**CIP Committee Draft Minutes**

**Tuesday 4/28/20 at 6PM via Zoom**

The meeting was called to order at 6:23 pm by Jack Waldron, Chairperson.

Present: Jack Waldron, Chairperson, John Wheeler, Kathi Padgett, Steve Gray, Sheldon Perry, and Melissa Donaldson, Recording Secretary. Nicole Maher Whiteside and Rebecca Mason are absent.

Sept, 2019 Hearing Minutes(Attached) – Sheldon made a motion to approve, Kathi seconded..

 Sheldon Perry – yes

 Kathi Padgett – yes

 Steve Gray – yes

 Jack Waldron – yes

 John Wheeler - abstain

Proposed Work Schedule

 Membership

 Contact Information(Attached) – all good

 Schedule of Committee meetings

 Tues 4/28, Tues 5/26, Tues 6/30, Tues 7/28, Tues 8/25

 Ellen Farnum may be attending the May meeting.

 CIP Timelines(Attached) 9/15 is chosen for the Public Hearing, in hopes of not

 conflicting with elections.

CIP Topics

 Municipal Safety Building Committee Status – they have not held a meeting in a while.

Jack will follow up to see if they are still active or not.

 2020 Letter to departments(Attached) – Jack will remove the reference to the end of

 process last year. Add the date of the public hearing, and remove Susan Ticehurst if she

is not participating this year.

 Lessons Learned in 2019: proposed change to CIP report for updating purposes, putting

 most of the items needing updating in the first pages of the report.

Possible Capital Expense Issues

 Content of CIP Report

Department List(Attached)

 Work out CIP contacts for each Dept –proposed list was distributed, Regarding Parks&Rec – Parker is furloughed. Selectmen have put a freeze on spending. The lawnmower was the only item in the Parks and Rec plan. Jack will add a line to the letter regarding an in person meeting or a telephone conversation about their plans. Considering budget issues, we may ask departments if items can be shifted forward. Reserves may be difficult to sell to the Selectmen and taxpayers, stashing money away for future expenses. The ambulance is not contracted at this time. There are no major changes to the department contact assignments.

Other Business

Adjournment – Sheldon made a motion to adjourn at 6:55 pm, Kathi seconded.

Sheldon Perry – yes

 Kathi Padgett – yes

 Steve Gray – yes

 Jack Waldron – yes

 John Wheeler - yes

Respectfully submitted,

Melissa Donaldson

Recording Secretary