



Town of Nantucket Capital Program Committee May 23, 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 23, 2024, focused on enhancements to the long-term capital programming database software. Key points included the need for a roll call vote, the approval of the agenda, and discussions on RORI user management tools and features. Stephen Welch proposed simplifying continuity criteria to "maintains necessary function," "prevents degradation," and "enhances," while Howard Matz suggested consolidating "major" and "minor" improvements into "improves efficiency." The committee also debated the definition of "scheduled replacement" versus "planned replacement" and the importance of aligning requests with strategic plans.

Action Items

- [] Simplify the "continuity" category to "maintains necessary function", "prevents degradation", and "enhances but not required".
- [] Combine the "major improvement" and "minor improvement" criteria under "cost" into a single "improved efficiency or effectiveness" category.
- [] Explore adding a criterion to evaluate whether the cost of a request is appropriate or justified.
- [] Revisit the "supports strategic plan" category at a future meeting with more committee members present.

Meeting Introduction and Agenda Approval

- Stephen Welch initiates the meeting, noting it is being recorded and streamed on YouTube.
- Stephen Welch requests a roll call vote to approve the agenda. Motion made by Peter Kaizer, seconded by Barry Rector.
- Roll Call Vote: Peter aye, Barry aye, Christy aye, Howard aye, Stephen Welch aye. Passes unanimously.
- The meeting's focus is on enhancements and modifications to the long-term capital programming database software.
- Stephen Welch shares his screen to display an Excel workbook for review and comments.

Review of Excel Workbook and Initial Comments

- Stephen Welch asks for comments on the Excel workbook, which includes recommendations and general items.
- Stephen Welch discusses the importance of the RORI (Ranks of Relative Importance) system and its features, including searching, sorting, and window techniques.
- The group reviews and discusses the mismatch in the RORI system, with Stephen Welch explaining the need for insights on how to accomplish the use of the RORI in the review process.

Discussion on RORI Power User Tools and Reports

- Stephen Welch introduces the concept of RORI power user tools and reports, including a simple to access and interpret report showing the status of each member's RORI.
- Howard Matz questions the visibility of the report, and Stephen Welch explains the need for programming to create the summary report.
- Stephen Welch suggests that the report should be visible to all, with a potential automated email system for those without report-level authorizations.
- The group discusses the need for a departmental-level summary page that includes the alphanumeric title, request amount, and date.

Naming Convention and Data Fields

- Stephen Welch proposes creating a new data field for a naming convention that is viewable, searchable, and sortable within the RORI table and capital requests table.
- The group discusses the importance of establishing a clear naming convention for requests, including whether to require clarification for non-conventional requests.
- Stephen Welch suggests that the naming convention should include current requests, iterative requests, and other relevant subsets.
- The group agrees to discuss the naming convention in more detail with Brian and Sue to determine feasibility and reporting back for further action.

Continuity and Cost Criteria

- Stephen Welch introduces the criteria for continuity and cost, including major and minor improvements, and the need to ensure that both do not add up to 100.
- The group discusses the importance of preserving necessary functions and preventing degradation of capital assets.
- Stephen Welch suggests pivoting away from the current high, medium, low assessment and focusing on required, recommended, and elective categories.
- Howard Matz and Christy Kickham provide feedback on simplifying the criteria and the importance of maintaining clarity and relevance in the requests.

Scheduled Replacement and Strategic Plans

- The group discusses the definition of scheduled replacement and its importance in the capital improvement program.
- Stephen Welch suggests changing the term to planned replacement to simplify the criteria and better reflect the committee's goals.
- The group also discusses the importance of supporting strategic plans, including departmental and town-wide plans, and the need for a clear definition of what constitutes a strategic plan.
- Stephen Welch proposes waiting until the full committee is present to finalize the discussion on strategic plans and their impact on the RORI system.
- Motion to adjourn made by Christy Kickham, seconded by Howard Matz.
- Roll Call Vote: Christy aye, Howard aye, Barry aye, Stephen Welch aye.
- The next meeting is on the 30th, same time.