds like we are tabling our 10-year CIP until Town to a certain date.

Bridges – Town and Finance can come up with a certain date for an outline; they know our priorities. Town Administration and Finance can come back later this winter or in the spring.

Welch – Our direction would be to request a date as an action item on when we can anticipate an outline from Finance Department, to include their thoughts about out-year estimates - i.e., thresholds, accuracy and precision; no dissenters.

III. OTHER BUSINESS

1. Green Sheet/Committee Reports

- a. **Welch** – He would like to suggest liaisons report back to their committees that we are starting the review September 10th with the Airport and WWCO. Asked for an update on FinCom online access to CIP details.

Turbitt – He hasn't figured out how to give them read-only access; however, it should be completed relatively shortly. Explained why FinCom shouldn't have access to the RORIs, etc. Focus has been on the updates needed to allow CapCom to do what they need to do.

Welch – FinCom would like that access early; once you fall behind, it's hard to catch up. Asked the target date.

Turbitt – No later than after the September 17th meeting.

Welch – Asked the liaisons to update their respective bodies that the access will be available around September 17th.

- b. **McEachern** – Asked if there are any capital requests relating to operating budgets that would require new employees.

Turbitt – The goal is if new personnel are needed, we will manually put include that in request. He doesn't think there will be a lot of new positions added in FY2022.

Kickham – Asked if department heads know difference between capital items and line item.

Turbitt – He hopes all departments understand the \$50,000 and above threshold for capital projects.

Welch – If a request has been modified, asked for a tic in the description to help identify it has been modified from FY2021.

Turbitt – Every FY2021 project not addressed at Town Meeting is in the FY2022 budget. We can go through reports and identify any changes made to them prior to review.

Welch – It would be helpful to put together a summary sheet of major changes.

2. Good of the Order

- a. **Welch** – The approved schedule is included in the packet; he will change the heading on joint meeting to be posted to our website.

3. Date of the next meeting

- a. Thursday, September 10, 2020 at 10:00 a.m.
Wannacomet Water Company and Nantucket Memorial Airport

IV. APPROVE MINUTES

1. August 13, 2020
2. August 20, 2020
3. August 27, 2020

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

Roll-call Vote Carried 5-0//McEachern, Kickham, Bridges, Hussey, and Welch-aye

Adjournment

Motion **Motion to Adjourn at 10:38 a.m.** (made by: Hussey) (seconded)

Roll-call Vote Carried 5-0//McEachern, Kickham, Bridges, Hussey, and Welch-aye

Submitted by:

Terry L. Norton