Town of Nantucket
Capital Program Committee
May 16, 2024 Minutes

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

The Capital Program Committee meeting on May 16, 2024, focused on enhancements to the Open Gov reporting system. Stephen Welch discussed the need for a 5-year capital improvement plan, with a deadline for submissions moved to May 17. The committee agreed on a triage approach to prioritize enhancements, emphasizing the importance of clear definitions and scoring criteria. Key decisions included adding a static request amount to the CIP request form, implementing a custom alpha-numeric code, and creating a field for individual member comments and conclusions. The next meeting is scheduled for May 23 to further discuss scoring and definitions.

Action Items

- [ ] Formalize a policy to round scores in 5 percentage point increments.
- [ ] Incorporate a "Conclusions" field on the CIP request form introductory page for the committee to document their reasoning for approving or rejecting requests.
- [ ] Prioritize and schedule discussions on definitions and scoring mechanisms for the next meeting.

Meeting Introduction and Agenda Approval

- Stephen Welch opens the meeting, noting it is a hybrid meeting with audio and video recording available on the town's YouTube website.
- Stephen Welch asks for a motion to approve the agenda. Motion made Peter (PJ) and seconded by Barry Rector.
- Roll Call Vote: Peter aye, Barry aye, Howard aye, Christy aye, Stephen aye. Passes unanimously.
- Stephen Welch mentions the need to discuss plumb enhancements and updates from the finance department regarding the Open Gov reporting system.
- The committee discusses the timeline for submitting a list of enhancements, with a deadline suggested to be moved to May 17.

Plumb Enhancements and Open Gov Reporting

- Stephen Welch updates the committee on the progress of the Open Gov reporting system, including the inclusion of capital planning within the report.
- The committee discusses the need for earlier recommendations for incorporation into the presentation to the Select Board.
- Stephen Welch suggests moving from a 10-year capital improvement plan to a 5-year plan, with new projects added annually.
- The committee acknowledges the complexity of the changes and the need for more meeting time to address them.

Triage Concept and Prioritization

- Stephen Welch proposes a triage concept to prioritize enhancements based on ease of implementation and structural modifications required.
- The committee agrees to move forward with the triage concept, with no strong objections raised.
- Stephen Welch suggests tagging low-hanging fruit requests and addressing them first, followed by more complex enhancements.
- The committee discusses the importance of having a common understanding of definitions for certain enhancements, such as "cloning."

Request Amount and Naming Convention

- The committee agrees to add the requested amount as a static information on the header of each page in the CIP request form.
- Stephen Welch suggests implementing a custom alpha-numeric code to simplify the work process and address repeat requests.
- The committee discusses the importance of having a clear naming convention for requests and the need for a higher-level discussion on certain enhancements.
- Stephen Welch proposes utilizing placeholder dates for department head presentations to address enhancements before the end of the calendar year.

User Management Tools and Funding Model

- The committee discusses the need for user management tools, such as a "Save Draft" and "Save Completed" feature, to simplify the work process.
- Stephen Welch suggests moving forward with funding model segmentation and annual how-to guides for department heads.
- The committee acknowledges the need for membership changes to be addressed in phase one to avoid software programming issues.
- Stephen Welch proposes a phased approach to addressing enhancements, with some items to be resolved early and others to be addressed later in the year.

Scoring and Definitions

- The committee discusses the importance of having a clear understanding of definitions and scoring criteria before moving forward with enhancements.
- Stephen Welch suggests addressing scoring and definitions in phase one, with a focus on high-level discussions and commonality on definitions.
- The committee acknowledges the need for a detailed discussion on scoring and definitions to ensure consistency and accuracy.
- Stephen Welch proposes a phased approach to addressing scoring and definitions, with some items to be resolved early and others to be addressed later in the year.

Comment Field and Repeat Requests

- The committee discusses the need for a comment field for individual members to provide explanations for their scores and decisions.
- Stephen Welch suggests adding a conclusions field to the CIP request form to provide a summary of the committee's deliberations.
- The committee acknowledges the importance of having a clear record of the committee's decisions and explanations for repeat requests.
- Stephen Welch proposes a phased approach to addressing the comment field and repeat requests, with some items to be resolved early and others to be addressed later in the year.

Finalizing Enhancements and Next Steps

- The committee reviews the list of enhancements and prioritizes items based on ease of implementation and importance.
- Stephen Welch suggests focusing on low-hanging fruit requests and addressing more complex enhancements in phase two.
- The committee acknowledges the need for a detailed discussion on scoring and definitions to ensure consistency and accuracy.
- Stephen Welch proposes a phased approach to addressing enhancements, with some items to be resolved early and others to be addressed later in the year.
- Motion to adjourn made by Christy Kickam.
- Roll call: Christy aye, Howard aye, Peter aye, Barry aye, Stephen aye.