

CIP COMMITTEE MEETING

Chaplin Town Hall

February 17, 2016

MINUTES

1. **Call to Order**

Matt Cunningham called the meeting to order at 7:13pm.

2. **Members Present**

Matt Cunningham, First Selectman; Richard Weingart, Chairman Board of Finance; Joe Pinto, Fire Department; Ken Henrici, Superintendent of Schools (arrived at 7:30pm); Stacy Foster, Chairman Board of Education (arrived at 7:30pm)

3. **Review completed CIP projects and recommend project closings to BOS**

The Committee agreed to the following:

- Polaris Ranger (BOE) - \$965 balance – close out.
- Tower Hill Road Bridge - \$2798 balance – Mr. Rose stated some small items still need to be completed.
- DPW Equipment Replacement - \$1068 balance TBD
- Mower Replacement - \$0 balance – close out.
- Plow Truck Replacement - \$5124 balance – may need funds for radio replacement still.
- Refurbishing ET209 - \$500 balance – close out.

4. **Discuss and Act on CIP Plan**

Joe Pinto reported on the following:

- Gator/Trailer – size of trailer was miscalculated, a 12' trailer is too small, they will need a 16' trailer, requested an increase from \$12,000 to \$14,500.
- Gator Skid - \$10,000 will cover skid and any extra equipment
- Gear – no changes
- SCBA Bottles - \$30 over budget but will take from FD budget.
- COMI Tool – may need to purchase a new one in the future as this model is obsolete. This is a backup tool, not used often but should have a backup. Last one cost about \$30,000; Mr. Pinto suggested adding to the CIP plan, will get more information.

Mr. Weingart told the Committee that the BOF is requesting that orderly plans for equipment replacement be done so they can properly project what funds will be needed. Mr. Pinto agreed to submit a vehicle replacement plan.

Ken Henrici reported on the following (note: *safety items):

- Classroom Blinds – 50% of the blinds were purchased this year, requested increase for 2016-17 to \$6000
- Repair Damaged Curbs/Sidewalks (new request) - \$5390 (2017-2018)
- *Hallway Camera System, Office Panic Button, Kitchen Air Conditioner (new request) - \$11096.95 (2017-2018)
- Major Long-Term Boiler/Heating System Service (new request) - \$5391 (2017-2018)
- 10 New Folding Mitchell Cafeteria Tables (new request) - \$29,757.40 (2018-2019)

Ken Henrici asked that safety item funds be allocated first. Mr. Weingart stated that there is approximately \$14,441 in non-lapsing funds that could take care of the security system and air conditioner and it can be done now and not have to wait for CIP funds. He will verify amount available. Mr. Pinto referenced the quote of electrical installation and recommended an electrician do the install.

Mr. Cunningham stated that the sidewalks at Town Hall are also in need of repair and when he gets a quote he will have the same company quote the ones at the school to see if he can get a discount.

Committee suggested moving the boiler repair to 2017-2018 and the tables \$15,000 in 2018-19 and \$15,000 in 2020-2021. They will confirm that the replacement can wait until then.

Mr. Cunningham reported on General Government:

- NECCOG Regional Reval – current CIP funds of \$38,000 will pay the next 6 years, yearly fee is \$6442 a year. Recommend going higher than \$6442. \$12,000 a year is not needed. Committee decided not to put in assessors regular budget, will wait a few years to see how it all works and keep in CIP for now.
- Conservation Fund – Conservation commission would like more funds to purchase open space. The CIP Committee agreed at this time to keep it at \$10,000.
- Relocation Museum – need more estimates to plan for a potential move.
- Playscape – no final estimates but expect around \$50,000 then site work and installation. Recreation Commission will do fund raising and they have \$5000 already. Matt Foster is working on quotes. DPW can do some site work.
- Plan of Development – remain the same.
- HVAC – consider geo-thermal or solar energy, will look into grants.

Mr. Cunningham reported on Public Works Department:

- Road maintenance – increased by 5% every year.
- North Bear Hill Bridge – complete
- Bedlam – Town funding from N Bear to Bedlam for repairs - \$200,000. Plus \$450,000 transferred, total \$575,000 remaining and at 20% will get the Town a \$2M bridge. We need funds for N Bear drainage project. We have \$38,700 aside for the project which might pay for engineering. Quote for \$250,000 for construction. Maybe Bedlam funds can be used for drainage project instead of Bedlam bridge. If so, \$50,000 will be needed. Last year we put in \$40,000 in 2017-18, increase to \$50,000.
- Vehicle replacement – a plan with DPW will be submitted for replacing trucks.

5. Adjourn

Next meeting to be scheduled the week of March 7, 2016. Meeting adjourned at 9:02pm.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	TOWN OF CHAPLIN												02/24/16	
2	5-Year Capital Improvement Plan for Fiscal Years 2017-2021													
3														
4	SCHEDULE OF CAPITAL IMPROVEMENTS				CIP Committee Reviewed: 02/17/2016 xx/xx/xxxx				Board of Finance Reviewed: xx/xx/xxxx					
5	Key: A=Committed, B=Urgent, C=Needed, D=Acceptable, E=Deferred				Board of Selectmen Reviewed:				Board of Finance Approved:					
6														
7														
8	Project Title and Category		Notes		Priority									
9					Dept	CIP	Audited	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	
10	General Government						FY 2014-15	Approved	Proposed	Planned	Estimated	Estimated	Estimated	
11								Town Mtg.	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	
12	Revaluation	Assessor	Ongoing	A	A		12,000	12,000	0	0	0	9,500	9,500	
13	Conservation Fund	Conservation Comm.		D	E		Defer	Defer	10,000					
14	Relocate Museum	Board of Selectmen	(Note 2)	D	C		5,000	15,000	30,000					
15	Playscape at Garrison Park	Recreation Comm.		C	E				20,000	20,000				
16	Plan of Development	Planning & Zoning Comm.		B	C					6,000	6,000			
17	HVAC System: Library/Senior Center	(Current system will require replacement)		C	E						60,000			
18														
19	Public Safety													
20														
21	DWI Grant	Law Enforcement	25% share	B	E		Defer	Defer	Defer	5,000				
22	SCBA Bottles	CVFD		B	A		5,000	5,000	0	0	5,000	0	5,000	
23	Firefighter Gear Replacement	CVFD		B	A		5,000	6,000	6,000	6,000	6,000	6,000	6,000	
24	Fire Hose	CVFD		B	A		0	10,000	0	10,000	0	10,000	0	
25	JD Gator (or similar) & Transport Trailer	CVFD		C	C				14,500					
26	Gator Skid Unit - Water, Pump, Rescue	CVFD		C	D					10,000				
27	Thermal Imaging Camera	CVFD		B	A			15,000						
28	Vehicle Replacement	CVFD	(Note 3)	C	C				25,000	25,000	25,000	25,000	0	
29	Ambulance Replacement	Ambulance Corps	(Note 5)	D	D				XX,XXX					
30														
31	Public Works Department													
32														
33	Road Maintenance		(Note 1)	B	A		184,000	318,000	202,860	212,800	223,440	234,600	246,330	
34	North Bear Hill Bridge	(Partial funding by STEAP & Federal Bridge)	Complete	B	A		80,000	46,000						
35	Bedlam Road Bridge	(Funding undetermined)		B	B		0	0						
36	Darling Pond Dam	(Funding covered by STEAP grant)		A	A		0	0	0	0	0	0	0	
37	Tower Hill Road Bridge	Complete		B	A		30,000	0	0	0	0	0	0	
38	Plow Truck Replacement	Complete		B	A		0	150,000	0	0	0	0	0	
39	North Bear Hill Road Drainage			C	C		0	0	0	50,000	0	0	0	
40	Vehicle Replacement		(Note 4)	D	D		0	0	25,000	25,000	25,000	25,000		
41														

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
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42						FY 2014-15	Approved	Proposed	Planned	Estimated	Estimated	Estimated		
43	Education - Chaplin BOE													
44														
45	Polaris Ranger (or equivalent) & attachments (snow removal)		Complete		B	A	0	16,685	0	0	0	0	0	0
46	Classroom blinds replacement (security upgrade)				B	A	0	5,000	6,000	0	0	0	0	0
47	Repair Damaged Curbs/Sidewalks								5,390	0	0	0	0	0
48	Hallway Camera System, office panic button, kitchen air conditioner		(Note 6)						11,097	0	0	0	0	0
49	Major long-term boiler/heating system service								5,391	0	0	0	0	0
50	(10) new folding Mitchell cafeteria tables		(Note 7)							15,000	15,000			
51														
52	Total CIP:						321,000	598,685	339,360	391,678	365,440	325,100	266,830	
53														
54	<u>Expected reimbursement from respective fiscal year State LoCIP funds:</u>						(27,498)	(27,157)	(27,254)	(27,254)	(27,254)	Unknown	Unknown	
55									Estimate	Estimate	Estimate			
56														
57	Net CIP Funding from General Fund (FY 15, FY 16-Actual; FY17 & FY 18-Est.):						\$293,502	\$571,528	\$312,106	\$364,424	\$338,186	\$325,100	\$266,830	
58														
59	<u>Est. CIP Unallocated Fund Balance at 06/30/2015, 2016, 2017, 2018:</u>						\$37,895	\$40,000	\$40,000	\$40,000	Unknown	Unknown		
60							Actual	Projected	Estimate	Estimate				
61														
62														
63	Note 1: Partially reimbursed from respective fiscal year State LoCIP funds:													
64	Note 2: Chaplin Museum relocation is funded in FY 2015-16 and FY 2016-17 from sale of Grange building.													
65	Note 3: Pending receipt of vehicle replacement schedule (CVFD). (CVFD Officers)													
66	Note 4: Pending receipt of vehicle replacement schedule (PW). (First Selectman)													
67	Note 5: Pending verification of ambulance replacement schedule. (Ambulance Corps)													
68	Note 6: Pending verification of non-lapsing funds that may cover this cost now in 2015-2016 (BOF)													
69	Note 7: Pending verification that tables can wait until 2018-2020 (BOE)													