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TOWN OF THORNTON
CIP COMMITTEE

Approved on: 12/17/2019
CIC Initials: WJD
Dt Rec'd-Town Clk: 12/31/19
Town Clerk Initials: dpm

Thornton Capital Improvement Committee Meeting Minutes

Tuesday, November 26, 2019

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 Al Lewis Joe Monti

APPROVAL OF MINUTES:

MOTION: "To approve the minutes of October 29, 2019 as amended."

Motion: Al

Second: Cindy

Discussion: None

Motion Passes: 3-YES 0-NO Abstained: Joe Monti

NEW BUSINESS:

- There were no additions or changes to the capital improvement plan (CIP) submitted by department heads. The submission deadline was November 1.
- The committee will meet with the Board of Selectmen (BOS) on 12/4 at 6PM to present and obtain the Board's approval of the CIP.
- Per Joe Monti's request, a revision date will be added to the bottom of the spreadsheet.
- Joe also suggested more than one person on the committee have the latest copy of the spreadsheet. Both Bill and Al Lewis have the latest copy of the spreadsheet, and their PC's are backed up on a regular basis.
- Bill updated the committee on his 11/6 meeting with BOS at which he gave a brief overview of the more complex formulas on the spreadsheet to calculate costs using an inflation factor. He assured BOS that these changes would be carefully documented in the CIP manual.
- Joe questioned whether it was appropriate to include revaluation costs in the capital improvement plan. Bill indicated the statute did not provide a definition of capital improvements. He will contact the Department of Strategic Initiatives at the State for clarification, and will also discuss it with BOS at the 12/4 meeting.
- Bill discussed a concern with the committee regarding the inflation protection added to the plan. Since the inflation rate is based on a 30-year average, it is possible for actual costs to be overestimated. He wanted to add instructions to the department head e-mail that any money over and above the actual cost of a vehicle could not be used to outfit vehicles with additional equipment or technology without the approval of the Board of Selectmen. The committee agreed, and Bill will discuss with BOS at the 12/4 meeting.

- The Committee opened the public hearing at 6:30PM to hear comments and answer questions about the CIP from residents of Thornton. There were no attendees at the hearing, so the hearing was closed at 6:45PM.
- Joe Monti left the meeting at 7PM.
- There was discussion regarding new features AI has added to the spreadsheet.
- The next meeting is on December 17th at 6pm.

ADJOURNMENT:

The following motion was made at 8:09PM:

MOTION: "To adjourn"

Motion: Cindy

Second: AI

Discussion: None

Motion Passes: 3-YES 0-NO