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

Approved on: 6/28/2016  
CIC Initials: WJD  
Dt Rec'd-Town Clk: 7/26/16  
Town Clerk Initials: RJE

**Thornton Capital Improvement Committee Meeting Minutes**

**Tuesday - May 31, 2016**

**CALL TO ORDER:**

C. Schofield called the meeting to order at TIME: 6:10PM

**ROLL CALL:**

The following members were present:

C. Schofield          D. Gravel          W. DeLeo

**APPROVAL OF MINUTES:**

**MOTION:** "To approve the minutes of January 26, 2016 as amended."

Motion: Bill

Second: David

Discussion: None

Motion Passes: 3-YES 0-NO

**NEW BUSINESS:**

- Welcome Back! Cindy David and Bill met for the first meeting of the season.
- All members sworn in with the Town Clerk? YES  
Because of the recent change in the committee's structure with the Selectboard, as voted in at the 2016 Town Meeting, the members had to be sworn in by the Town Clerk.
- Election of Officers -  
Chair, William DeLeo -- (VOTE: 3 Yes and 0 No) Secretary, Cindy Schofield -- (VOTE: 3 Yes and 0 No)
- 2016-2017 Meeting date -- Tuesday nights? Time?  
The committee will meet the LAST Tuesday of the month at 6:00PM. Dates have been placed on the Town Office calendar to reserve the meeting room
- What is our responsibility to attend Selectboard meetings?  
The CIPC will attend meetings as needed. Discussed establishing communications with the school board and the CIPC. Bill will attend the June 22 Selectboard meeting to review the options and discuss a process to incorporate the School Board's existing CIP.
- Review New CIP Draft Handout --  
Bill has written a complete handbook to document the Thornton CIP process. Thank You Bill! This is long overdue and will help to preserve the CIPC process for many years to

come. The committee is still in the process of reviewing the document. Bill will contact the Town Administrator to finalize the definitions of each of the Capital Reserve Funds.

- Revise Department Manager request form – Cindy will start the edit process and Bill and David will review and add to a new format.
- Revise introduction letter to the Department Managers – Cindy sent materials to Bill that have been used in the past. A new letter will be presented at the next meeting.
- School board introductions and communication...what and when (timing)?  
Bill will follow up with the School Board and the District Superintendent regarding the status of their CIP. As stated above, this is a new component to the current CIP process and the approach and best practices will evolve. Bill will attend the 6/20 School Board meeting.

**OLD BUSINESS: None**

**OTHER BUSINESS: None**

**CORRESPONDENCE: None**

**ADJOURNMENT:**

The following motion was made at TIME: 7:40PM

**MOTION: "To adjourn."**

Motion: David

Second: Bill

Discussion: None

Motion Passes: 3-YES, 0-NO "

Respectfully submitted,  
Cindy Schofield, CIPC Secretary