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TOWN OF THORNTON
CIP COMMITTEE

Approved on: 6/30/15
CIC Initials: CR
Dt Rec'd-Town Clk: _____
Town Clerk Initials: BR

Thornton Capital Improvement Committee Meeting Minutes

Tuesday, May 26, 2015

CALL TO ORDER:

C. Schofield called the meeting to order at 6:30PM.

ROLL CALL:

The following members were present:

C. Schofield J. Demeritt D. Gravel W. DeLeo

NEW BUSINESS:

1. J. Demeritt stated that the Board of Selectmen had requested the committee begin the process earlier this year in support of departmental budget deadlines. C. Schofield proposed the committee meet on the last Tuesday of each month, which was agreed to by all members.
2. C. Schofield will arrange for letters to be sent advising department heads that their ten year capital improvement program requests must be submitted by July 24, 2015.
3. C. Schofield distributed a copy of the Capital Improvement Program Committee bylaws to all members. After review, no changes were proposed.
4. Per the bylaws, a chairperson and secretary were selected. C. Schofield will serve as chairperson, and W. DeLeo will serve as secretary.
5. Last year's final capital improvement plan was reviewed and discussed. Per the Board of Selectmen, the 'Roads' fund will now be subdivided into 3 funds: Emergency Road Repairs, Paving Capital Reserve, and Road Paving - Construction & Repairs. J. Demeritt indicated that the Board of Selectmen intends to close one of the paving reserve funds, and he will confirm which one.
6. The format of the CIP spreadsheet was reviewed. C. Schofield will contact Giff Kriebel about creating a capital improvement plan for the upcoming budget year. Should Mr. Kriebel be unable to do so, other options will be explored with regard to the spreadsheet tool used to create this plan.
7. W. DeLeo pointed out that the link on the town's website to meeting minutes for the CIP committee is not working. C. Schofield will look into having the link fixed.

8. The next meeting will be held on June 30, 2015.

ADJOURNMENT:

The following motion was made at 7:34PM:

MOTION: "To adjourn."

Motion: C. Schofield

Second: J. Demeritt

Discussion: None

Motion Passes: 4-YES 0-NO