



**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 17, 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 10:00 a.m. and Announcements made.

- Staff: Richard Sears, Assistant Director Finance; Alexandria Penta, Financial Analyst; Terry Norton, Town Minutes
- Attending Members: Welch, Kaizer, Hussey, Kickham, McEachern, Bridges, Ferrantella
- Late arrival: Ferrantella, 10:06 a.m.
- Department Heads: Karen McGonigal, IT Manager; Steve Murphy, Fire Chief
- Documents used: Copy of minutes for August 13, 20, & 27, 2020; FY2022 Capital Improvement Plan (CIP) Requests

Adoption of Agenda

Motion **Motion to Adopt the agenda.** (made by: McEachern) (seconded)

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

I. PUBLIC COMMENTS

None

II. OVERVIEW AND DISCUSSION OF FY2022 CAPITAL REQUESTS & OUT-YEAR

1. IT/GIS

- Discussion **McGonigle** – Replace Town Computers and printers 18-001 at \$62,800 annually; continuation from last year. Costs can increase over time due to inflation, but costs can go down or stay the same due to improved technology; that’s why we look at 5-year cycle for desktops and 3-year cycle for laptops and other multiple technology; that’s why it stays at \$62,800 for now.
- Kickham** – Asked what percent of the Town computers are represented by these upgrades.
- McGonigle** – It’s about 20% for desktop and 30% for laptops. Due to pandemic people working remotely so that can change. We are primarily PC/Windows-based operation; tablets are Apple iPads.
- Welch** – Asked if the iPad are recycled.
- McGonigle** – She’s snot 100% sure; iPad come with wireless capability.
- Kickham** – Asked if the computers are tagged or requested.
- McGonigle** – Both. Next is \$50,000 annually 17-001 for Network Infrastructure; it is really important that digital assets are accessible remotely as well as in the offices.
- Bridges** – Surprised this is lower than in the past couple of years; asked if the pandemic impact.
- McGonigle** – We’re adequately funded for the past 2 years and is sufficient barring a major disaster.
- Last is Wireless Network Design, \$50,000 one-time to replace the Town wireless network. The original network was put together piece by piece; now is time for a professionally designed network. Also looking at the feasibility to public access across the Town and was combined into the \$50,000. FY2023 would be the request to implement the project. One deliverable of the design study will include budgetary cost estimate.

Bridges – This is part of the Select Board strategic plan in trying to provide Wi-Fi to the public.

McEachern – On an annual basis, asked the soft costs between licensing and updates.

McGonigle – The soft costs are about \$250,000 excluding professional services for configuration.

Welch – Asked if there is an order of magnitude for what this would cost. He supports the concept.

McGonigle – She would guess between \$100,000 and \$200,000.

Exception in outyears: other than wireless network project, sees no large projects in the next couple of years. A lot depends on building changes; that would impact how we implement things like fiber network

Motion (made by:) (seconded)

Roll-call Vote Carried //

2. Nantucket Fire Department (NFD)

Discussion **Murphy** – ALS (advance life support) equipment is a \$50,000 ask historically from the ambulance reserve fund; outfitting two ambulances; included a quote for monitors to go on the ambulances of about \$38,000. Right now, he has several paramedics eager to get into service. Explained the ALS equipment.

Self-Contained Breathing Apparatus (SCBA) is Fire 19-002; it's replacement of the SCBA. The replacement schedule rose from 10 to 20 bottles since FY2021 was rolled over. Explained the SCBAs.

Engine 4 – 26-002 at \$70,500 – this was moved up in place of Engine 3, which is fine with only 1100 hours on it. We use Engine 4 probably 95% of the time and has 47,000 miles on it and 3900 hours; we've had serious mechanical problems with the power plant.

Hussey – Got FEMA funding of \$40,000; asked if NFD has approached FEMA for funding of replacements. He noticed that Barnstable got FEMA funding for a truck and is going for a second.

Murphy – Not for this; we submitted and were awarded 3 FEMA grants: COVID, Sr. Safe Project, and portable radios totaling about \$250,000.

Hussey – Asked if the new truck will have life-span issues as well.

Murphy – Hopes not; we've made sure the warranty on the engine is 8 years.

Kickham – Asked if they cycle through the engines; if the other engines aren't being used, they will reach their lifespan with low mileage. Several years ago, Engine 7 was \$450,000 and now asking \$705,000; asked why.

Murphy – We ended up with \$600,000 for Engine 7, that truck was cheaper because it's on a commercial chassis. Three trucks are custom – made to be a fire truck. Engines 1 & 4 are our front-line engines; we cycle through them. Explained the specialized use of each truck.

McEachern – Asked if there is trade in value.

Murphy – Yes, the \$705,000 is estimated: some equipment can be transferred over.

McEachern – Asked who does the perpetual maintenance.

Murphy – For a while we were using the Department of Public Works (DPW) garage. The current contract is with a company from the Cape. That was part of the discussion about the power plant in the new engine.

Welch – The Project Purchase Request form justification section provided a lot of helpful information. If the percentage of grant funding relative to the purchase price of a truck is high, asked if Chief Murphy is looking into grant funding to replace a truck that won't be retired for a few years.

Murphy – The AFG grants are competitive based; the local share is 5%. There is a possibility that if he doesn't put in for radios, he'll put in for trucks. We will know by Spring. These grants fall into the fiscal year cycle – September 1 to August 31. Fitting into the schedule is one point and showing the need is the other.

Welch – The utility is that if you were to pursue the grant for a truck and you put in a request for Town monies, which has to go through Town Meeting, our review would be subject to the grant funding.

Murphy – Explained the need for the Trenching Rescue Equipment, 21-002 for \$220,848. This could also be used for technical rescues as well, such as a house collapsing on someone. This is equipment we don't have.

Kaizer – Aske why we decided not to forward this request.

Welch – We were looking for information as to how it could be used within the community. There was also question about how cost and use would be provisioned. Subsequent discussion found that the Sewer Department has their own equipment to meet their unique needs; this would be public service.

Murphy – All excavation companies and departments are required to have their own equipment to ensure operations are safe. His equipment would be put into place when things don't go right. Out years are pretty much the same except for a rescue truck; he has to look into that. It would care extrication and oil-spill equipment.

Kickham – He noticed that there is a trailered unit; asked what vehicle would tow it and if it is already in the inventory. Also looks like some vehicles are being phased out.

Murphy – Those aren't scheduled for replacement. The Tanker is in there. Our Town has the highest use of government surplus; those are not in the replacement since there is no cost: 2 Humvees, Tankers, Brush cutter, equipment for control burns, and high-water rescue truck. We have a captain's truck as well as the Humvee to tow the trailer.

McEachern – About trench rescue unit, it would have to be on site when the trench is open with people manning the trench box.

Murphy – This is emergency response equipment; it's not the trench box. We would use it to affect a rescue

McEachern – Asked how many times over the last 20 years this would have been used and if it was for Town employees or private companies.

Murphy – At least off the top of his head; we've had trench collapses and house collapses. One collapse involved a DPW employee and one a private contractor.

Welch – Asked if this would have been useful for the kid who buried himself on the beach.

Murphy – It would have been dispatched and could have been used. Cited incidents when the equipment was used elsewhere.

Welch – Asked what the personnel costs might be and any offsets.

Murphy – Personnel is absorbed through our normal training budget; every person needs to know how to operate the equipment. The cost sharing idea goes to an idea of charging for fire calls, like we do for ambulance calls.

Welch – We appreciate the level of detail your 10-year plan list encompasses.

III. UPDATE ON CIP REQUEST ACCESS

Discussion **Sears** – We will need to do a bit of training; he's trying to get something set up with Finance Committee (FinCom) members.

Welch – Wonders to what extent Select Board members, other than Mr. Bridges and Ms. Ferrantella, who are our Select Board/NPEDC members, will have access to background information.

Sears – They will see exactly what CapCom sees but in read-only format.

Welch – Asked Mr. Bridges and Ms. Ferrantella if they think this would be useful for other Select Board members to have access and want to drill down into detail.

Bridges – It won't hurt for them to be able to see the details.

Welch – That coincides with our desire to share information and pre-empt questions.

IV. OTHER BUSINESS

1. Green Sheet/Committee Reports
 - a. Hussey – Asked how we fund that portion of Airport projects not funded by the State or Federal government.
Welch – It depends upon what funding source they are looking for: Enterprise capital exclusion or Enterprise retained earnings.
2. Member Comments/Good of the Order
 - a. Hussey – For several years we’ve been looking at funding real estate purchases for the School, which haven’t come to fruition. Asked where the Town stands on that.
Welch – Reviewed the background to bring Ms. Ferrantella up to date about the School request to create a fund to purchase properties adjacent to the school and to respond to available properties in a timely manner. That is being addressed on a Town-wide basis; we recommended looking at that for 2 years. There are other mechanisms to do it, which might be argued as a simpler approach. They will bring it forward and we will discuss it again.
 - b. The annual town-meeting timeline and our schedule have been finalized. Our internal schedule is necessarily more detailed, tracking CapCom milestones and gating items, and not included in the Town timeline. Our schedule will be posted on our web page for member access/convenience. Under CapCom’s “early and often” information initiative, beginning this month into January, Town Manager will invite the FinCom and CapCom to a monthly Select Board meeting, during one of their regular meetings. The September invite has gone out. Invitations will be by e-mail blast and include a note to review the respective Select Board meeting packet, for capital project status update information. He hopes members involve themselves, asks CapCom members to tune in for an understanding of others’ concerns and discussions. Under our “early and often” information initiative, we will be meeting jointly with Select Board and FinCom on November 17th at 1:00 p.m.; all victims, please be sure to schedule the meeting and make a note to attend. For this particular meeting and to avoid a repeat of past meetings, we will give this meeting more structure: CapCom will address CapCom process-related questions; Ms. Gibson has volunteered to address specific request-related questions with input from department heads as she deems required; everyone will have access to the capital requests well in advance through the capital request software; and they will also get information through access and invites to the Select Board capital projects summary updates. Ms. Gibson and I believe that, between this access to information and the respective representative on CapCom, and questions that may be developed and answered in advance - having provided information early and often - and answering any residual questions at the joint meeting, the process will be strengthened, and we hope people will feel more involved. At this particular meeting CapCom will provide some comments on the 10-year CIP plan, these will be directional, not going to get granular, just to provide an idea of aspirations; at that point we may have some ideas of general or broad timeline.
 - c. Welch – Asked that the database views be updated to include the request total and alpha-numeric code on introduction and print view sheets; this will help especially on a tablet or phone view late at night or early morning.
 - d. Welch – Cost and Funding tab, the graphic looks different; the table rows and columns have been pivoted, so it’s counter-intuitive. Couldn’t find an example; if he sees it, he’ll send a screen shot; found it, brought it up on the Share Screen.
Sears – We have a bug that might affect users individually. Dollar cost, asked if the total is for a specific year or over 10 years.
Welch – He thinks what would be appropriate is the fiscal year total. We can dig for more information.
 - e. Welch – It would be helpful to have the previous approval for request costs in the CIP and cost reviews to compare the past to the current request; noted ALS funding as an example. Also, we no longer have the ability to do reports, so we have to ask vs. just do.

Sears – General speaking, it sets up starting at 2017. Noted that some requests don't have priors.

Date of the next meeting

- a. Thursday, September 24, 2020 at 10:00 a.m. – Sewer and School.
- b. Welch – Asked to be notified if there are any schedule conflicts in the future to ensure there is a quorum available.

V. APPROVE MINUTES

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

Motion **Motion to Approve the minutes as listed.** (made by: Hussey) (seconded)

Roll-call Vote Carried 4-0//McEachern, Kaizer, Hussey, Kickham-aye: Welch abstain.

Adjournment:

Motion **Motion to Adjourn at 11:28 a.m.** (made by: Hussey) (seconded)

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

Submitted by:

Terry L. Norton