



# Town of Nantucket

## Capital Program Committee

[www.nantucket-ma.gov](http://www.nantucket-ma.gov)

**Members:** Stephen Welch (Chair), Richard Hussey (Vice Chair), Jill Vieth (Secretary), Jason Bridges, Pete Kaizer, Christy Kickham, Barry Rector

### MINUTES

Thursday, January 05, 2023

131 Pleasant Street & Zoom

Called to order at 10:11 a.m. and Announcements made.

Staff: Susan Carmel, Assistant Financial Director; Terry Norton, Town Minutes Taker

Attending Members: Welch, Hussey, Vieth, Kickham, Rector

Absent Members: Kaizer, Bridges

Documents used: Copy of draft minutes as listed; Capital Improvement Plan (CIP) Requests

Adoption of Agenda

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

Roll-call Vote Carried 5-0//Rector, Hussey, Vieth, Kickham, and Welch-aye

### I. PUBLIC COMMENTS

1. None

### II. APPROVE MINUTES

1. December 15, 2022

Motion **Motion to Approve.** (made by: Rector) (seconded)

Roll-call Vote Carried 5-0//Rector, Hussey, Kickham, Vieth, and Welch-aye

### III. FY2024 CAPITAL REQUESTS

1. Discussion and RORIs

Discussion **Welch** – We're wrapped up on RORIs.

2. Updates Re: Funding Sources

Discussion **Carmel** – No update on funding source. She'll get a target date on these.

**Welch** – Suggested sending the update to the group.

### IV. OTHER BUSINESS

1. Report-writing Workgroup Updates

**Welch** – He had an email to get ahold of tables within the narrative body of the report. Mr. Hussey should coordinate with his team members and review tables for content and layout. Content is about if the content is presented similarly to last year's report.

**Hussey** – He's responsible for Page 1 through Appendix A.

**Welch** – Mr. Kickham is responsible for layout and membership update. The tables should be set up to reflect as they were in previous years; the data comes from Ms. Carmel. Mr. Hussey should have a copy that was emailed last week.

**Carmel** – That included tables; structure is set up with 2 of 4 complete; the others rely on the funding sources.

**Welch** – The other information is something he and Mr. Hussey can do through a brief email with Ms. Carmel.

**Hussey** – He'll update and edit Mr. Welch's words as he sees fit to reflect this year. He'll get that back to Mr. Welch.

**Welch** – Going forward, Ms. Carmel's emails will go to the writing group with Mr. Welch cc'd. He'll forward the layout to Mr. Hussey. Ms. Vieth, the target is to have a draft next week.

**Carmel** – January 20<sup>th</sup> is when the report is to be submitted to the Select Board. January 12<sup>th</sup> is the funding sources.

**Welch** – January 12<sup>th</sup> is preliminary draft with final draft on January 19<sup>th</sup>. We need to pin down the funding sources early next week. We'll vote on the final draft on January 19<sup>th</sup>.

**Kickham** – Asked what he'll be getting when the information is forwarded to him, will it be a shell or resemble a report.

**Welch** – Mr. Hussey will look at the content of individual tables; Mr. Kickham with get a spreadsheet of finalized tables. We need the funding sources by January 10<sup>th</sup> in time for the preliminary draft.

**Kickham** – Asked if we'll know if Town Administration has altered any recommendations.

**Welch** – He'll look into it. We have update monies on the Wauwinet costs and grant; that difference will be a footnote in content for Appendices A & B. He and Mr. Hussey need a conversation on handling the footnotes for Appendices A & B. General group commendations show up as footnotes in Appendix A and funding sources comments in Appendix B footnotes.

2. Green Sheet/Committee Reports
  - a. None
3. Good of the Order
  - a. None
4. Date of the next meeting
  - a. January 12, 2023 @ 10:00 am.
4. Adjournment

Motion **Motion to Adjourn at 10:31 am.** (made by: Hussey) (seconded)

Roll-call Vote Carried 5-0//Hussey, Vieth, Kickham, Rector, and Welch-aye

Submitted by:

Terry L. Norton