Town of Nantucket
Capital Program Committee
February 11, 2025

Attending Members:	Jill Vieth, Chair, Peter Kaizer, Vice Chair, Christy Kickham, Howard Matz, Dawn-Hill Holdgate, John Kitchener, Caroline Baltzer
Staff:	Brian Turbitt, Finance Director, Susan Carmel, Assistant Finance Director
Absent	

The Capital Program Committee discussed the use of new software for recording minutes and the need for a shared screen to review the RORI system. They reviewed the criteria and relevance of decision-making factors, suggesting potential changes to improve clarity and relevance. The committee emphasized the importance of understanding the process and definitions of terms. They also discussed the challenges of managing ongoing requests and the need for clear communication with department heads. A subcommittee was proposed to refine the criteria and values, with a meeting scheduled for February 18 to start the review process.

Action Items

- [ ] Susan Carmel to coordinate with Plumb to implement any agreed upon changes to the capital program software in a timely manner.
- [ ] Review the criteria and scoring system, and provide any suggested changes or areas for improvement to Sue by the end of this week.
- [ ] Schedule a meeting for the committee to discuss potential changes to the criteria and scoring system in more detail.

Meeting Introduction and Software Issues

- Jill Vieth calls the meeting to order at 10:09am. Roll call of the members present: Howard Matz, Caroline Baltzer, John Kitchener, Dawn Hill Holdgate, Christy Kickham and Jill Vieth. Jill Vieth announces that the meeting is being audio and video recorded.
- Jill Vieth asks for approval of the agenda, which is moved by John Kitchener and seconded by Christy Kickham.
- Roll Call vote: John aye, Peter aye, Dawn aye, Christy aye, Howard aye, Caroline aye, Jill aye. Passes unanimously.

Public Comment and Minutes Approval

- Jill Vieth opens public comment but closes it without any public comments.

- Jill Vieth mentions a FOIA request for minutes and calls for approval of all minutes as listed on the agenda.
- Jill Vieth and Christy Kickham discuss the possibility of approving the minutes at the end of the meeting.

Planning for the Year and Software Adjustments

- Jill Vieth suggests regrouping to discuss what went well and what didn't, and to plan for software changes if needed.
- John Kitchener requests a shared screen to show the RORI system for better understanding.
- John Kitchener suggests reviewing the criteria and groups in the RORI system to ensure they are still relevant.
- Jill Vieth and Peter Kaizer discuss the historical context of the criteria and their relevance to current decision-making.

Challenges with Criteria and Data Entry

- John Kitchener highlights the need to review the mathematical formulas and data entry process in the RORI system.
- Christy Kickham suggests coding requests to indicate whether they are new or ongoing to better manage the workload.
- Jill Vieth and John Kitchener discuss the importance of considering the manpower and feasibility of projects.
- Brian Turbitt explains the process for rescinding unused borrowing authorizations and the limitations of transferring funds.

Discussion on Project Prioritization and Criteria

- Jill Vieth and John Kitchener discuss the importance of departments requesting only the necessary funds and not excess borrowing authority.
- Brian Turbitt explains the limitations of transferring funds between projects, especially with debt exclusions.
- Jill Vieth and John Kitchener discuss the importance of departments providing realistic cost estimates and not requesting excess funds.
- Christy Kickham suggests revisiting some of the criteria to ensure they are clear and relevant for decision-making.

Proposed Changes and Next Steps

- Jill Vieth suggests forming a subcommittee to review and refine the criteria and values in the RORI system.
- Christy Kickham and Jill Vieth discuss the importance of understanding the criteria and their impact on decision-making.
- Brian Turbitt emphasizes the need to coordinate changes with Plumb to ensure they are implemented in a timely manner.

- The committee agrees to meet next week to discuss and refine the criteria and values, with a focus on smaller, manageable changes.
- Motion to adjourn the meeting is made by Caroline Baltzer, seconded by Howard Matz.
- Roll Call vote: Caroline aye, Howard aye, Christy aye, Dawn aye, Jill aye. Passes unanimously.