

TOWN OF AMHERST  
CIP Committee

July 28, 2021

**APPROVED**

1 In attendance: John D'Angelo, Selectman Ex-Officio; Steve Coughlan, Souhegan School Board;  
2 Beth Kuzsma, Amherst School Board; Amy Facey, Business Administrator, SAU  
3 Representative; Jullie Patterson, Citizen At-Large; and, Danielle Pray, Selectman Alternate.  
4

5 Staff Present: Nic Strong, Community Development Director.  
6

7 The meeting came to order at 4:10 p.m. +/- The group introduced themselves.  
8

9 **Steve Coughlan was nominated as Chair and Beth Kuzsma was nominated as Vice**  
10 **Chair and this was agreed to by consensus of the group.**  
11

12 Amy Facey stated that the school Project Request Forms were complete except for details on the  
13 building projects because a new construction manager RFP had just been issued and it would be  
14 about two weeks before the financing would be known. John D'Angelo and Steve Coughlan  
15 advised Amy Facey to move forward with whatever the numbers currently were and they could  
16 always be updated when further information was available before this year's CIP process  
17 concluded.  
18

19 The CIP Committee agreed that they would like to speak with the Department Heads for the  
20 benefit of the newer committee members and because it was helpful to ask questions if they  
21 came up upon review of the Project Request Forms. Jullie Patterson stated that she would like to  
22 find out more about the charge of the CIP Committee to make sure that her time on the  
23 committee has impact.  
24

25 The Committee members determined that the goal was to have the CIP Plan of 2023 - 2028  
26 presented to the Planning Board at their meeting of September 15, 2021.  
27

28 It was determined that the meeting time of 4:00 p.m. was preferable to the Committee members.  
29 A weekly Thursday meeting at that time would be set up for August to accommodate the school's  
30 clashing meeting times on Wednesdays. Meetings in September would be scheduled later.  
31

32 The Committee stated that they would like to see Police and Fire on August 5<sup>th</sup>; DPW and  
33 Recreation on August 12<sup>th</sup>; the 19<sup>th</sup> would be held if BPAC submitted any Project Request Forms  
34 and in case Department Heads could not make it to the aforementioned meetings. The meeting  
35 with the School would be on August 26<sup>th</sup> to allow as much time as possible for the numbers to be  
36 finalized.  
37

38 **At 4:35 p.m. Steve Coughlan adjourned the meeting.**  
39

40 Respectfully submitted,  
41 Nic Strong  
42 Community Development Director  
43

44 Minutes approved: August 5, 2021