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

Approved on: 11/29/16  
CIC Initials: WJD  
Dt Rec'd-Town Clk: 11/29/16  
Town Clerk Initials: [Signature]

**Thornton Capital Improvement Committee Meeting Minutes**

**Tuesday, November 1, 2016**

**CALL TO ORDER :**

William DeLeo called the meeting to order at 6:25PM

**ROLL CALL:**

The following members were present:

William DeLeo      Cindy Schofield      David Gravel

**APPROVAL OF MINUTES:**

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

Motion: Cindy

Second: David

Discussion: None

Motion Passes: 3-YES, 0-NO

**NEW BUSINESS:**

- Bill met with the Board of Selectmen (BOS) to discuss the proposed capital improvement plan (CIP). The following changes will be incorporated into the plan:
  - With the agreement of Chief Defossess, the purchase of a ladder truck in 2023 was changed to an engine, saving \$92,000.
  - BOS agreed to include the purchase of a used ambulance in 2017 in the CIP costing no more than \$60,000 in total, \$24,000 of which would be Thornton's responsibility.
  - Thornton's portion of the cost of the Transfer Station renovation was reduced to \$74,000.
  - The purchase of a new Ford F550 in conjunction with anticipated department growth was moved to 2017.
  
- Vehicle life expectancies have been extended in the CIP for the following vehicles:
  - Ford F550's - from 6 to 7 years
  - Police cruisers - from 4 to 5 years
  
- Bill informed BOS that per School Board chairman Barry VanDeMoere, the new gym project on the school's CIP was designed to allow for elections to be held there.
  
- Per an e-mail from the Town Administrator, the CIP Committee was informed that the cost estimates for the Transfer Station and Town Hall renovations did not include the architectural firm's charges for developing the estimates. Based on this, the funding requirements may need adjustment.

- Bill is compiling a list of vehicle fleets for the police, highway, and fire departments. Information will include life expectancies and when the vehicle was last replaced. 'Retired' vehicles authorized by the BOS to be used as backup vehicles only will also be tracked, as these vehicles are not eligible for replacement within the CIP.
- Bill will draft a request for new CIP committee members to be posted in Town Hall and on the Town's website.
- The latest version of the CIP will be discussed at the 11/9 BOS meeting.

**CORRESPONDENCE:**

An e-mail was sent to department heads reminding them any changes to capital improvement plan for 2017-2026 are due by October 21. Additionally, department heads were reminded they must notify the Board if they anticipate not expending funds earmarked for 2016 projects. Road Agent John Kubik has requested the carry over of the approved 2016 CIP request to purchase a used 6 wheeler plow. Bill will adjust the 2017 plan accordingly in anticipation of the Board's approval.

**ADJOURNMENT:**

The following motion was made at 7:00PM:

**MOTION: "To adjourn"**

Motion: Cindy

Second: David

Discussion: None

Motion Passes: 3-YES 0-NO