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TOWN OF THORNTON
CIP COMMITTEE

Approved on: 7/3/2018
CIC Initials: WJD
Dt Rec'd-Town Clk: _____
Town Clerk Initials: _____

Thornton Capital Improvement Committee Meeting Minutes

Tuesday, June 26, 2018

CALL TO ORDER :

Bill DeLeo called the meeting to order at 6:07 PM.

ROLL CALL:

The following members were present:

Bill DeLeo Cindy Schofield Joe Monti

APPROVAL OF MINUTES:

MOTION: "To approve the minutes of May 29, 2018 as amended."

Motion: Joe

Second: Cindy

Discussion: None

Motion Passes: 3-YES 0-NO

NEW BUSINESS:

- Sky Bartlett has officially resigned from the CIP Committee. Jessye Bartlett will be submitting her resignation from the Committee in the next week.
- Department heads have been notified their CIP requests are due back by July 13. Bill has asked the Town Administrator to notify him when meetings are scheduled for the department heads to discuss their CIP requests with the Board of Selectmen (BOS).
- Bill asked the Town Administrator to arrange for copies of CIP requests approved by BOS to be made for each member of the CIP Committee.
- The Committee compared and discussed CIP spreadsheets initialized for the next budget year as prepared by Bill and Joe. In addition to demonstrating to Committee members how the next year's plan is prepared, this exercise was done to determine if the directions in the Committee handbook required clarification.
- The next CIP Committee meeting will be on July 31 at 6PM.

OLD BUSINESS:

- The meeting calendar has been updated in the Town Office for CIP Committee meetings. The Committee will meet on the last Tuesday of each month from May through November at 6PM. Since the last Tuesday of December is Christmas Day, the meeting in December is scheduled for Tuesday, December 18 at 6PM.
- The CIP Committee bylaws will not be updated regarding minimum membership, since there is no such requirement in State law. BOS has decided to step up its recruitment efforts to fill vacancies on all Town committees by posting notices on the web site and bulletin boards at Town Hall and the library.

ADJOURNMENT:

The following motion was made at 7:23PM:

MOTION: "To adjourn"

Motion: Cindy

Second: Joe

Discussion: None

Motion Passes: 3-YES 0-NO