



Town of Nantucket Capital Program Committee July 25, 2024 Minutes

Attending Members:	Stephen Welch, Chair, Jill Veith, Howard Matz, Dawn-Hill Holdgate
Staff:	Brian Turbitt, Finance Director, Susan Carmel, Assistant Finance Director
Absent	Peter Kaizer, Christy Kickham

The Capital Program Committee meeting on July 25, 2024, discussed several key points. Stephen Welch highlighted the need for timely appointments of new members to avoid delays in the fiscal year 2025 process review. The committee emphasized the importance of completing RORI evaluations during meetings to improve efficiency. Brian Turbitt noted that the new budget book and additional features would delay the schedule. The committee also discussed the need for comprehensive department requests and supplemental information to streamline the process. Enhancements to the capital program software were mentioned, with a follow-up needed to verify their implementation. The meeting concluded with a motion to adjourn.

Action Items

- [] Follow up with the Plumb developers to determine if a placeholder can be used for the new committee member appointments to allow the RORI evaluation process to move forward.
- [] Confirm with the database developers when the requested enhancements to the capital program software will be implemented.
- [] Schedule a time for Stephen Welch to review the implemented enhancements to ensure they align with the committee's requests.

Meeting Commencement and Initial Setup

- Stephen Welch calls the meeting to order, noting the date as Thursday, July 25, and mentions the audio and video recording of the meeting.
- Stephen Welch requests a motion for the agenda, motion made by Jill Vieth and seconded by Dawn Hill-Holdgate. Passed unanimously with "Aye" votes.
- Public comment is opened, but there are no members of the public to comment.
- Stephen Welch discusses the minutes from previous meetings, noting a correction and a programmatic pattern issue with the table layout.

Discussion on Meeting Minutes and Technical Issues

- Susan Carmel and Stephen Welch discuss the technical issues with the minutes, including page breaks and text wrapping problems.
- Howard Matz suggests adding a page break or inserting an extra cell to fix the text wrapping issue.
- Stephen Welch explains the print issue with the PDF and the programmatic issue within the Word document, suggesting a fix.
- Stephen Welch decides to hold the minutes for next week due to the lack of members present and the need to appoint new members.

Fiscal Year 2025 Process Review and RORI System

- Stephen Welch outlines the fiscal year 25 process review, emphasizing the importance of addressing the RORI system during meetings.
- Stephen Welch explains the RORI process, including the ranking of relative importance worksheets and the valuation system.
- Howard Matz supports the idea of addressing RORIs during meetings to allow for note-taking and corrections.
- Stephen Welch discusses the importance of systematizing the RORI process to improve efficiency and accuracy.

Challenges with Appointments and Scheduling

- Brian Turbitt discusses the challenges with appointing new members and the impact on the scheduling of department head meetings.
- Stephen Welch suggests using a placeholder name for new members to allow for the RORI system to function properly.
- Brian Turbitt explains the timeline for appointments and the impact on the schedule, including the need to wait for all members to be seated.
- Stephen Welch emphasizes the importance of having new members appointed as soon as possible to avoid delays in the process.

Organizational Processes and Enhancements

- Stephen Welch discusses the organizational processes for the upcoming year, including the importance of complete requests and supplemental information.
- Susan Carmel is asked to pull up the CIP request form to demonstrate the digital version and its features.
- Stephen Welch explains the importance of previewing information and asking questions during meetings to ensure completeness.
- Brian Turbitt provides an update on the enhancements submitted for the database, noting that they are being worked on and should be ready by the next meeting.

Final Remarks and Adjournment

- Stephen Welch emphasizes the importance of having new members appointed to move the process forward.
- Brian Turbitt discusses the potential use of placeholders and the need to verify the feasibility of the placeholder theory.
- Stephen Welch suggests reviewing the enhancements to ensure they align with the committee's needs.
- The meeting is adjourned with a motion from Jill Vieth. Passed unanimously with "Aye" votes.