

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

TOWN OF THORNTON
CIP COMMITTEE

Approved on: 6-26-18
CIC Initials: WJD
Dt Rec'd-Town Clk: 6-26-18
Town Clerk Initials: Br

Thornton Capital Improvement Committee Meeting Minutes

Tuesday, May 29, 2018

CALL TO ORDER :

Bill DeLeo called the meeting to order at 6:08 PM.

ROLL CALL:

The following members were present:

Bill DeLeo Cindy Schofield Jessye Bartlett Joe Monti

Absent: Sky Bartlett

APPROVAL OF MINUTES:

MOTION: "To approve the minutes of December 19, 2017 as amended."

Motion: Cindy

Second: Joe

Discussion: None

Motion Passes: 3-YES 0-NO Abstained: Jessye Bartlett

NEW BUSINESS:

- Bill welcomed Jessye to the CIP Committee. She indicated that Sky Bartlett has resigned from the Committee. Bill will confirm Town administration has received his resignation.
- Jessye told the Committee that she would be relocating to Campton sometime in the next few months, but that she was interested in learning about the CIP Committee and its function. Bill indicated she could no longer participate as a member of the Committee after she relocated, but she would be welcome to attend meetings as a member of the public.
- Bill proposed the Committee continue to meet on the last Tuesday of each month from May through December at 6PM. Jessye told Bill that she would not be able to arrive for meetings before 6:30PM, but indicated the Committee should continue meeting at 6PM given the limited time she would be able to serve as a member. Joe pointed out that the last Tuesday of December was Christmas. It was agreed to move the meeting to Tuesday, December 18. Bill will check the meeting calendar to confirm the room is available on that date.
- The CIP Committee bylaws were discussed. Joe pointed out that the Membership section (Article III) states "The CIPC will be composed of four to six Thornton residents willing to serve", and questioned if the Committee could legally function with only three members after Jessye's departure. Cindy pointed out the Committee has served in previous years with only three members. Bill stated the State statute does not specify a minimum number of members, only that one person must be a member of the Planning Board. Bill will contact the Town Administrator for guidance as to how the bylaws should be amended, and if necessary will discuss it with the Select Board.

- The Committee discussed nominations for the chair position. Joe Monti proposed Bill DeLeo as chairperson. Bill was willing to continue as chair. There was discussion about the secretary position, which Bill also served as in 2017. Since no committee member felt they were able to serve in this capacity due to other commitments, Bill indicated he would continue to serve as secretary.

MOTION: "To nominate Bill DeLeo as chairman and secretary of the CIP Committee."

Motion: Joe

Second: Cindy

Discussion: None

Motion Passes: 4-YES, 0-NO

- There was a discussion about changes to the Town and School CIP process for this year.
- Training in how to initialize and modify the CIP spreadsheet was discussed. Bill will e-mail Joe and Jessye the final spreadsheet from last year, and they will initialize next year's spreadsheet using the instructions in the Thornton CIPC handbook. Bill will also initialize the spreadsheet, and the Committee will compare the results and determine if the directions in the handbook need clarification.
- Bill will e-mail the latest copy of the handbook to Committee members, as well as a link to the State's Planning Handbook, which provides information about the capital improvements program.
- Bill will e-mail Town department heads advising them their capital requests are due by July.
- The next CIP Committee meeting will be June 26 at 6PM.

ADJOURNMENT:

The following motion was made at 6:45PM:

MOTION: "To adjourn"

Motion: Cindy

Second: Jessye

Discussion: None

Motion Passes: 4-YES 0-NO