



Town of Nantucket Capital Program Committee January 11, 2024

Attending Members:	Stephen Welch, Chair, Christy Kickham, Brooke Mohr, Barry Rector, Howard Matz
Staff:	Susan Carmel, Assistant Finance Director,
Absent	Peter Kaizer, Jill Vieth

The Capital Program Committee discussed finalizing the FY 25 requests, focusing on formatting, footnotes, and appendices. Stephen Welch emphasized the need to sort million-dollar projects by priority and ensure accurate totals. The committee reviewed 86 requests totaling \$113 million, with \$102.9 million advanced. Susan Carmel will verify the appendix A list and provide a table on the tax assessor's impact. Howard Matz will compile footnotes, and Peter Kaizer will format the report. The team aims to complete the report by Tuesday for review at the Thursday meeting, with final adjustments before submission to the Select Board.

Action Items

- [] Howard to provide footnotes by Saturday and send to Sue.
- [] Peter to format the final report document after Sue provides updated tables.
- [] Stephen to review and redline the narrative section, sending updates to Sue by Saturday.
- [] Sue to provide updated Appendix A, B, and C tables.
- [] Committee to review final report draft before Thursday meeting and provide any final comments.

Formatting and Recommendations for Capital Program

- Stephen Welch discusses the need for formatting adjustments, including footnotes and ensuring totals are consistent across documents.
- The work group will update and revise recommendations in the spring, with procedural recommendations mentioned in the text.
- Stephen suggests sorting million-dollar projects by highest to lowest and addressing requests not advanced by town admin in the appendix.
- Peter Kaizer confirms the total number of requests and dollar amount, and Stephen clarifies the inclusion of resolved requests in the final recommendation.

Reviewing and Incorporating Requests

- Stephen and Susan Carmel discuss the need to double-check the appendix A list to ensure it reflects the document accurately.
- Stephen will distribute an email version of the preliminary recommendation document to Peter and Howard.
- Susan confirms the inclusion of the airport request, and Stephen emphasizes the importance of consistency in numbers for appendix B.
- Peter and Stephen agree that appendix A will include all reviewed requests, while appendix B will only include recommended requests.

Footnotes and Report Preparation

- Howard Matz expresses confusion about the steps to follow and requests a detailed outline.
- Stephen explains the process of compiling footnotes, distributing them to Peter and himself, and reviewing them through Sue.
- Howard will create a separate document listing footnotes categorized by page and appendix.
- Peter clarifies that most footnotes will be specific to individual requests and will be captured in appendix A.

Addressing Grant Funding and Reserves

- Howard questions the inclusion of reserves in requests, and Stephen acknowledges the need for better communication of funding sources.
- Stephen explains the process of including grant funding in the report, with Sue providing a list of requests with anticipated grant funding.
- Howard and Peter discuss the importance of identifying potential grant funding and ensuring it is included in the report.
- Stephen suggests that Sue and the members review their notes to identify any additional grant funding sources.

Scheduling and Finalizing the Report

- Stephen outlines the schedule for completing the report, with Howard working on footnotes, Peter on appendix A, and Sue on the narrative body and tables.
- The report will be reviewed by the membership, with final adjustments made before submission to the Select Board.
- Stephen emphasizes the importance of staying on the same version of the report to avoid confusion and ensure consistency.
- The team agrees to meet via email and Sue to finalize the report and ensure all changes are captured.