

TOWN OF AMHERST
CIP Committee

June 30, 2020

FINAL

1 In attendance: Danielle Pray, John D'Angelo, Selectman Ex-Officio, Steve Coughlan, Brian
2 Coogan, Michele Croteau and Elizabeth Kuzsma.

3
4 Staff Present: Nic Strong, Community Development Director, and Natasha Kypfer, Town
5 Planner.

6
7 The meeting came to order at 3:00 p.m. The group introduced themselves.

8
9 **Brian Coogan MOVED to nominate Danielle Pray as Chair. Elizabeth Kuzsma**
10 **seconded the motion.**

11 **Roll call: John D'Angelo, aye; Steve Coughlan, aye; Brian Coogan, aye; Elizabeth**
12 **Kuzsma, aye; Michele Croteau, aye. The motion PASSED unanimously.**

13
14 **Brian Coogan MOVED to nominate Steve Coughlan as Vice-Chair. Michele**
15 **Croteau seconded the motion.**

16 **Roll call: John D'Angelo, aye; Steve Coughlan, aye; Brian Coogan, aye; Elizabeth**
17 **Kuzsma, aye; Michele Croteau, aye. The motion PASSED unanimously.**

18
19 The CIP Committee agreed that they would like to speak with the Department Heads as it was
20 helpful to ask questions if they came up upon review of the Project Request Forms.

21
22 It was determined that the meeting time of 4:00 p.m. was preferable to the Committee members.
23 A weekly Tuesday meeting at that time would be set up for July and August.

24
25 It was noted that there had been interest from two members of the public in being on the CIP
26 Committee but they were not yet appointed by the Board of Selectmen. Upon hearing that the
27 next meeting of the Board of Selectmen was after the next CIP Committee meeting, the CIP
28 Committee asked John D'Angelo to see if there could be a special meeting scheduled to deal with
29 the appointments so that all participants could be voting members. John D'Angelo agreed to ask
30 the Board of Selectmen about this possibility.

31
32 The CIP Committee determined to invite the two interested parties to attend the CIP Committee
33 meetings.

34
35 Michele Croteau offered to present the Schools Project Request Forms at the first meeting on
36 July 7, 2020. The other Department Heads would be scheduled at future CIP Committee
37 meetings based on their availability.

38
39 **John D'Angelo MOVED to adjourn the meeting. Brian Coogan seconded the**
40 **motion.**

41 **Roll call: John D'Angelo, aye; Steve Coughlan, aye; Brian Coogan, aye; Elizabeth**
42 **Kuzsma, aye; Michele Croteau, aye. The motion PASSED unanimously.**

43
44 **The meeting adjourned at 3:45 p.m. +/-**

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46

47 Respectfully submitted,

48 Nic Strong

49 Community Development Director

50

51 Minutes approved: July 7, 2020