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MEETING POSTING

TOWN OF NANTUCKET
Pursuant to MGL Chapter 30A, § 18-25
All meeting notices and agenda must be filed and time stamped with the Town Clerk's Office and posted at least 48 hours prior to the meeting (excluding Saturdays, Sundays and Holidays)

Committee/Board/s	Capital Program Committee
Day, Date, and Time	Thursday, April 11, 2024 @ 3:00 PM
Location / Address	**REMOTE PARTICIPATION VIA ZOOM** **The meeting will be aired at a later time on the Town's Government TV YouTube Channel https://www.youtube.com/channel/UC-sgxA1fdoxteLNzRAUHIxA**
Signature of Chair or Authorized Person	Susan M. Carmel
WARNING:	**IF THERE IS NO QUORUM OF MEMBERS PRESENT, OR IF MEETING POSTING IS NOT IN COMPLIANCE WITH THE OML STATUTE, NO MEETING MAY BE HELD!**

AGENDA

Please list below the topics the chair reasonably anticipates will be discussed at the meeting

Join Zoom Meeting
https://us06web.zoom.us/j/86962286144?pwd=MN1Gi67YzWBoHO3ggVN2oSw4jy5Az3.1

Meeting ID: 869 6228 6144
Passcode: 017864

1. Call to Order, Roll Call
2. Audio/Video Announcement
3. Approval of Agenda
4. Public Comment
5. Minutes – potential adoption of minutes from August 10, 2023
6. Capital planning software (Plumb) enhancements
7. Date of Next Meeting – Thursday, April 18th at 3:00pm
8. Adjournment

Town of Nantucket
Capital Program Committee
www.nantucket-ma.gov

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

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.

	• Emphasized the importance of a shared understanding of the criteria before valuations. • 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)

8/7/2023

Submitted by:
Elaina Cano