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

Approved on: 8/30/16  
CIC Initials: WJD  
Dt Rec'd-Town Clk: 9/1/16  
Town Clerk Initials: WJD

**Thornton Capital Improvement Committee Meeting Minutes**

**Tuesday, July 26, 2016**

**CALL TO ORDER:**

William DeLeo called the meeting to order at 6:08PM

**ROLL CALL:**

The following members were present:

C. Schofield      D. Gravel      W. DeLeo

**APPROVAL OF MINUTES:**

**MOTION: "To approve the minutes of June 28, 2016 as amended."**

Motion: David

Second: Cindy

Discussion: None

Motion Passes: 3-YES 0-NO

**A. NEW BUSINESS:**

- Letters were sent to Dept. Heads & the School District Superintendent - Town Dept. Head's CIP requests due date is 7/20; Thornton Central School's plan due date is 9/1. Mark Halloran, Superintendent, wrote back to Bill letting him know he'd check on plan status.
- Revised bylaws have been sent to Tammie for approval at 7/20 BOS meeting.
- Bill will attend BOS meeting with Dept. heads on 8/3 to review CIP requests.
- Bill attended BOS 7/20 meeting to discuss funding for Emergency Rescue Vehicle. The vehicle will be purchased in 2016. The vehicle will take more than 300 days to build and will be delivered in 2017. Per an e-mail from the Town Administrator, Thornton will pay their 40% share of the total cost in full within 25 days provided the Selectmen agree to process the payment. This will make Thornton eligible for a discount on the total cost of the vehicle.
- Other projects discussed:
  - Millbrook Rd. Culvert fix - 2018 warrant article
  - Estimated \$60,000 Town Office fix to relocate clerk's office space to other side of the hall (includes \$10,000 for architect) as opposed to bonding for larger scale project; 2020 is target year for full Town Hall renovation
  - \$39,000 Transfer Station architectural/structural cost

**B. OLD BUSINESS:**

- Handbook Update – Bill is still making changes to the Handbook as additional information reveals itself.
- Discussed the need to come up with format for school plan. The school will provide a four column spreadsheet for informational purposes.
- The committee discussed the Capital Funding worksheet and its reference in a formula on the Reserve Calculation worksheet. Additional clarification is needed, and the committee will then decide if the Capital Funding worksheet will be kept in the CIP Master workbook going forward.

**CORRESPONDENCE: None**

**ADJOURNMENT**

The following motion was made at 7:00PM

**MOTION: "To adjourn."**

Motion: Cindy

Second: David

Discussion: None

Motion Passes: 3-YES 0-NO

Respectfully Submitted,  
Cindy Schofield  
Secretary, CIP