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NANTUCKET TOWN CLERK
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MEETING POSTING

TOWN OF NANTUCKET
Pursuant to MGL Chapter 30A, § 18-25
All meeting notices and agenda must be filed and time stamped with the Town Clerk's Office and posted at least 48 hours prior to the meeting (excluding Saturdays, Sundays and Holidays)

Committee/Board/s	Capital Program Committee
Day, Date, and Time	Thursday, July 25, 2024 @ 3:00 PM
Location / Address	**IN-PERSON PARTICIPATION at 131 Pleasant Street (Room A)** **REMOTE PARTICIPATION VIA ZOOM** **The meeting will be aired at a later time on the Town's Government TV YouTube Channel https://www.youtube.com/channel/UC-sgxA1fdoxteLNzRAUHIxA**
Signature of Chair or Authorized Person	Susan M. Carmel
WARNING:	**IF THERE IS NO QUORUM OF MEMBERS PRESENT, OR IF MEETING POSTING IS NOT IN COMPLIANCE WITH THE OML STATUTE, NO MEETING MAY BE HELD!**

AGENDA

Please list below the topics the chair reasonably anticipates will be discussed at the meeting

Join Zoom Meeting
https://us06web.zoom.us/j/89010052494?pwd=l1N3slyT08qIAKqEjoF5gbmFaL6eQ5.1

Meeting ID: 890 1005 2494
Passcode: 454255

1. Call to Order, Roll Call
2. Audio/Video Announcement
3. Approval of Agenda
4. Public Comment
5. Minutes - potential adoption of minutes from August 10, 2023; August 15, 2023, and August 24, 2023
6. Election of Officers

7. Discussion of Operational Matters: FY25 process review, FY26 broad scope approach; attendance policy; organizational processes, liaison assignments; review & approve schedule, establish RORI Revaluation Workgroup
8. Date of Next Meeting – Thursday, August 1, 2024 at 3:00pm
9. Adjournment

Town of Nantucket
Capital Program Committee

www.nantucket-ma.gov

Members: Stephen Welch, (Chair) Peter Kaizer, (Vice Chair), Howard Matz, Jill Vieth (Secretary), Brooke Mohr, Christy Kickham, Barry Rector

MINUTES
Thursday, August 10, 2023

Called to order at 1:00 p.m. and audio/visual announcements made by Chair Welch.

Staff:	Brian Turbitt, Director of Municipal Finance, Susan Carmel, Assistant Finance Director
Attending Members:	Welch, Mohr, Matz, Vieth, Rector, Kickham, Kaizer
Absent Members:	None
Documents Used:	Fiscal Year (FY)23 for FY 24 Report, Administrative Policies, Liaison assignments, RORI Documentation

I. APPROVAL OF AGENDA	
Motion:	**Motion to Approve, as submitted. (made by: Rector) (seconded)**
Roll-Call Vote:	Carried 7:0//Welch, Mohr, Matz, Vieth, Rector, Kickham, Kaizer (Aye)

II. PUBLIC COMMENT

Welch called for public comment. (None)

III. DISCUSSION OF OPERATIONAL MATTERS: FY24 PROCESS REVIEW, FY25 BROAD SCOPE APPROACH; ATTENDANCE POLICY; ORGANIZATIONAL PROCESSES, LIAISON ASSIGNMENTS; REVIEW & APPROVE SCHEDULE, ESTABLISH RORI REVALUATION WORKGROUP

Discussion: **Welch**

FY 24 Process Review

- Referred new members to the FY23 report for FY24 Capital Program recommendations.
- Walked through the process with a fair amount of detail in the FY23 report.
- Encouraged reviewing the report before the next meeting for helpful insights.

FY 25 Broad Scope Approach

- Discussed the FY25 broad scope approach.
- Walked through the process, consistent with the past several years.
- Confirmed the effectiveness of the current approach without delving into details.
- Directed new members to find detailed information in the report, especially towards the tail end.

Motion: **Motion to approve meeting schedule. (made by: Kaizer) (seconded)**

Roll-Call Vote: Carried 7:0//Kaizer, Welch, Mohr, Matz, Vieth, Rector, Kickham (Aye)

Discussion Cont. **Welch**

Attendance Policy

- Mentioned the attendance policy.
- Noted past conflicts with Thursday morning meetings and the Select Board's Executive Session.
- Highlighted quorum issues arising when an NPDC member was also a Select Board Member during conflicting seasons.

the duties of Select Board Members but successfully rescheduled meetings to the

- Clarified that rankings and valuations are subjective.
- Described the subjective nature as an opportunity for members to express their experience, knowledge, and opinions numerically.
- Contrasted the current approach with the previous method involving lengthy discussions.
- Acknowledged that discussion is not foreclosed but highlighted the new approach as a tool or guardrail for ranking, providing structure to the process.
- Decided not to go over questions at the moment.
- Aimed to establish a workgroup for a Tuesday meeting.
- Welcomed all members to participate but reached out to core members involved in developing the RORI system for scheduling.
- Scheduled the meeting for Tuesday at 1, with a hybrid format.
- Mentioned PJ and Christie as the two members joining the workgroup.
- Invited all members to attend, especially at the beginning for understanding and auditing the discussion.
- Encouraged active participation by members to share their thoughts or questions once the initial discussion has taken place.

Turbitt

- Addressed the issue of Town Administration starting to RORI all the products.
- Mentioned that reviews of Capitol with departments are completed.
- Noted that town administration is already starting to prioritize and recommend items.
- Urged committee members to make any changes to the RORI evaluations as soon as possible.
- Highlighted the importance of making adjustments early due to the impending start of the prioritization process by town administration.

IV. DATE OF NEXT MEETING

RORI Revaluation Workgroup: Tuesday, August 15, 2023, at 1:00pm
Regular Meeting: August 24, 2023, at 1:00pm

V. ADJOURNMENT

Motion:	**Motion to adjourn at 1:30pm. (made by: Kaizer) (seconded)**
Roll-Call Vote:	Carried 7:0//Kaizer, Welch, Mohr, Matz, Vieth, Rector, Kickham (Aye)

8/7/2023

Submitted by:
Elaina Cano

Town of Nantucket
Capital Program Committee

www.nantucket-ma.gov

Members: Stephen Welch, (Chair) Peter Kaizer, (Vice Chair), Howard Matz, Jill Vieth (Secretary), Brooke Mohr, Christy Kickham, Barry Rector

MINUTES
Thursday, August 15, 2023

Called to order at 1:00 p.m. and audio/visual announcements made by Chair Welch.

Staff:	Brian Turbitt, Director of Municipal Finance, Susan Carmel, Assistant Finance Director
Attending Members:	Welch, Mohr, Matz, Rector, Kaizer, Kickham
Absent Members:	Vieth
Documents Used:	RORI Spreadsheet,

I. APPROVAL OF AGENDA	
Motion:	**Motion to Approve, as submitted. (made by: Rector) (seconded)**
Roll-Call Vote:	Carried 6:0//Welch, Mohr, Matz, Rector, Kaizer, Kickham (Aye)

II. PUBLIC COMMENT
Welch called for public comment. (None)

III. IDENTIFY FORM MODIFICATIONS, PROVIDE CRITERIA DEFINITIONS, DEVELOP AND IMPLEMENT ACTION PLAN	
Discussion:	**Welch** • Introduced the purpose of going through and establishing common definitions for the RORI (Ranking of Relative Importance). • Emphasized the importance of a common understanding of words and terms for efficient valuations at the next meeting. • Described the RORI worksheet as a distillation of Massachusetts Department of Revenue and town of Nantucket guidance. • Explained that priorities were programmatically grouped into pairwise comparisons for individual Capital requests. • Clarified that subjective values would be input by individual members during the next meeting for prioritization. • Emphasized that the valuations are subjective and serve as guidance and guardrails, providing a basis for comparing priorities. • Described the valuations as a tool to process information and understand the relative importance of requests. • Mentioned that the rankings help inform decisions, especially during the mid-December up-down ranking to broadcast recommendations to the Select Board and Finance Committee. • Outlined the process of quickly determining priorities above or below the average, streamlining further discussions on requests. • Noted that discussions will focus on requests close to the line or where members were uncertain in their valuations. • Provided an overview of the sheet and the overall process along with the criteria definitions, following Committee Members clarifications, questions and comments. **Committee** • Reviewed the breakdown of priorities into groups. • Grouped priorities based on two characteristics: compact continuity and resilience. **Welch** • Introduced phase two for the expansion.

	• Requested to include all the yellow items, particularly those related to Disaster Recovery, in the discussion. • Categorized priorities into groups, such as Compact Continuity and Resilience. • Mentioned that the categories align with the Department of Revenue compact, emphasizing the importance of risk. • Outlined the risk group, covering aspects like cost accuracy, deliverability, and management capacity oversight. • Acknowledged that the outlined categories may not be final and are meant to prompt thinking about the expansion capability for ranking. • Highlighted factors like funding, its impact on bond rating and tax rate, and different funding sources (borrowing, cash, grants, reappropriation). • Introduced the concept of benefit-cost analysis, considering whether the community is subsidizing or if it falls under an Enterprise account for the use-to-cost ratio. • Pointed out the negligible difference in spread between the 30 and a 50. • Stated the need to determine whether to use quarters or tenths for the evaluation. **Committee** • Suggested using quarters, where four is the best and zero is the worst for evaluation as guidance. • Provided flexibility for members to use tens if they prefer a more specific approach. • Encouraged members to express their evaluations in a manner that suits their preferences. • Explained the process of being presented with a collection of projects or proposals at each meeting. • Raised questions of whether to complete them during the meeting or wait until later. • Suggested allocating five to ten minutes in the meeting for the completion of RORI evaluations. • Emphasized the importance of completing evaluations in a timely manner to prevent them from becoming a burden. • Noted that ideally, evaluations should be done before the next meeting, especially after meeting with department heads.

IV. WORK GROUP DEVELOPMENT OF FISCAL YEAR (FY) CAPCOM REPORT AND RECOMMENDATIONS	
Discussion:	
Motion:	
Roll-Call Vote:	

V. DATE OF NEXT MEETING
Regular Meeting: August 24, 2023, at 1:00pm

VI. ADJOURNMENT	
Motion:	**Motion to adjourn at 2:27pm. (made by: Kickham) (seconded)**
Roll-Call Vote:	Carried 6:0//Welch, Mohr, Matz, Rector, Kaizer, Kickham (Aye)

Submitted by:
Elaina Cano

Town of Nantucket
Capital Program Committee

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Members: Stephen Welch, (Chair) Peter Kaizer, (Vice Chair), Howard Matz, Jill Vieth, Brooke Mohr, Christy Kickham, Barry Rector

MINUTES
Thursday, August 24, 2023

Called to order at 1:00 p.m. and audio/visual announcements made by Chair Welch.

Staff:	Brian Turbitt, Director of Municipal Finance, Susan Carmel, Assistant Finance Director
Attending Members:	Stephen Welch - *Chair*, Peter (PJ) Kaizer – *Vice Chair*, Christy Kickham – *Secretary*, Howard Matz, Brooke Mohr – Select Board Representative, Barry Rector, NP&EDC Representative, Jill Vieth, Finance Committee Representative
Absent Members:	All Present
Documents Used:	RORI Spreadsheet

I. APPROVAL OF AGENDA	
Motion:	**Motion to Approve, as submitted. (made by: Kaizer)**
Roll-Call Vote:	Carried 7:0//Welch, Mohr, Matz, Rector, Kaizer, Kickham, Vieth (Aye)

II. PUBLIC COMMENT
Welch called for public comment. (None)

III. ELECTION OF OFFICERS	
Motion:	**Motion to nominate Steven Welch as Chair.**
Roll-Call Vote:	Carried 6:0// Mohr, Matz, Rector, Kaizer, Kickham, Vieth (Aye)

Motion:	**Motion to nominate Peter Kaizer as Vice Chair.**
Roll-Call Vote:	Carried 6:0// Welch, Mohr, Matz, Rector, Kickham, Vieth (Aye)

Motion:	**Motion to nominate Christy Kickham as Secretary.**
Roll-Call Vote:	Carried 6:0// Welch, Mohr, Matz, Rector, Kaizer, Vieth (Aye)

IV. RANKS OF RELATIVE IMPORTANCE (RORI) REEVALUATION	
Discussion:	**Welch** - Reviewed the RORI reevaluation process. - Clarified that comparing Continuity Group A to Continuity Group B involves ranking one group higher than the other by selecting the appropriate radio button. - Explained that if the groups are considered equal, the evaluation moves to the rightmost column to determine by what margin Continuity Group A ranks over Continuity Group B. - Indicated that the process will be clearer once underlying subcategories are available for review. - Compared Continuity Group A (operations: high, median, and low priority) to Continuity Group B (heritage, tradition, culture, legacy, and scheduled replacement). - Outlined the criteria for the next series of valuations. - Suggested using a consistent scale for ranking, recommending a scale of 1 to 3 or fully utilizing a scale of 1 to 10. - Emphasized consistency throughout the valuation process to improve the accuracy of the underlying algorithms. - Suggested representing these valuations as percentages overall.

	- Described Continuity B as topics that relate to continuity over time and are one-off occurrences. - Contrasted this with Continuity A, categorizing it as relating to continuity over time but with very similar recurring elements. - Attempted to change the culture in terms of planned scheduling. - Reclassified scheduled replacement from a subcategory of Operations High Priority to its own category, asserting that it fits better under Operations Medium Priority but deserves distinct recognition. - Explained that when using the calculator, certain radio buttons highlighted in green indicate recommended changes based on the provided ranges. **Capital Project Committee Members** - Compared individual rankings of committee members to the overall rankings. - Discussed their thought processes behind the rankings.

V. DATE OF NEXT MEETING

Regular Meeting: September 7, 2023, at 1:00pm

VI. ADJOURNMENT

Motion:	**Motion to adjourn at 2:11. (made by: Kickham) (seconded)**
Roll-Call Vote:	Carried 6:0//Welch, Mohr, Matz, Rector, Kaizer, Kickham (Aye)

Submitted by:
Elaina Cano