



Town of Nantucket Capital Program Committee Workgroup January 17, 2024

Attending Members:	Stephen Welch, Chair, Peter Kaizer, Vice Chair, Howard Matz
Staff:	Susan Carmel, Assistant Finance Director
Absent	

The Capital Program Committee Workgroup meeting focused on finalizing the capital program report. Peter Kaizer and Howard Matz discussed minor changes to the report, including removing redundant subtitles and addressing footnotes. Susan Carmel shared the latest version of the report, highlighting the need for consistent formatting and the inclusion of specific request numbers in footnotes. Stephen Welch emphasized the importance of accurate documentation and the timeline for submission, aiming for a draft by Friday. Peter Kaizer will add footnotes to the appendices, while Stephen will provide formatted PDFs of past appendices. The team aims to finalize the report by Friday for the Select Board's review.

Action Items

- ☐ Finalize the footnotes categorization, sort, and send to Sue
- ☐ Add the finalized footnotes to the appendix spreadsheets and track the superscript from the requests
- ☐ Provide the PDF versions of the remaining appendices (A, B, D-F) to Peter
- ☐ Provide the taxpayer rate information to Stephen
- ☐ Convert Appendix C into a PDF and provide it to Peter
- ☐ Review the preliminary report and identify any out-year requests that need to be added to Appendix A
- ☐ Incorporate the out-year requests into Appendix A and verify the total count of requests

Reviewing Initial Questions and Changes

- Stephen Welch calls the meeting to order and mentions the presence of members Peter, Howard, and Sue.
- Peter Kaizer mentions minor changes he made to the report and asks for approval before finalizing.
- Howard Matz discusses changes he made to the report, including removing a subtitle and addressing Peter's comments.
- Susan Carmel offers to share her screen to show the latest version of the report.

- Stephen Welch suggests incorporating Howard's changes on the fly and discusses the use of redline versions for tracking changes.

Addressing Screen Sharing and Formatting Issues

- Stephen Welch and Susan Carmel discuss the best way to present the changes, with Stephen preferring a simple markup for clarity.
- Peter Kaizer and Howard Matz discuss the insertion of URLs in the report and the need for accurate information.
- Stephen Welch suggests providing information on how to access amortization tables instead of placing placeholders.
- Peter Kaizer highlights the need for consistency in the Table of Contents and suggests adjustments to reflect accurate page numbers.

Reviewing Procedural Recommendations and Consistency

- Peter Kaizer points out redundant subtitles in the procedural recommendations section and suggests removing them.
- Howard Matz and Stephen Welch discuss the need for consistent formatting and the impact of deleting text on the Table of Contents.
- Peter Kaizer offers to review and tighten up the procedural recommendations section.
- Stephen Welch emphasizes the importance of consistency in formatting and the potential impact of deleting text on the Table of Contents.
- Susan Carmel and Peter Kaizer discuss the use of Word's built-in tools for formatting and the potential need for backup copies.

Discussing Footnotes and Appendices

- Stephen Welch outlines the categories for footnotes: Appendix A (general comments and recommendations) and Appendix B (funding-related comments).
- Howard Matz and Stephen Welch discuss the categorization of footnotes and the need for consistency in the report.
- Peter Kaizer asks about the inclusion of specific request numbers in the footnotes and the need for superscripts.
- Stephen Welch confirms that footnotes will be aggregated at the bottom of each appendix and will include specific request numbers.
- Howard Matz and Stephen Welch discuss the process of finalizing and categorizing footnotes and the need for Sue to distribute them.

Finalizing the Report and Next Steps

- Stephen Welch outlines the workflow for finalizing the report, including the addition of footnotes and the formatting of appendices.
- Peter Kaizer confirms his role in adding footnotes to the appendices and tracking superscripts.

- Stephen Welch and Susan Carmel discuss the timeline for submitting the report and the need for a draft version for the work group's review.
- Peter Kaizer asks for clarification on the inclusion of out-year requests in the appendices and the need for consistent formatting.
- Stephen Welch confirms the inclusion of out-year requests and the need for accurate documentation in the report.

Preparing for the Next Meeting and Final Adjustments

- Stephen Welch emphasizes the importance of consistency in the report and the need for a high-quality presentation.
- Howard Matz apologizes for any confusion and thanks the team for their efforts.
- Susan Carmel asks about the timeline for sending the draft version of the document to the committee.
- Stephen Welch confirms the need for a draft version and asks Susan to note that it is in draft format.
- Peter Kaizer and Stephen Welch discuss the final steps for formatting the report and the inclusion of all necessary appendices.