

**Capital Improvements Program Committee (CIP)**

**MINUTES**

April 28, 2020

**APPROVED: August 18, 2020**

**AGENDA:** ELECTION OF OFFICERS  
MEETING SCHEDULE

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

**ABSENT:** Steve Favorite (Vice Chair), Evan Hickey

**OTHER:** Christina Goodwin (Land Use Manager)

Mr. Cote opened the meeting at 7:00 pm stating that there is an emergency order issued by the Governor that allows for meetings to be held electronically due to the pandemic. Members are attending via video and telephone conference and the meeting is open to the public via the Zoom platform and regular phone access. The meeting continued by roll-call vote 4-0. There was no public present.

**MINUTES OF NOVEMBER 11, 2019:** As no quorum of those attending that meeting were present, the minutes were tabled until the next meeting.

**ELECTIONS:** Mr. Lukeman nominated Bill Cote as Chairman, Mr. Bianchi gave the second and a roll call vote was taken: D. Milbrand - yes, J. Bianchi – yes, J. Lukeman – yes, B. Cote – yes.

Mr. Bianchi nominated Steve Favorite as Vice Chairman, Mr. Lukeman gave the second and a roll call vote was taken: D. Milbrand – yes, J. Bianchi – yes, J. Lukeman – yes, B. Cote – yes.

**COMMUNICATIONS:** None.

**OLD BUSINESS:** Mr. Cote brought up the discrepancy of two police cruisers in one year (2021 and 2024). Mr. Lukeman asked if the Committee is allowed to change what a Department Head requests. A discussion was held that determined that the CIP plan is advisory and it is for one (1) each year.

**NEW BUSINESS:** Mr. Cote showed everyone the form that he usually goes over with the Department Heads for capital requests. Due to the need of distancing, he suggested that he send the form to the Department Heads to fill out on their own. He can talk to them via the phone. The Committee was okay with that recommendation. Ms. Goodwin suggested that she send them out and asked about a deadline. The Committee determined that the deadline should be the end of July.

**MEETING SCHEDULE:** It was determined that the Committee will not meet until August 18, 2020. And meetings after this, will be scheduled for September 15, October 20 and October 27. The Committee will meet with the Planning Board on December 9 and then with the Select

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Board and the Budget Committee. Everyone agreed with this schedule. Mr. Lukeman stated that he will be going away on November 28.

**NEXT MEETING:** Tuesday, August 18, 2020 at 7:00 p.m.

With no other business before the Committee, J. Lukeman made a motion, second by J. Bianchi, to adjourn at 7:20pm. Motion passed by roll-call vote 4-0.

Respectfully submitted,

Jan Laferriere

Land Use Administrative Assistant