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TOWN OF THORNTON
CIP COMMITTEE

Approved on: 6/28/15
CIC Initials: CA
Dt Rec'd-Town Clk: _____
Town Clerk Initials: BR

Thornton Capital Improvement Committee Meeting Minutes

Tuesday, June 30, 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

APPROVAL OF MINUTES:

MOTION: "To approve the minutes of May 26, 2015 as amended."

Motion: C. Schofield
Second: J. Demeritt
Discussion: None
Motion Passes: 4-YES 0-NO

NEW BUSINESS:

1. Communications sent in the last month describing actions authorized at the March town meeting regarding capital reserve funds were discussed. C. Schofield indicated that the Emergency Road Repair Capital Reserve Fund was discontinued, and the remaining funding associated with it will be transferred to the town's general fund.
2. C. Schofield stated that letters advising department heads to submit their ten year capital improvement program requests were sent on May 31 and were due back on June 24. She expected to forward the signed CIP worksheets to all members of the CIP committee for review before the next meeting.
3. C. Schofield stated that G. Kriebel has agreed to post the 2016 capital reserve plan on the EXCEL worksheets used by the CIP committee, including adjustments to the paving and roads reserve funds per the request of the Board of Selectmen. The CIP committee appreciates the assistance given by Mr. Kriebel. W. DeLeo expressed concern over the transfer of knowledge needed for a committee member to assume the responsibility for this function in the future. C. Schofield stated that she is following up with Mr. Kriebel regarding how this could be accomplished.

OLD BUSINESS:

W. DeLeo stated that the link to CIP committee meeting minutes on the town's website has been fixed.

OTHER BUSINESS:

1. C. Schofield asked that CIP meeting minutes use the same format as Planning Board minutes for purposes of consistency. W. DeLeo will adjust the format accordingly.
2. The next meeting will be held on July 28, 2015.

ADJOURNMENT:

The following motion was made at 7:25PM:

MOTION: "To adjourn."

Motion: C. Schofield

Second: J. Demeritt

Discussion: None

Motion Passes: 4-YES 0-NO