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TOWN OF THORNTON
CIP COMMITTEE

Approved on: 9-27-2016
CIC Initials: WJD
Dt Rec'd-Town Clk: 9/27/16
Town Clerk Initials: [Signature]

Thornton Capital Improvement Committee Meeting Minutes

Tuesday, August 30, 2016

CALL TO ORDER :

William DeLeo called the meeting to order at 6:05PM

ROLL CALL:

The following members were present:

William DeLeo Cindy Schofield

APPROVAL OF MINUTES:

MOTION: "To approve the minutes of the July 27, 2016 as revised"

Motion: Cindy

Second: Bill

Discussion: None

Motion Passes: 2-YES, 0-NO

NEW BUSINESS:

- Departmental CIP requests were discussed and reviewed. At this time, project costs have not been incorporated into the spreadsheet to determine impact. Some reserve funds will have negative balances as the plan is updated with the current requests. The committee will work to resolve this issue.
- The capital improvement plan submitted by the school was discussed. Proposed projects will be listed by school year, i.e., 2017-18, etc. Bill has contacted the District Superintendent regarding attendance at the next CIP Committee meeting (9/27) by the district's Facilities Supervisor and representative(s) from Thornton Central School to discuss the school's CIP plan. The committee also discussed the possibility that the school plan may not be finalized in time for adoption at the November Planning Board meeting.
- Funding options for the Millbrook culvert repair project were discussed. The Board of Selectmen have decided the Town Highway Department will make this repair at an estimated cost of \$45,000. This would be handled as a capital outlay, thus reducing the total available 2017 capital reserve funding to \$225,000. Bill will request more information from the Board of Selectmen. Further discussion is needed.
- Department heads have requested CIP Form changes. These include adding the project year to the form, and providing space to list equipment being replaced and the year it was purchased. The form will be altered to include both requested changes.

- A reminder e-mail will be sent to department heads at the beginning of October to remind them any changes to the plan must be submitted no later than 11/1, and that they must submit a CIP request form if not using funds earmarked for disbursement for current year capital improvements.

OLD BUSINESS – The Selectboard approved the updated CIP by-laws.

ADJOURNMENT:

The following motion was made at 8:00PM:

MOTION: "To adjourn"

Motion: Cindy

Second: Bill

Discussion: None

Motion Passes: 2-YES 0-NO

Respectfully Submitted,
Cindy Schofield
Secretary, CIP