



Town of Nantucket Capital Program Committee May 30, 2024 Minutes

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

The Capital Program Committee discussed software enhancements and capital program updates. Stephen Welch proposed combining major and minor improvement efficiency and effectiveness into one category, "improves efficiency and effectiveness," and adding a line item for the valuation of cost appropriateness. Christy Kickham and Howard Matz emphasized the importance of thorough documentation. The committee also debated the inclusion of "scheduled replacement" as a line item, ultimately deciding to categorize it under "planned replacement" to incentivize proper planning. The meeting concluded with plans to finalize these changes in subsequent meetings.

Action Items

- [] Finalize the meeting schedule and ensure appropriate parties (Select Board, NP&EDC, etc.) are informed to provide input before the end of the third week of June.
- [] Prepare a clearer format of the notes and circulate them before the final meeting for the group to review.
- [] Ensure a quorum is maintained for the next meeting, with a backup representative if Peter Kaizer is unavailable.

Capital Program Committee Meeting Introduction and Agenda Approval

- Stephen Welch calls the meeting to order
- Motion to approve the agenda, made by Christy Kickham, seconded by Howard Matz. Roll call: Christy (aye), Howard (aye), Brooke (aye), Stephen (aye). Passes unanimously.
- Stephen discusses the need to address line items in the capital program, including required, medium, recommended, and low elective categories.
- He explains the rationale for changing the line items and the potential impact on overall scores.

Discussion on Line Item Categories and Valuation

- Stephen suggests combining major and minor improvement efficiency and effectiveness into one category to simplify the process.

- He proposes adding a line item for the valuation of cost appropriateness to ensure proper documentation and evaluation.
- Christy Kickham and Howard Matz discuss the importance of understanding the cost appropriateness and the need for detailed documentation.
- Stephen emphasizes the need for a clear definition of the valuation of cost appropriateness and its relevance to the community's needs.

Evaluation of Cost Appropriateness and Community Value

- Brooke Mohr suggests focusing on whether the investment feels valuable to the community, beyond just the cost.
- Peter Kaizer discusses the importance of documentation supporting cost estimates and the need for detailed backup.
- Stephen proposes two main evaluation metrics: "Is it worth it for the community with respect to overall costs?" and "Does it reflect a reasonable value to cost ratio for the service or use?"
- The group debates the merits of including both metrics and the potential for subjective interpretation.

Adjustments to Line Item Definitions and Categories

- Stephen suggests changing the title of the line item to "evaluation of appropriateness of cost" to better reflect the discussion.
- Howard Matz expresses concerns about the subjectivity of the evaluation metrics and the difficulty of scoring them objectively.
- Barry Rector and others discuss the importance of considering the community's perspective and the tangible value of certain projects.
- Stephen proposes modifying the line item to include both the appropriateness of cost and the value to cost ratio, with the possibility of adding more granularity in future iterations.

Discussion on Scheduled Replacement and Documentation

- Stephen explains the need to change "scheduled replacement" to "planned replacement" to avoid ambiguity.
- Peter Kaizer questions the value of including "scheduled" as a line item, given the binary nature of whether a replacement is accounted for in the capital improvement plan.
- Stephen clarifies that the goal is to incentivize proper planning and documentation by providing points for items included in the CIP.
- The group discusses the importance of ensuring that the CIP request form includes a checkbox for obsolescence to align with the new line item definitions.

Finalizing Meeting Schedule and Next Steps

- Stephen outlines the remaining meetings and the need to finalize the new line item definitions and documentation requirements.

- The group agrees to continue the discussion in the next meeting, with Peter Kaizer potentially unavailable.
- Stephen emphasizes the importance of having all necessary information and documentation ready for the final RORI review.
- The meeting concludes with a motion to adjourn, motion made by Peter Kaizer.
- Roll call: Peter (aye), Barry (aye), Howard (aye), Stephen (aye). Passes unanimously.