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TOWN OF THORNTON
CIP COMMITTEE

Approved on: 11/11/16
CIC Initials: CAK
Dt Rec'd-Town Clk: 2/1/16
Town Clerk Initials: BM

Thornton Capital Improvement Committee Meeting Minutes

Tuesday, November 24, 2015

CALL TO ORDER:

C. Schofield called the meeting to order at 6:35pm.

ROLL CALL:

The following members were present:

C. Schofield D. Gravel W. DeLeo

APPROVAL OF MINUTES:

MOTION: "To approve the minutes of October 27, 2015 as amended."

Motion: C. Schofield

Second: D. Gravel

Discussion: None

Motion Passes: 3-YES 0-NO

NEW BUSINESS:

The committee met with Town Administrator T. Beaulieu and Planning Director B. Regan to discuss ideas for how to strengthen and improve the CIP process. Discussion items included:

- using Planning Board resources to provide occasional clerical support
- notifying CIP committee members of scheduled budget meetings with Board of Selectmen and town departments
- shortening timeframe for departments to submit capital project worksheets
- establishing November 30 as the final date for departments to submit change requests
- documenting CIP timeline and process
- reviewing the CIP committee bylaws

OTHER BUSINESS

1. The committee will present the 2016 plan to the Board of Selectmen on December 9 at 6:30pm.
2. The committee will meet with the Planning Board on December 17 to review the 2016 plan. Planning Director B. Regan will arrange for a time slot on the agenda for that evening.
3. The next meeting of the CIP committee will be held on December 29, 2015.

ADJOURNMENT

The following motion was made at 8:45pm:

MOTION: "To adjourn."

Motion: W. DeLeo

Second: D. Gravel

Discussion: None

Motion Passes: 3-YES 0-NO