Town of Nantucket
Capital Program Committee
December 9, 2025

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

The CapCom meeting on December 9th focused on reviewing and ranking capital requests for the upcoming fiscal year. Jill Vieth emphasized the need to consider the 10-year overview of capital requests and debt exclusions, noting significant changes in funding requirements. The committee also debated the importance of prioritizing requests based on need, redundancy, and strategic alignment with the Select Board's goals. The next meeting is scheduled for January 13th, with rankings due by January 11th.

Capital Requests Overview and Initial Discussions

- Motion to approve agenda made by Peter Kaizer, seconded by Howard Matz
- Roll call vote: Howard aye, Liza aye, Peter aye, Kristy aye, Jill aye
- Motion passed unanimously
- Jill Vieth emphasizes the need to review the 10-year overview of capital requests from 2016 to understand the drastic changes in capital requests and debt exclusions.
- The committee has considered a $100 million of capital requests, but they haven't looked at the island home yet.
- The school committee's request is approximately $20 million, with Kristie's number estimated between $7 and $10 million for town employee housing.
- The Tom Nevers debris removal project has an $8 million debt exclusion, and the seasonal dorms require a $10 million debt exclusion.

Scheduling and Meeting Confirmations

- Peter Kaizer mentions attending a tour of the seasonal dorms on Thursday.
- Jill Vieth and others discuss the scheduling of their next meeting, confirming it will be on Friday at 3 PM.
- Christy Kickham questions how to match capital requests against sound requests and the community's tendency to vote on two big projects simultaneously.
- Jill Vieth explains the difference between the enterprise fund article, Article 10 (general fund), and debt exclusions, noting the high threshold for debt exclusions.

Historical Context and Due Diligence

- Christy Kickham discusses the importance of due diligence in reviewing capital requests and the need to show which requests were approved or rejected.
- Jill Vieth highlights the increase in capital requests over the years, noting significant spikes in 2021 and 2019.
- The committee discusses the historical context of capital requests and the need to accommodate large numbers.
- Christy Kickham emphasizes the importance of weighing in on the quality and due diligence of presentations for big requests.

Prioritization and Ranking of Requests

- Jill Vieth explains the different levels of priority (low, medium, high) and their implications.
- Howard Matz and Christy Kickham discuss the importance of rating requests accurately and not asking requesters to revisit their priorities.
- The committee agrees that most requests should be rated as medium or high, with low-priority items being introductory or long-term plans.
- Jill Vieth and others discuss the importance of reflecting their judgment in their rankings and not feeling pressured to conform to others' ratings.

Rating Criteria and Scoring

- The committee reviews the criteria for rating requests, including legal regulatory compliance, burden capacity, and redundancy overlap.
- Jill Vieth and others discuss the importance of scoring requests based on their perceived need and the impact on current levels of service.
- The committee debates the appropriateness of budget costs and the availability of grants and retained earnings to fund requests.
- Susan Carmel provides guidance on using the RORI system for scoring requests and the importance of following the list of projects under capital committee review.

Meeting Scheduling and Next Steps

- The committee confirms their next meeting dates: January 13th and 15th.
- Jill Vieth emphasizes the need to have rankings completed by January 11th to allow time for standard deviation calculations and finalizing the report.
- The committee discusses the importance of understanding the questions and scoring them based on their own judgment and the information provided in the requests.
- Howard Matz and others remind the committee that the final report will be reviewed by the Finance Committee and may be adjusted before being presented to the Select Board.
- Motion to adjourn made by Howard Matz, seconded by Liza Hatton
- Roll call vote: Howard aye, Liza aye, Peter aye, Kristy aye, Jill aye
- Motion passed unanimously