Town of Nantucket
Capital Program Committee
April 11, 2024 Minutes

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

The Capital Program Committee discussed enhancements to the RORI system on April 11, 2024. Key points included the transition to the open gov platform for budget publication by mid-November, aiming for a comprehensive report by early December. Members highlighted issues with unused allocations, inconsistent coding, and the need for better tracking of recurring projects. Suggestions included standardizing voting percentages, improving vehicle request policies, and enhancing the RORI system's sorting and commenting features. The committee plans to meet twice more to finalize these enhancements, targeting a June 1 submission to Plumb.

Action Items

- [ ] Compile a list of all member suggestions and send to the Chair.
- [ ] Coordinate with Plumb and the Finance Department to understand timeline and technical feasibility of potential process enhancements.
- [ ] Schedule a follow-up hybrid meeting next week to further discuss and prioritize action items.
- [ ] Review coding conventions and reporting formats to improve consistency and ease of access to information.
- [ ] Develop a vehicle replacement policy and schedule to aid in capital planning.
- [ ] Revisit scoring criteria definitions and structure to ensure alignment with Capcom's objectives.

Enhancements to the Capital Program Committee

- Stephen Welch calls the meeting to order and asks for a motion to approve the agenda. Motion made by Jill Vieth, seconded by Peter Kaizer.
- Roll call vote: Jill (aye), PJ (aye), Christy (aye), Howard (aye), Barry (aye), Stephen (aye). Passes unanimously.
- Stephen Welch outlines the purpose of the meeting: to discuss enhancements to the Capital Program Committee (CPC).

- Susan Carmel and Brian Turbitt Turbitt provide updates on the changes made last year and the impact on the budget calculation.
- Brian Turbitt mentions the use of the open gov platform for budget publication and the goal to have it done by mid to late November.

Discussion on Budget Publication and Internal Preparation

- Brian Turbitt explains the need for earlier internal preparation to ensure departments are ready for CapCom.
- The goal is to have a solid roadmap of preliminary recommendations by November.
- Stephen Welch asks for suggestions or concerns from members.
- Jill Vieth inquires about the ability to see past approved projects and their status in the new software.

Clarification on Project Approvals and Changes

- Brian Turbitt explains the use of the open gov platform and the need for updated project allocations.
- Jill Vieth discusses the challenges of recurring projects and the need for better naming conventions.
- Brian Turbitt mentions specific projects that have been removed or changed based on discussions and town meeting decisions.
- Jill Vieth shares her experience with recurring projects and the need for better tracking and communication.

Member Contributions and Suggestions

- Howard presents a list of issues, including unused allocations from previous years and the need for better notes on issues and resolutions.
- Peter highlights inconsistencies in coding classifications and the need for a more consistent presentation of project requests.
- Christy Kickham supports the idea of having the requested amount on the front page of project summaries.
- Barry emphasizes the need for historical values and flexibility in calculations and comments.

Structural and Functional Improvements

- Stephen Welch discusses the need for consistency and ease in accessing information and the importance of seamless data transfer.
- The idea of a summary report for general fund departments and enterprise accounts is proposed.
- Stephen Welch suggests a discussion with Brian Turbitt and Plumb to ensure the process is not duplicative and to understand the feasibility of proposed enhancements.
- The need for a structured approach to scoring and grouping projects is highlighted.

Next Steps and Meeting Schedule

- Stephen Welch proposes two meetings to discuss and finalize the enhancements.
- The first meeting would focus on in-depth discussions, and the second meeting would evaluate action items and prioritize requests.
- Susan Carmel confirms the timeline for submitting enhancements to Plumb by the beginning of June.
- Members agree to send their lists and suggestions to Stephen Welch for aggregation and further discussion.
- Motion to adjourn. Motion made by Peter Kaizer.
- Roll call vote: PJ (aye), Christy (aye), Barry (aye), Stephen (aye). Passes unanimously.