

Capital Improvements Program Committee (CIP)

MINUTES

April 20, 2021

APPROVED: 8/31/21

AGENDA: Organization Workshop

ATTENDING: Bill Cote (Chair), John Bianchi, Joe Lukeman, Don Milbrand, Randall Kelley

ABSENT: Steve Favorite (Vice Chair)

OTHER: Christina Goodwin (Land Use Manager)

Mr. Cote opened the meeting at 7:00 pm reading the rules for Zoom meetings. A roll call was held of those present. All were in person and there was no one on Zoom or via phone. New member, Randall Kelley (representing the Planning Board), was introduced and welcomed.

MINUTES OF NOVEMBER 2, 2020:

D. Milbrand made a motion, second by J. Bianchi, to approve the minutes as read. The motion carried by roll call vote, 4-0-1.

WORKSHOP:

ELECTION OF OFFICERS:

D. Milbrand made a motion, second by J. Lukeman, to elect Bill Cote as Chair. The motion carried via roll call vote 4-0-1.

D. Milbrand made a motion, second by J. Lukeman, to elect Randall Kelley as Vice Chair. The motion carried via roll call vote 4-0-1.

MEETING SCHEDULE:

It was determined to move the meeting start time to 5:00 pm and add some meetings. The following schedule was approved:

- August 17 and 31
- September 21 and 28
- October 19 and 26
- November 10 – present to the Planning Board
- November 18 – present to the Select Board
- TBD – the date to present to the Budget Committee

The Committee asked to have the Police, Fire, Highway, Water/Sewer, and Kelley Park invited to attend the first two (2) meetings in August. Ms. Goodwin will send e-mails with the spreadsheet, narrative, and updated Capital Improvements Program (CIP) request forms. A discussion was held as to what needed to be updated on that form.

COMMUNICATIONS: None.

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UNFINISHED AND NEW BUSINESS:

WEBSITE: The Committee discussed what needed to be updated on the website. Ms. Goodwin will keep 5-years of the Worksheet plans. She will also update the website pages and update information in general.

MEETING INFORMATION:

Ms. Goodwin will send out the agenda the Monday before their next meeting.

NEXT MEETING:

The next meeting will be held on August 17, 2021 at 5:00pm.

With no other business before the Committee, J. Bianchi made a motion, second by J. Lukeman, to adjourn at 7:47 pm. The motion carried 5-0.

Respectfully submitted,
Jan Laferriere
Land Use Associate