

16 Merrill Access Road  
Thornton, NH 03285  
Tel: 603/726-8168  
Fax: 603/726-2078

**TOWN OF THORNTON**  
**CIP COMMITTEE**

Approved on: 7/26/16  
CIC Initials: WJD  
Dt Rec'd-Town Clk: 9/19/16  
Town Clerk Initials: BR

---

**Thornton Capital Improvement Committee Meeting Minutes**

**Tuesday, June 28, 2016**

**CALL TO ORDER:**

W. DeLeo called the meeting to order at 6:00PM.

**ROLL CALL:**

The following members were present:

C. Schofield          D. Gravel          W. DeLeo

**APPROVAL OF MINUTES:**

**MOTION: "To approve the minutes of May 31, 2016 as amended."**

Motion: David

Second: Cindy

Discussion: None

Motion Passes: 3-YES 0-NO

**NEW BUSINESS:**

- Review Dept. Head letter. For attachments, do we need to send entire workbook, or can we send just Capital Requirements worksheet? Is Tammie copied on each letter to a dept. head?

The letter is greatly improved and provides precise information for the department heads. The committee decided that we do not need to send all the workbook tabs to the department heads, only last year's Total Capital Requirements worksheet. Tammie is not copied as she receives the e-mail communication from the committee because she works with the BOS on their requests.

- Review Worksheet form. How do department heads normally indicate the year they need the project of equipment?

The new worksheet will help to guide the user as well as provide more information for the committee's review. The department heads put the year needed on the worksheets in the past. Some folks included a cover sheet with all their dates and additions, deletions or changes to existing projects or equipment needs.

- Review bylaw changes. Bill has re-typed the bylaws into a WORD document so changes are more easily made in the future. The committee voted to accept the bylaws as written

Motion: David

Second: Cindy

Discussion: None

Motion Passes: 3-YES

Bill will send the revised bylaws to Tammie who will present them to BOS for their approval.

**OLD BUSINESS:**

- School update: discuss contact with the State Dept. of Energy and Planning, School Board, District Superintendent, and BOS. The committee is still ironing out the process related to Thornton Central School's CIP. According to the Office of Energy and Planning, we are required to contact the school. The T.C.S. Facilities Manager will send over their CIP when the process is finalized. This will assist in planning so that the Town Departments and the School are not potentially bonding at the same time. The two plans will not be combined.

**OTHER BUSINESS:**

- Per BOS, the Administrative Assistant at Town Hall will assist the CIP Committee with making copies for BOS and Planning Board meetings.
- Bill will bring approved meeting minutes to the Town Hall office for posting on the Town's website.
- The Thornton CIP will be sent to the State of NH Office of Energy and Planning (OEP) once approved after the process is complete. Per BOS, the Town's Planning Director will be responsible for sending the approved plan to OEP.
- Bill will discuss the proposed Salt Shed with John Kubik. It has been in the CIP for many years. Is the Salt Shed needed? If so, when and at what cost? If not, can it be removed from the plan?
- Bill will discuss the status of the Heavy Rescue vehicle with Chief DeFosses. Is the Fire Department still slated to procure this piece of equipment?

**CORRESPONDENCE: None**

**ADJOURNMENT:**

The following motion was made at TIME: 7:25PM

**MOTION: "To adjourn."**

Motion: David

Second: Cindy

Discussion: None

Motion Passes: 3-YES 0-NO

Respectfully Submitted  
Cindy Schofield  
Secretary, CIP