



Town of Nantucket Capital Program Committee April 18, 2024 Minutes

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

The Capital Program Committee discussed enhancements to the Plumb capital database software on April 18, 2024. Key points included adding a standalone field for the actual request amount, incorporating alphanumeric codes for request types (new, phase, supplemental, recurring), and improving the search functionality. The committee also debated the need for a glossary and live definitions, and the potential impact of future changes to the committee's structure. They emphasized the importance of consistent data entry and the potential for internal hyperlinks to provide more context for requests. The meeting concluded with a focus on refining the software to better support the committee's review process. The Capital Program Committee discussed the need for a more efficient system to manage and sort tasks. Stephen Welch emphasized the convenience of being able to sort tasks by status, such as started, in progress, or completed. Christy Kickham highlighted the current manual process of tracking items using paper and pencil. Peter Kaizer noted that changes can occur in the paper report due to late requests. The group agreed to add a status sort feature for individual member queries to the list of improvements. The next meeting is scheduled for April 25 at 3 PM, hybrid format.

Action Items

- [] Discuss with the finance department the convention for alphanumeric coding to indicate phase, supplemental, recurring, etc.
- [] Explore the ability to add a URL or image link to provide more context on equipment requests
- [] Develop a glossary/lexicon of key terms to ensure common understanding
- [] Review the scoring/prioritization mechanism for requests
- [] Implement the ability to sort requests by status (completed, in progress, not started)

Enhancements to Plumb Capital Database Software Program

- Stephen Welch opens the meeting, noting the audio and video recording, and the hybrid format.
- The meeting's focus is on enhancements to the Plumb capital database software program.

- Stephen Welch mentions receiving Howard's suggestions and the need to handle the master list.
- Brooke is asked for any comments, but she has none at this point.

Discussion on Request Amount Field

- Peter Kaizer suggests adding a standalone field for the actual request amount.
- Stephen Welch agrees and mentions the need to reflect this field on other pages.
- Peter Kaizer points out inconsistencies in the current project summary, which sometimes includes the request amount.
- Stephen Welch proposes including the alphanumeric code for the request amount and the requested amount of funding.

Data Fields and Coding

- Peter Kaizer suggests static fields at the heading of each sub-page for ease of use.
- Stephen Welch discusses the need for consistent coding and the potential for a discussion with the finance department.
- Brooke Mohr raises the issue of tracking serial requests over multiple years.
- Stephen Welch suggests using dots or hyphens to indicate phases or supplemental requests.

Project Naming Conventions and Prioritization

- Stephen Welch discusses the importance of consistent project naming conventions.
- Brooke Mohr and Peter Kaizer discuss the need to track the number of times a request has been submitted and its prioritization.
- Stephen Welch suggests using a separate field for detailed information on serial requests.
- The discussion includes the need for a clear distinction between new requests and recurring requests.

Cloning and Data Integrity

- Susan Carmel explains the process of cloning projects for recurring requests.
- Stephen Welch and others discuss the need for data entry discipline to avoid stale data.
- The group considers the benefits and drawbacks of cloning and the importance of maintaining data integrity.
- Stephen Welch suggests discussing these issues with the database developer.

Search Capabilities and Sorting

- The group discusses the need for enhanced search capabilities and the ability to sort requests by various criteria.
- Stephen Welch suggests creating new fields for sorting, such as recurring, supplemental, and scheduled requests.

- The group considers the importance of having a clear understanding of these terms for effective sorting and searching.
- Stephen Welch proposes a combination of new fields and existing data to improve search functionality.

Lexicon and Glossary

- Barry Rector emphasizes the need for a common lexicon and glossary to ensure consistent understanding.
- Stephen Welch agrees and suggests a live glossary feature to provide definitions on mouse-over.
- The group discusses the importance of a clear and consistent terminology for effective communication and decision-making.
- Stephen Welch proposes addressing definitions before moving on to scoring and search capabilities.

Future Planning and Potential Changes

- Stephen Welch raises the issue of potential changes to the Capital Program Committee and the need to plan accordingly.
- Barry Rector and others express the importance of continuing the current efforts regardless of future changes.
- Stephen Welch suggests discussing these potential changes with the finance department to ensure alignment.
- The group agrees on the importance of forward-looking planning and the need to adapt to future changes.

Additional Enhancements and User Experience

- The group discusses additional enhancements, such as internal hyperlinks for equipment images and detailed descriptions.
- Stephen Welch suggests discussing these enhancements with the database developer.
- The group considers the importance of user experience and the need for intuitive and efficient tools.
- Stephen Welch proposes a combination of enhancements to improve the overall user experience and the effectiveness of the software.

Discussion on Document Management and Sorting Capabilities

- Brooke Mohr expresses a desire to search and sort documents, mentioning the current manual process of printing and organizing PDFs.
- Stephen Welch agrees, highlighting the need for a status sort to determine if items are started, in process, or completed.
- Christy Kickham shares his experience of using paper and pencil to track items, emphasizing the need for a visual, big-picture overview.

- Brooke Mohr mentions the issue of missing fields and the inconvenience of carrying physical documents while traveling.

Current Challenges and Potential Solutions

- Peter Kaizer points out that late requests can change the status of items on the paper report.
- Brooke Mohr reiterates the preference for an online system to avoid carrying physical documents.
- Stephen Welch suggests adding a status sort for individual member breweries to the list of improvements.
- The discussion includes the need for sorting and searching techniques to determine the status of items, whether they are started, in progress, or completed.

Meeting Conclusion and Next Steps

- Stephen Welch asks if the group wants to continue the discussion or wrap up the meeting.
- Christy Kickham indicates the need to leave, prompting Stephen Welch to conclude the meeting.
- Stephen Welch thanks everyone for their participation and announces the next meeting date as the 25th at 3 PM, hybrid format.
- A motion to adjourn is made by Peter Kaizer.
- Roll call vote: PJ aye, Christy aye, Brooke aye, Barry aye, Howard aye, Jill aye, Stephen aye.