



Town of Nantucket Capital Program Committee

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Members: Stephen Welch (Chair), Jill Vieth (vice chair), Richard Hussey (Secretary), Jason Bridges, Pete Kaizer, Christy Kickham

MINUTES

Thursday, July 14, 2022

This meeting was held via remote participation using ZOOM and YouTube.

Called to order at 10:00 a.m. and announcements made by Mr. Welch

Staff: Richard Sears, Assistant Town Manager; Terry Norton, Town Minutes Taker

Attending Members: Welch, Vieth, Hussey, Bridges, Kaizer, Kickham

Early Departure: Vieth and Bridges, 10:44 am

Documents used: Mr. Welch’s appointment application letter appendix.

I. APPROVE AGENDA

Motion **Motion to Approve.** (made by: Hussey) (seconded)

Roll-call Vote Carried unanimously

II. PUBLIC COMMENTS

1. NOne

III. ORGANIZATIONAL MATTERS

1. Reporting

Discussion

Welch – As CapCom has matured its process, time to look at membership becoming more involved with responsibility for our annual report and recommendations. Believes we should review this concept and discuss solutions, including perhaps a small volunteer workgroup to update the report annually with assistance from the Finance Department. Asked for feedback. Offered, shepherd and assist the transition. Noted that, determining a solution before the new budget cycle and review of capital requests is likely required. Concept along the lines of best practices we’ve instituted, in this instance, to institutionalize the process creating our most important deliverable, to support CapCom future functioning.

Kickham – Asked if there is a way to break up the report among different committee members then be put the sections together.

Welch – Yes, that could naturally break along the lines of the narrative body of the report, the numbers and descriptions of the capital requests and our recommendations for each, and then are summary of procedures and recommendations for process improvements. Could separate the assessment of how to proceed to breaking down report information, anticipating the gathering of current fiscal year information, then analyzing and making a recommendation on putting a report together. If we have dedicated administrative staff support, we could have information developed and presented based in template form on the current report, with numbers and descriptions of the capital requests provided from the database to lighten the load. The final step would be formatting, and of course the narrative on process recommendations.

Kaizer – We’re looking at a 32-page document. Asked how much is considered dynamic content – not a template.

Welch – Not a lot; our summary of procedures is relatively static. Reiterated, part of easing the load is putting the data into a template format, to populate whatever possible

programmatically. Where we'll need to finesse is in relation to funding sources, this is where dynamics can create schedule complexity.

Hussey – He lacks any technical expertise to write any of this report, but he wants to contribute as his capabilities allow.

Kickham – We've been exposed to the structure of the report; it's difficult to come up with how he can help right now. Thinks if we did it as a group, we'd be more invested. As long as we have commitments, we don't have to decide right now. As we get closer to the season, we should look at last year's report and decide how each of us can contribute.

Sears – Part of the trick is finishing up the departmental reviews earlier. He will talk to Mr. Turbitt about this. The departments are getting better, and Ms. Gibson is doing a lot to reinforce to the departments that they have better documentation to speed up the process.

Vieth – She read the beginning of the report. She was reminded about the focus on coastal resiliency; asked if that is the policy of the year.

Welch – The report is an autonomous document – i.e., it's not dependent on others' policy determinations. It's also designed to provide a "look-back" resource, a reference document, later in budget development. In our summary, we report on our process and best-practice initiatives, including to report on how we've addressed "issues of the year."

Another aspect is the workload on one individual writing the report – long-term viability, and the consistency, of a comprehensive report such as this requires various support. Regards comment on comprehensive nature of the report, it's proven the more comprehensive dataset addresses questions better – i.e., preemptively. Properly managed, report replication should be manageable without compromising the significance of details. On scheduling complexity, there is a required time-period where state-sourced funding information is holding us, and Finance up, until it can be received and processed at the Town Administration/Finance level to accurately finalize funding sources. This includes information from the State such as Certified Free Cash; there is a 2-week window, typically after the 1st week of January, that we haven't been able to change.

Today he wants to come up with a couple of short-term solutions and long-term solutions

Kickham – Asked if Mr. Welch could forward the last three years of fiscal reports to members so they can get a good picture of what the report entails.

Welch – Asked Mr. Sears to do that and to send the link to the website. The tail end of the report has remained mostly unchanged. Asked who would be interested in doing a work group.

Hussey – He'd be willing to take part.

Kickham – He thinks it should be a full committee effort; it's lopsided to put it on 2 people.

Welch – To avoid Open Meeting Law (OML) issues, asked Mr. Sears to provide membership copies of annual reports in PDF format, to that include the link to the relevant website. Asked for workgroup volunteers.

Vieth – She likes that idea; it might be less of a problem than it seems.

Welch – We have Mr. Hussey, Mr. Kickham, and Ms. Vieth for the workgroup; asked them to review the reports to date and make a recommendation on how to proceed. We will need to coordinate ZOOM meetings and notification to comply with OML. His last point is that this doesn't have to be just 2 or 3 people; however, if everyone gets involved, it tends to dilute ownership-stake in finalizing a process.

I can meet with the report writing work group to discuss the nitty-gritty and make recommendations to tackle this year's report, and future reports—we'll set up a date soon.

2. Advancing Recommendations

Welch – He'd like to focus his energy on advancing recommendations; we have several that if implemented would provide greater efficiency and effectiveness and actually fund CapCom program management and dedicated staff. He thinks it would be worthwhile to create a workgroup to look at these over the course of the season—cautioned that due to typical

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workload meeting with department heads and processing requests, this may be an after January initiative. Provide cursory review of current CapCom standard procedures and current recommendations: Annual Process Timeline, Biennial Procedure, CIP Capacity & Funding Analysis, Biannual Procedure, Capital Project Status Reporting, and System-wide Capacity, Centralized Capital asset Management.

IV. ELECTION OF OFFICERS

1. Deferred to next meeting.

V. APPOINTMENT OF COASTAL RESILIENCY ADVISORY COMMITTEE (CRAC) REP.

Discussion **Welch** – Mr. Kickham has been attending the meeting.
 Kickham – He has been going to the meetings; but he has run into scheduling conflicts. He will accept the appointment understanding his attendance could be “spotty.”

Motion **Motion to Appoint Mr. Kickham as CRAC representative.** (made by: Hussey) (seconded)

Roll-call Vote Carried 4-0//Hussey, Kaizer, Welch, and Kickham-aye

VI. OTHER BUSINESS

1. Date of the next meeting
 - a. Thursday, July 21, 10:00 am.

Adjourned at 10:52 am

Submitted by:

Terry L. Norton