



Town of Nantucket
Capital Program Committee
www.nantucket-ma.gov

Members: Stephen Welch (Chair), Pete Kaizer (vice chair), Richard Hussey (Secretary), Christy Kickham, Peter McEachern, Jason Bridges, Nat Lowell

MINUTES

Thursday, June 13, 2019

Wannacomet Water Company, Conference Room – 4:00 p.m.

Called to order at 4:00 p.m. and announcements made.

Staff: Rebecca Woodley-Oliver, Assistant Procurement Officer; Alexandria Penta, Financial Analyst

Attending Members: Welch, Kaizer, Hussey, Bridges, Lowell

Absent Members: Kickham, McEachern

Documents used: Copy of minutes as listed below;

Agenda adopted by unanimous consent.

I. PUBLIC COMMENTS

II. APPROVE MINUTES

1. December 13, 2018: approved by unanimous consent.
2. December 18, 2018: approved by unanimous consent.
3. January 10, 2019: approved by unanimous consent.
4. January 18, 2019: approved by unanimous consent.
5. June 6, 2019 - Held

III. CONTINUED DISCUSSION OF FY2021 CAPITAL PLANNING PROCESS

1. Review of FY2020 process & recommended changes
2. Review scheduling
3. RORI & database use

Discussion **Welch** – Suggested members think about what information they feel they need during the review process.

Bridges – He wants to hear opinions and thoughts regarding presented information from other members but if during discussion they get off track, it is up to the Chair to pull them back on track.

Woodley-Oliver – Stated the vetting process is good but discussions tend to get “editorial.” We as the staff have the best understanding of the numbers and where funds will come from. Guidelines would be very helpful.

Welch – On the RORI guidelines, it would be useful. He’s looking at the schedule; some changes are necessary in respect to deadlines for requests and all the accompanying information. The database and Finance Department will control that. We need to determine a date when we expect to receive a request; he wants to give departments that are ready early deadlines. The other part of the schedule is the time the committee will spend discussion the requests. He agrees more discussion in general is necessary and his task is to ensure that discussion fits into the scheduled. Asked committee members to provide him their information which underlies their position.

Bridges – His concern is that there will not be time for members to have discussions and to share positions and information.

Welch – He is dealing with the problem that the CapCom has been told they are not submitting their report in a timely manner. He has to balance that with information. The important part is for a member to inform why they have the position they do and share supporting information.

Woodley-Oliver – Asked how for guidelines on how the members want to use the RORI. (Can't understand what's said.)

Lowell – The department heads should be doing that already.

Welch – It is important to get clarification. His next point is A primary goal with the RORI is that as other boards' plans become more ingrained and utilized will start to be reranked and the Strategic Plan will be a high point hitter. The RORI will reinforce the plan and the ranking and will become more important and successful.

Bridges – It would be a huge timesaver if every member has reviewed the data before the department presentation; there would be no presentation, just a Q&A followed by a discussion. If we need to flip through the projects ahead of time and note their questions and information we need.

Woodley-Oliver – The Finance staff don't really care; she thinks the department heads would be good with that because it takes pressure off them. Theoretically, you should have all the information necessary to discuss a project and reach a decision when you sit down at the table.

Welch – The idea Mr. Bridges is suggesting is we are presented a full packet of information we need, we have an opportunity to ask questions. Some larger projects will require more time and information, but a lot of simple projects will fall into "consent." The big thing is we have to be prepared for the meeting. The issue with not having all the information is addressed through the data base. The next part is scheduling with an eye on being prepared; we should have the packet at least a week prior to the meeting to allow sufficient time to review the packet. Suggested the concept some departments have huge, expensive requests, some have small, simple requests, and some have planned out years in advance; wants to give those departments that are ready July review deadlines. The provides time to those departments that need it to plan and gather the information. It might be helpful for staff in that they don't review every department on July 3.

Penta – It would be easier for us to get the packets out if the department deadlines are staggered.

Bridges – Suggested this committee needs to adopt the culture of coming in prepared to eliminate redundancy, i.e. asking questions about that are answered in the packets. On the bigger dollar items, asked if we have cover sheets on the status of those projects.

Welch – With the database, we will be able to generate those report on the fly with respect to any expense related to the project.

Hussey – We already have great documents that list that information.

Welch – We should be integrating fields in the database for re-asks of large projects; we have the explanation, summary and detailed information field that could provide an explanation from the perspective of the department, Town, and Finance; it would be for how a project relates to previous work and how the money was used or not used and perspectives. Members should also have a field where each can make notes. One common goal for the season is to be able to articulate in short what a project is about, its issues, and its benefits.

Kaizer – We need to work on how we interpret the three criteria; some listed criteria are vaguer than others.

Welch – Some of that would be applied under the guidelines and part under practices. Agrees we need to establish a common interpretation of the criteria; a big part of the deviation may be what does, for example, "a scheduled replacement" mean. He doesn't know how much of the suggested changes and discussion will be accomplished before the start of the budget season; he will make an effort to do that. Asked if the members would like a meeting to be used to go through the RORI on how it's used and the definitions and suss out the guidelines and practices.

Kaizer – Over the past years, he's gotten the most information from asking questions; they lead to further discussion.

Hussey – It would be helpful to review the RORI with a sample project and go through it step-by-step.

Welch – Asked Mr. Hussey and Mr. Kaizer to get together and pick three projects from last year's RORI list for use by the group. Suggested that meeting be next Thursday, June 20.

Woodley-Oliver – Asked when the member like to meet; her concern is finding a room.

Lowell – Thursdays at 10 are best for him.

Welch – The community room would be handy because they use the big screen to project the information, especially for the larger projects.

Discussion about keeping the time and day consistent to make it easier to schedule the room.

Welch – He wants to touch on the common goal of being having an encapsulated version of the project at the end of a meeting: importance, concern, related topics. The “green sheet” is a concept to help integrate what other boards know; it will be an agenda item to discuss what should be on it. It would helpful to inform the Select Board, other boards, and the Liaison about what we know and would go into their packets. One suggestion was a Strategic Integration Plan (SIP), the goal of this small group is that we are “integrating efforts to reconcile and achieve current fiscal-year recommendations and near-future and longer-range plan based upon community and values and including strategic and other formal plans with an eye on consistency, transparency and integrity and an eye on appropriate frugality.” We’re trying to integrate our planning with the Select Board and Finance Committee.

Discussion about the meeting dates and times: July 11 & July 18.

IV. OTHER BUSINESS

1. Committee Reports
2. Member Comments
 - a. None
3. Date of the next meeting
 - a. July 11 at 11:00 a.m. location to be determined.

Adjourned at 5:02 p.m.

Submitted by:

Terry L. Norton