Town of Nantucket
Capital Program Committee

www.nantucket-ma.gov

Members: Stephen Welch, (Chair) Peter Kaizer, (Vice Chair), Howard Matz, Jill Vieth (Secretary), Brooke Mohr, Christy Kickham, Barry Rector

MINUTES
Thursday, August 10, 2023

Called to order at 1:00 p.m. and audio/visual announcements made by Chair Welch.

Staff:	Brian Turbitt, Director of Municipal Finance, Susan Carmel, Assistant Finance Director
Attending Members:	Welch, Mohr, Matz, Vieth, Rector, Kickham, Kaizer
Absent Members:	None
Documents Used:	Fiscal Year (FY)23 for FY 24 Report, Administrative Policies, Liaison assignments, RORI Documentation

I. APPROVAL OF AGENDA	
Motion:	**Motion to Approve, as submitted. (made by: Rector) (seconded)**
Roll-Call Vote:	Carried 7:0//Welch, Mohr, Matz, Vieth, Rector, Kickham, Kaizer (Aye)

II. PUBLIC COMMENT
Welch called for public comment. (None)

III. DISCUSSION OF OPERATIONAL MATTERS: FY24 PROCESS REVIEW, FY25 BROAD SCOPE APPROACH; ATTENDANCE POLICY; ORGANIZATIONAL PROCESSES, LIAISON ASSIGNMENTS; REVIEW & APPROVE SCHEDULE, ESTABLISH RORI REVALUATION WORKGROUP

Discussion: **Welch**

FY 24 Process Review

- Referred new members to the FY23 report for FY24 Capital Program recommendations.
- Walked through the process with a fair amount of detail in the FY23 report.
- Encouraged reviewing the report before the next meeting for helpful insights.

FY 25 Broad Scope Approach

- Discussed the FY25 broad scope approach.
- Walked through the process, consistent with the past several years.
- Confirmed the effectiveness of the current approach without delving into details.
- Directed new members to find detailed information in the report, especially towards the tail end.

Motion: **Motion to approve meeting schedule. (made by: Kaizer) (seconded)**

Roll-Call Vote: Carried 7:0//Kaizer, Welch, Mohr, Matz, Vieth, Rector, Kickham (Aye)

Discussion Cont. **Welch**

Attendance Policy

- Mentioned the attendance policy.
- Noted past conflicts with Thursday morning meetings and the Select Board's Executive Session.
- Highlighted quorum issues arising when an NPDC member was also a Select Board Member during conflicting seasons.

the duties of Select Board Members but successfully rescheduled meetings to the

- Clarified that rankings and valuations are subjective.
- Described the subjective nature as an opportunity for members to express their experience, knowledge, and opinions numerically.
- Contrasted the current approach with the previous method involving lengthy discussions.
- Acknowledged that discussion is not foreclosed but highlighted the new approach as a tool or guardrail for ranking, providing structure to the process.
- Decided not to go over questions at the moment.
- Aimed to establish a workgroup for a Tuesday meeting.
- Welcomed all members to participate but reached out to core members involved in developing the RORI system for scheduling.
- Scheduled the meeting for Tuesday at 1, with a hybrid format.
- Mentioned PJ and Christie as the two members joining the workgroup.
- Invited all members to attend, especially at the beginning for understanding and auditing the discussion.
- Encouraged active participation by members to share their thoughts or questions once the initial discussion has taken place.

Turbitt

- Addressed the issue of Town Administration starting to RORI all the products.
- Mentioned that reviews of Capitol with departments are completed.
- Noted that town administration is already starting to prioritize and recommend items.
- Urged committee members to make any changes to the RORI evaluations as soon as possible.
- Highlighted the importance of making adjustments early due to the impending start of the prioritization process by town administration.

IV. DATE OF NEXT MEETING

RORI Revaluation Workgroup: Tuesday, August 15, 2023, at 1:00pm
Regular Meeting: August 24, 2023, at 1:00pm

V. ADJOURNMENT

Motion:	**Motion to adjourn at 1:30pm. (made by: Kaizer) (seconded)**
Roll-Call Vote:	Carried 7:0//Kaizer, Welch, Mohr, Matz, Vieth, Rector, Kickham (Aye)

Submitted by:
Elaina Cano