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

Approved on: 6-30-2020  
CIC Initials: WJD  
Dt Rec'd-Town Clk: 3/1/2021  
Town Clerk Initials: djm

**Thornton Capital Improvement Committee Meeting Minutes**

**Tuesday, December 17, 2019**

**CALL TO ORDER :**

Bill DeLeo called the meeting to order at 6:05 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 November 26, 2019 as amended."**

Motion: Cindy

Second: Al

Discussion: None

Motion Passes: 3-YES 0-NO

**NEW BUSINESS:**

- The Committee reviewed changes to the capital improvement plan (CIP) made at the joint Select Board meeting (Campton, Ellsworth, and Thornton) on 12/16/2019. The changes were made to items for the Fire Department and Transfer Station, which are shared services funded by all three towns. The changes to the plan include:

**Fire Department:**

- Moving the purchase of Engine #2 from 2020 to 2021.
- Removing the Forestry Truck from the plan to be re-evaluated at a later date.
- Leaving the Command Vehicle and Utility Truck in the plan, but re-evaluating the need for these vehicles prior to their planned purchase.

**Transfer Station:**

- Moving the paving project from 2020 to 2021 because additional evaluation is needed regarding project cost and substrate preparation to insure durability.
- Changing the proposed purchase of Ford F-350 to a F-250 in 2020. It was also decided to purchase a new vehicle on State contract given the modest difference in price as compared with the original proposed purchase of a used vehicle. Campton has not made a commitment to purchase at this point, but the F-250 was kept in the plan.

- Bill discussed the process of updating the spreadsheet with the reserve account balances provided by the Trustee of Funds.
- There was a discussion of when cash basis year requires adjustment when updating the spreadsheet.

- The Committee discussed changes needed to the CIP process for the next year, including the need for a joint Select Board meeting in July or August to review requests for the Transfer Station and Fire Department. This is needed to ensure the CIP plans of each town are concurrent with respect to shared services.
- Since the proposed CIP will be presented on 12/18/2019 to the Board of Selectmen for approval, it was decided that the CIP Committee would vote on the plan via e-mail.
- The next CIP Committee meeting will be scheduled in May 2020.

**ADJOURNMENT:**

The following motion was made at 7:50PM:

**MOTION: "To adjourn"**

Motion: AI

Second: Cindy

Discussion: None

Motion Passes: 3-YES 0-NO