Town of Nantucket
Capital Program Committee
January 22, 2024

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

The Capital Program Committee meeting on January 22, 2024, focused on finalizing the report recommendations. Stephen Welch noted that the report is 99% complete, with minor modifications to footnotes pending. Peter Kaizer and Howard Matz detailed their roles in formatting, consistency checks, and tracking requests. Howard Matz highlighted the division of footnotes into Appendix A and B. Stephen Welch requested a review of footnotes and minor edits by noon the next day. The committee approved the report, and future tasks including database reviews and potential meetings with the Selectboard and Finance Committee.

Action Items

- [ ] Distribute the appendix B with footnotes to the committee for review.
- [ ] Review the report, focusing on the footnotes, and provide any proposed changes to Sue by noon the next day.
- [ ] Ratify the vote on the report at the next meeting.
- [ ] Schedule the presentation of the report to the Select Board and notify the committee.
- [ ] Explore potential work on the RORI database, including additional criteria and a database review.

Finalizing the Capital Program Report

- Stephen Welch calls the meeting to order and motions to approve the agenda. Motion made by Jill Vieth, seconded by Barry Rector.
- Roll Call vote: Jill aye, Howard aye, Brooke aye, Barry aye, Peter aye, Christy aye, Stephen aye. Passes unanimously.
- Stephen Welch introduces the purpose of the meeting: finalizing the report recommendations.
- Peter Kaizer explains the process of creating the report, including the use of preliminary data and the role of Sue in organizing information.
- Peter Kaizer highlights the importance of consistency and quality control in the report.
- Howard discusses the consolidation of comments and the division of footnotes into Appendix A and B.

Review and Approval of the Report

- Peter Kaizer mentions that some footnotes for Appendix B are still pending.
- Stephen Welch suggests focusing on minor edits and footnotes before the final submission.
- Stephen Welch requests that any significant changes be reviewed by the group and notified in advance.
- The group discusses the importance of accuracy and consistency in the report.
- Barry Rector motions to approve the report, and the motion is seconded by Brooke Mohr. Roll Call vote: Barry aye, Brooke aye, Jill aye, Christy aye, Howard aye, Peter aye, Stephen aye. Passes unanimously.

Future Plans and Next Steps

- Stephen Welch outlines the next steps, including ratifying the vote in the next meeting.
- The group discusses the possibility of attending the presentation to the Select Board and Finance Committee.
- Stephen Welch mentions upcoming tasks such as fleshing out additional RORI criteria and reviewing the database.
- The group plans to avoid scheduling meetings around school breaks to ensure timely completion.
- Motion to adjourn the meeting is made by Brooke Mohr. Roll Call vote: Brooke aye, Barry aye, Howard aye, Christy aye, Jill aye, Peter aye, Stephen aye. Passes unanimously.