Town of Nantucket
Capital Program Committee
June 13, 2024

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

The Capital Program Committee meeting on June 13, 2024, focused on establishing a capital programming process and work group. Stephen Welch proposed a three-member work group to manage enhancements and software processes. The committee approved the motion unanimously. They discussed the importance of consistent language between department heads and the committee, and the need for detailed vehicle inventories. The schedule for upcoming meetings was outlined, emphasizing the importance of timely updates and coordination with department heads. The meeting concluded with a motion to accept the schedule, subject to minor modifications.

Action Items

- [ ] Provide the Plumb software enhancements in a PDF to Sue for distribution to the full membership for review and comments.
- [ ] Establish the capital programming process work group consisting of 3 members, with the ability for other members to attend.
- [ ] Reach out to the new committee members appointed by the Select Board, Town Admin, and NP&EDC, provide them with login information, and schedule the mandatory meeting on July 25th.
- [ ] Email Christy Kickham a template for a vehicle inventory spreadsheet with the desired information to be included.
- [ ] Review and provide feedback on the proposed meeting schedule.

Meeting Introduction and Initial Motions

- Stephen Welch calls the meeting to order and motions to approve the agenda, motion made by Jill Vieth. Passed unanimously.
- Stephen Welch notes Brooke Mohr is moving on to other community contributions, and announces Dawn Hill-Holdgate as the new member.
- Peter Kaizer inquires about Brooke Mohr's last meeting, and she clarifies she is there to close the loop but won't vote.

- Stephen Welch discusses the need for a capital programming process and work group. Motion is made by Peter Kaizer to establish capital program software and processes work group. Passed unanimously.

Establishing the Capital Program Work Group

- Stephen Welch explains the need for a work group to meet quorum rules and the importance of posting meetings.
- Brooke Mohr emphasizes the need to identify three members of the work group to avoid Open Meeting scrutiny.
- Stephen Welch suggests a flexible approach to work group membership to accommodate availability.
- The group discusses the importance of having a clear process for appointing and managing the work group.

Review of Enhancements and Implementation

- Stephen Welch thanks the group for their work on the enhancements and discusses the need for incremental funding.
- The group reviews the enhancements, including new reports, new chart criteria, and restructuring of the database.
- Stephen Welch explains the importance of having a clear alphanumeric code for differentiating project types and funding.
- The group discusses the pros and cons of recommending stage funding and the need for a consistent naming convention.
- Motion to accept the requested enhancements subject to minor modifications. Motion made by Brooke Mohr. Passed unanimously.

Defining Project Categories and Funding

- Stephen Welch explains the different project categories: recurring, phase, supplemental, and obsolete.
- The group discusses the importance of having a clear definition for each category and the need for a checkbox system.
- Stephen Welch suggests having a report that lists all requests and their categories for easier search and analysis.
- The group discusses the need for department heads to provide more detailed information in their requests.

Software Development and Implementation

- Stephen Welch explains the role of Sue in inputting and standardizing information from department heads.
- The group discusses the importance of having a consistent vocabulary and the need for finance to review requests.

- Stephen Welch outlines the process for assigning liaisons and scheduling meetings with department heads.

Scheduling and Meeting Logistics

- Stephen Welch reviews the meeting schedule through June 20, noting the cancellation of the June 20 meeting.
- The group discusses the importance of having a clear schedule and the need for flexibility in the process.

Review of Funding Sources and Reporting

- Stephen Welch emphasizes the importance of knowing funding sources and the need for a clear report.
- The group discusses the need for a consistent approach to reporting and the importance of keeping the Select Board informed.
- Stephen Welch suggests having a quick email blast for any alterations to recommendations.

Meeting Conclusion and Adjournment

- The meeting is adjourned with a motion from Howard Matz.
- Roll Call Vote: Howard aye, Christy aye, Peter aye, Barry aye, Stephen aye. Passes unanimously.