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TOWN OF THORNTON
CIP COMMITTEE

Approved on: 6/25/2019
CIC Initials: WJD
Dt Rec'd-Town Clk: 7/22/19
Town Clerk Initials: dgm

Thornton Capital Improvement Committee Meeting Minutes

Tuesday, May 28, 2019

CALL TO ORDER :

Bill DeLeo called the meeting to order at 6:02 PM.

ROLL CALL:

The following members were present:

Bill DeLeo Cindy Schofield Al Lewis

Absent: Joe Monti

APPROVAL OF MINUTES:

MOTION: "To approve the minutes of December 18, 2018 as amended."

Motion: Cindy

Second: Bill

Discussion: None

Motion Passes: 2-YES 0-NO Abstained: Al Lewis

NEW BUSINESS:

- It was agreed the Committee will continue to meet on the last Tuesday of each month from May through November at 6PM. The December meeting will be held on 12/17 to avoid conflicts with Christmas and New Year's eves.
- The CIP Committee's bylaws were reviewed and discussed. It was agreed no changes were needed.

MOTION: "To make no changes to current Committee bylaws."

Motion: Cindy

Second: Al

Discussion: None

Motion Passes: 3-YES, 0-NO

- The CIP process for the Town was discussed. Cindy asked that copies of CIP requests submitted by department heads be made available to all Committee members for review prior to presentation to the Board of Selectmen (BOS). Bill will e-mail the Town Administrator to request copies be available for the July Committee meeting. The use of impact fees was discussed as a means of supplementing funding for capital purchases necessitated by development within the Town. Bill said it was his understanding Thornton was not currently utilizing impact fees, but he would discuss this with the Town Administrator, and if needed, obtain clarification from BOS when the CIP Committee met with them. Bill suggested establishing a list of questions to clarify the reasons a vehicle needs replacement given unanticipated cost increases for vehicle purchases last year.

- The CIP process will remain unchanged for the school.
- Bill will set up the initial 2020-2029 spreadsheet, and Al will independently do the same using the instructions in the CIP Committee Handbook for comparison.
- The Committee discussed nominations for the chair position. Bill DeLeo indicated he was willing to continue as chairperson, and would also continue to serve as secretary.

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

Motion: Al

Second: Cindy

Discussion: None

Motion Passes: 3-YES, 0-NO

- Bill updated the Committee regarding a bid for the 2019 Transfer Station renovation, which was more than anticipated. The current bid increases the cost to Thornton by \$15,000. Bill indicated Thornton could cover the increase if BOS moved proposed reserve funding. Campton has stated it does not have the funds available to cover the increase to its portion of the renovation cost. BOS will be meeting with the contractor in June.
- Bill mentioned that representatives from Thornton Central School would be meeting with BOS on June 5 to discuss the proposed new gym and the potential impact on the Town's requirement to make upgrades at Town Hall for election compliance. There is currently a capital project in the Town's capital improvement plan for these upgrades. Since Bill cannot attend this meeting, he urged the other Committee members to attend the meeting if at all possible.
- The next CIP Committee meeting will be June 25 at 6PM.

ADJOURNMENT:

The following motion was made at 8PM:

MOTION: "To adjourn"

Motion: Al

Second: Cindy

Discussion: None

Motion Passes: 3-YES 0-NO