Town of Nantucket
Capital Program Committee
July 31, 2025

Attending Members:	Jill Vieth, Chair, Howard Matz. Vice Chair, Peter Kaizer, Dawn Hill, Caroline Baltzer, Liza Hatton
Staff:	Brian Turbitt, Finance Director, Susan Carmel, Deputy Finance Director
Absent	Christy Kickham

The meeting focused on refining the capital project evaluation process. Brian Turbitt emphasized the need for regular reviews and rating groups and criteria. Jill Vieth proposed assigning values to categories, ensuring each adds up to 100%. The committee agreed to use Excel for scoring, with each category weighted and ranked 1-6. They discussed the importance of prioritizing criteria and ensuring consistency. The meeting concluded with plans to finalize the scoring system and prepare for upcoming project evaluations, emphasizing the need for clear documentation and efficient meeting schedules.

Action Items

- [ ] Aggregate the committee rankings, run normalization on the weighted averages, coordinate with the developer (Plumb) to implement and test the updated scoring in the software, and arrange payment (premium) to expedite the developer work
- [ ] Send the aggregated and normalized results to Howard and Peter for review once the weighted averages are computed and aggregated
- [ ] Enter the committee's weight ratings into the master spreadsheet, perform the normalization and simple math checks, and then provide the prepared weighted averages to Brian for aggregation and developer input
- [ ] Email the Excel ranking template to all committee members so they can enter their group and criteria rankings (and include instructions), and coordinate collection of completed rankings for submission to Sue; send template immediately when available
- [ ] Collect completed ranking spreadsheets from committee members and submit/forward the collected responses to Sue (coordinate any late responses); aim to have submissions returned within 24 hours of receiving the Excel

Approval of Minutes and Agenda

- Jill Vieth calls the meeting to order and asks for a roll call for the record
- Roll call: Jill aye, Dawn aye, Peter aye, Howard aye, Liza aye, Caroline aye
- Jill Vieth asks for approval of the agenda.
- Peter Kaizer moves to approve the agenda, and Howard Matz seconds it.

- Roll call vote: Dawn aye, Peter aye, Howard aye, Jill aye, Liza, Caroline aye. Motion passed unanimously.

Reviewing Capital Project Criteria and Process

- Caroline Robinson Baltzer suggests checking with Stephen Welch to ensure proper use of the current criteria.
- Brian Turbitt defends the current process, noting the evolution of the committee's criteria over time.
- Brian emphasizes the importance of regularly reviewing and analyzing capital projects in the current environment.
- Discussion on the difficulty of making changes to the criteria in time for the committee's evaluations.

Proposing a Weighted Scoring System

- Howard Matz suggests assigning weights to each category, adding up to 100%, and multiplying the scores.
- Jill Vieth agrees, suggesting that at least one category should equal 100%.
- Discussion on assigning values to the most important criteria.
- Peter Kaizer and Howard Matz discuss the practicality of the proposed system and the need for an example.

Detailed Explanation of the Scoring Process

- Brian Turbitt explains the need for the committee to rate and rank the groups and criteria.
- Discussion on the mathematical method of ranking the criteria from 1 to 6 and combining them into a weighted average.
- Peter Kaizer suggests a simpler method of ranking the criteria from 1 to 6 and combining them.
- Jill Vieth and Peter Kaizer discuss the challenges of comparing categories and the importance of prioritization.

Addressing Late Requests and Changes

- Discussion on the impact of late requests and changes on the committee's process.
- Examples of late requests, such as the airport housing and the PFAS mobile treatment system, are mentioned.
- Brian Turbitt emphasizes the importance of keeping the plan consistent and avoiding last-minute changes.
- Jill Vieth and Peter Kaizer discuss the challenges of managing late requests and the importance of clear communication.

Finalizing the Scoring System

- Discussion on the final steps of the scoring system, including recording the scores in Excel.
- Jill Vieth and Peter Kaizer discuss the importance of clear communication and documentation.
- Decision to send the scores to Sue for distribution and aggregation.
- Discussion on the importance of the committee's role in evaluating requests and making recommendations.

Committee Roles and Responsibilities

- Discussion on the roles and responsibilities of the committee members.
- Jill Vieth and Peter Kaizer discuss the importance of continuity and the need for new members to understand the process.
- Motion to nominate Jill Vieth as chair made by Dawn Hill.
- Roll call vote: Dawn Hill (aye), Howard Matz (aye), Liza Hatton (aye), Caroline Baltzer (aye). Motion passed unanimously.
- Motion to nominate Howard Matz as vice chair made by Jill Vieth.
- Roll call vote: Jill (aye), Howard (aye), Liza (aye), Caroline (aye). Motion passed unanimously.

Planning for Future Meetings and Requests

- Discussion on the schedule for future meetings and the handling of large requests.
- Jill Vieth suggests shorter meetings to maintain focus and attention.
- Decision to start meetings in mid-September due to changes in the town's schedule.
- Discussion on the importance of clear communication and documentation throughout the process.
- Motion to adjourn the meeting is made by Dawn and seconded by Liza.
- Roll call vote: Dawn (aye), Pete (aye), Howard (aye), Liza (aye), Caroline (aye). Motion passed unanimously.