



Town of Nantucket Capital Program Committee August 8, 2024 Minutes

Attending Members:	Stephen Welch, Chair, Jill Veith, Howard Matz, John Kitchener
Staff:	Susan Carmel, Assistant Finance Director
Absent	Peter Kaizer

The Capital Program Committee meeting on August 8, 2024, focused on approving minutes, discussing fleet inventory additions, and reviewing the RORI system for capital improvement request valuation. Members approved minutes from previous meetings and discussed the need for additional fleet inventory fields. The committee reviewed the RORI system, which ranks requests based on cost, continuity, and resilience, using a 1-9 scale. They emphasized the importance of consistent valuation frameworks and the need for familiarity with the RORI system. The next meeting will involve a detailed review of natural resources requests using the RORI system.

Action Items

- [] Christy to submit comments in writing on additional fields to be added to the fleet inventory spreadsheet.
- [] Committee members to review the RORI software system and be prepared to discuss its use at the next meeting.

Approval of Agenda and Minutes

- Stephen Welch opens the meeting, noting all members are present and the meeting is being recorded.
- Motion to approve the agenda is made by Christy Kickham, seconded by John Kitchener. Roll Call Vote: Christy aye, John aye, Howard aye, Jill aye, Dawn aye, Stephen aye. Passes unanimously.
- Minutes for review are discussed, with a motion to approve the minutes from August 15, 2023 and August 24, 2023. Motion made by Jill Vieth.
- Roll Call Vote: Jill: Aye, Howard: Aye, Stephen: Aye. Christy abstained.

Discussion on Rolling Stock and Fleet Inventory

- Stephen Welch mentions holding off on discussing rolling stock until the next meeting.
- Christy Kickham and Howard Matz discuss the need to add more fields to the fleet inventory.
- Stephen Welch suggests Christy submit his comments via email for aggregation.
- Howard Matz mentions all vehicle requests are now coming through DPW and need centralized management.

Review of RORI System and Valuation Framework

- Stephen Welch provides an overview of the RORI system and its use for valuing capital improvement requests.
- Stephen explains the need for a valuation framework to rank requests relative to one another.
- The committee discusses the importance of understanding the big picture and the granular level of the valuation process.

Detailed Walkthrough of the Valuation Process

- Stephen Welch guides the committee through the process of ranking requests using the RORI system.
- The committee is asked to rank continuity Group A versus continuity Group B and other categories.
- Stephen explains the importance of creating a consistent methodology for ranking requests.
- The committee discusses the challenges of using the software and the need for familiarization.

Hands-On Exercise with the RORI System

- The committee members begin the hands-on exercise of ranking requests using the RORI system.
- Stephen provides guidance on how to navigate the system and make informed decisions.
- The committee members express concerns about the complexity of the process and the need for more clarity.
- Stephen reassures the committee that the process will become easier with practice and familiarization.

Review and Adjustment of Rankings

- The committee members review their rankings and make adjustments as needed.
- Stephen explains the importance of ensuring the rankings make sense based on subjective opinions.
- The committee discusses the need for more detailed instructions and examples to aid in the process.

- Stephen emphasizes the importance of having confidence in the model and the need for consistency.

Preparation for Next Meeting

- The committee discusses the need to prepare for the next meeting, which will involve reviewing natural resources requests.
- Stephen provides instructions on how to access and review requests in the RORI system.
- The committee members are encouraged to familiarize themselves with the system and its features.
- Motion to adjourn made by Dawn-Hill Holdgate. Passes unanimously.