

CIP COMMITTEE
Chaplin Town Hall
January 23, 2020
MINUTES

1. **Call to Order:** Meeting was called to order at 5:05pm
2. **Members Present:** William H. Rose IV, First Selectman; Richard Weingart, Chair/Board of Finance; Ken Henrici, Superintendent of Schools; Jaclyn Chancey, Board of Education; William Hooper, Emergency Management; Dave Stone, DPW Supervisor; Andrew Barillari, Maintenance/Parish Hill.
3. **Discuss and Act on CIP Plan**
The CIP plan is currently \$200,000 over last year's CIP budget. It can be reduced approximately by \$146,000 and we need another \$50,000 to get closer to last year's number. Items discussed to be deferred were the playscape, paving of the Senior Center/Library parking lot, gym foam walls and safety panels. The fire department can give up the gear replacement for \$6000 and defer \$10,000 for hoses. See attached plan
4. **Audience for Citizens:** None
5. **Adjourn:** Meeting adjourned at 6:10pm

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
1	TOWN OF CHAPLIN														01/23/2020	Version 3	
2	5-Year Capital Improvement Plan for Fiscal Years 2021-2025																
3	SCHEDULE OF CAPITAL IMPROVEMENTS				CIP Comm Reviewed:				01/23/2020				Bd of Finance Reviewed:				
4	- Key: A=Committed, B=Urgent, C=Needed, D=Acceptable,				BdOfSelectmen Reviewed:								Bd of Finance Approved:				
5	E=Deferred, X=Complete																
6																	
7	CIP Project #	Project Title and Category			Department Requesting		Funding Notes	Priority		CURRENT BALANCE	2018-19 (Audit not complete)	2019-2020 Approved Town Mtg	2020-21 Projected	2021-22 Planned	2022-2023 Estimated	2023-2024 Estimated	2024-2025 Estimated
8					Dept	CIP			as of 12/31/19	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	
9	# 3320	General Government															
11	# 3335	Conservation Fund - Open Space			Conservation Comm.		Ongoing	D	E	10,625	0	DEFER	DEFER	DEFER	DEFER	DEFER	DEFER
12	# 3320.9	Relocate Museum			Board of Selectmen		On Hold	D	E	35,000	0	DEFER	DEFER	DEFER	DEFER	DEFER	DEFER
13	# 3320.11A	Playscape at Garrison Park			Recreation Comm.		On Hold	C	A	-417	19,000	0	0	16,000	0	0	0
14	# 3325.1	Handicapped Access: Library/Senior Ctr			Board of Selectmen		Complete	B	X	3,115	0	0	0	0	0	0	0
15	# 3320.1	Assessor Revaluation			Board of Selectmen		Complete	C	X	2,493	0	0	0	0	0	0	0
16	#3320.13	Chaplin 2022 Bicentennial Celebration			Board of Selectmen		Ongoing	C	A	5,000	0	5,000	10,000	10,000	0	0	0
17	# 3320.12	Install split system HVAC unit-Town Hall			Board of Selectmen		(NOTE P)	C	X	-793	8,500	0	793	0	0	0	0
18	# 3320.4	Plan of Conservation & Development			Board of Selectmen		Ongoing	C	E	10,293	0	0	0	0	0	0	0
19	# 3325.3	Library/Senior Center Roof			Board of Selectmen		In Progress	B	A	5,840	75,000	0	0	0	0	0	0
20					Subtotal General Government:					71,156							
21	# 3340	Public Safety															
23	# 3340.6	SCBA Bottles			CVFD		On Hold	B	A	12	5,000	0	0	0	0	0	0
24	# 3340.7	Firefighter Gear Replacement			CVFD		Ongoing	B	A	13,109	6,000	6,000	0	6,000	6,000	6,000	6,000
25	# 3340.9	Fire Hose			CVFD		Ongoing	B	C	10,000	0	0	0	10,000	10,000	0	10,000
26	# 3340.13	Vehicle Replacement			CVFD		(NOTE 3)	C	A	95,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
27	# 3340.15	Hurst Combination Tool			CVFD		Complete	B	X	0	0	0	0	0	0	0	0
28	NEW	Lucas Device-automatic CPR			CVFD			C	A	0	0	0	16,000	0	0	0	0
29	# 3340.16	Ambulance Replacement - CANCELED . Service to be provided by Willimantic Fire Dept.						B	CANC	30,000	0	30,000	0	0	0	0	0
30	NEW	Replace SCBA System-reqd. for safety.					(NOTE E)			0	0	0	150,000	0	0	0	0
31					Subtotal Public Safety:					148,121.00							

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8					Dept CIP		as of 12/31/19	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023--24	FY 2024-25		
32	# 3305	Public Works Department														
34	# 3305.4	Road Maintenance (inc. approx. 3%/yr)	Public Works-Ongoing	(Note 1)	B A		-22,481	225,000	231,750	238,700	245,875	253,250	260,848	268,673		
35	# 3315.6	Bedlam Road Bridge	Public Works	Design Only	B A		10,000	0	10,000	0	0	0	0	0		
36	N/A	England Road Bridge	(Funding source Undetermined)	On Hold	C E		0	0	0	DEFER	0	0	0	0		
37	# 3305.9	North Bear Hill Road Drainage	Public Works	(NOTE G)	C A		18,081	150,000	0	0	0	0	0	0		
38	# 3305.13	Equipment Replacement	Public Works	Ongoing	B A		26,063	0	20,000	25,000	25,000	25,000	25,000	25,000		
39	# 3305.19	Vehicle Replacement	Public Works	(Notes 5 & J)	B A		10,299	80,000	55,000	35,000	35,000	35,000	35,000	35,000		
40	NEW	HVAC System: Library/Senior Center	Public Works	(NOTE A)	C C		0	0	0	0	30,000	30,000	0	0		
41	# 3305.18	Drainage Infrastructure Rehabilitation	Public Works	Ongoing	C A		16,093	0	20,000	20,000	20,000	20,000	20,000	20,000		
42	# 3305.7	Tree Removal	Public Works	Ongoing	C A		25,450	15,000	25,000	30,000	15,000	0	0	0		
43	# 3305.20	Nutmeg Lane Drainage & Paving	Public Works	Design Only	C A		10,000	0	10,000	0	0	0	0	0		
44	# 3305.22	Town Hall Sidewalk Replacement	Public Works	Complete	C A		3,759	0	30,000	0	0	0	0	0		
45	# 3305.21	Town Hall Parking Lot Paving	Public Works		C A		50,000	0	50,000	0	0	0	0	0		
46	NEW	Senior Center Parking Lot Paving	Public Works		C C		0	0	0	25,000	25,000	0	0	0		
47	NEW	Fuel Station Upgrade	Public Works		C C		0	0	0	0	27,500	0	0	0		
48				Subtotal Public Works:			147,264									

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Education - Chaplin Board of Education														
# 3300.5	Repair Damaged Curbs/Sidewalks		Complete	B	X		0	0	0	0	0	0	0	0
# 3300.8	HVAC Duct system service - Duct/Air handler cleaning		Complete	B	X		0	0	0	0	0	0	0	0
# 3300.1	(10) new folding Mitchell cafeteria tables		Complete	C	X		0	40,000	0	0	0	0	0	0
# 3300.11	Replace all smoke detectors in school bldg & Replace security system control panel		Complete	B	X		0	12,000	0	0	0	0	0	0
# 3300.14	Replace Gym Foam Wall Safety Panels			B	A		11,500	0	11,500	1,500	0	0	0	0
# 3300.13	Install Chain Link Fence Around Entire Pre-K			B	X		945	0	8,000	0	0	0	0	0
NEW	Replace Gym/Auditorium/All-Purpose Room Curtain			C	C		0	0	0	0	0	0	12,500	12,500
# 3300.12	Replace carpets with tile - hallways, classroom, office		Ongoing	C	C		-12,900	0	0	20,000	10,000	0	0	0
NEW	Replace Gym Floor with Rubberized Floor			C	C		0	0	0	0	20,000	30,000	0	0
NEW	HVAC- Replace two boilers (original equipment when school was built)			C	C		0	0	0	0	30,000	50,000	40,000	40,000
NEW	HVAC - Replace building electrical controls			C	C		0	0	0	0	12,500	12,500	12,500	12,500
Subtotal Education:							-455							
Total Capital Improvement Plan (CIP):							366,086	660,500	537,250	596,993	562,875	496,750	436,848	454,673
Expected reimbursement from respective fiscal year State Local Capital Improvement (LoCIP) funds:								(32,102)	(27,102)	(27,102)	Unknown	Unknown	Unknown	Unknown
Transfer from General Fund Reserved Account(s):								Actual	Estimate	Estimate	n/a	n/a	n/a	n/a
Transfer from GENERAL FUND UNASSIGNED FUND BALANCE:								(5,000)	0	0	0	See NOTE P-May 2018		
Transfer from existing CIP Account(s):								(265,000)	0	0	0	See NOTE 6-May & Oct 2018		
Funding from CIP Unassigned Fund Balance:								(16,075)	(6,410)	(40,312)	0	See NOTE 7-May 2018, 2019 & 2020.		
Net CIP Funding from General Fund (FY 18, FY19, FY 20):								0	0	0	0	0	0	0
CIP Unallocated Fund Balance at June 30, 2019, 2020, 2021:								\$357,985	\$503,738	\$529,579	\$562,875	\$496,750	\$436,848	\$454,673
								Actual	Approved	Proposed	Planned	Estimate	Estimate	Estimate
								\$38,523	\$38,523		Unknown	Unknown	Unknown	Unknown
								Actual	Estimate	Estimate	n/a	n/a	n/a	n/a
2020 Notes:														
Note 1:	Partially reimbursed from respective fiscal year State Local Capital Improvement (LoCIP) funds.													
Note 3:	Based on vehicle replacement schedule from (CVFD). CVFD - Need schedule ASAP!													
Note 5:	Based on vehicle replacement schedule from (BOS/PW).													
Note 6:	General Fund transfers: May 2018 -\$150,000 for NBH Road drainage; \$25,000 for new plow truck; Oct 2018 -\$75,000 for Library/Senior Center roof; \$15,000 for tree removal.													
Note 7:	CIP Fund transfers: May 2018 -Funds not used in projects #3300.7 & #3300.4; May 2019 -Funds not used in projects #3300.1, #3300.5 & #3300.11;													
	May 2020 -Funds not used in projects #3325.1, #3320.1, #3340.16, #3305.22 & #3300.13													
NOTE A:	Current system likely to require replacement by FY 2022-23.													
NOTE E:	Self-contained breathing apparatus (SCBA) for CVFD requires complete replacement due to new NFPA standards. Grant funding may be available to offset some of the cost..													
NOTE G:	North Bear Hill Road Drainage: May 2017 -Drainage project to be funded by transfer of excess Town funds from North Bear Hill Road Bridge. May 2018 -Additional Town funds needed-\$150,000.													
	May 2019: Additional Town funds needed-\$350,000.													
NOTE J:	Replacement vehicle schedule: January 2018 -Purchase Town of Groton used plow truck. July 2018 -Purchase 2nd new plow truck. July 2019 -Purchase new pick-up truck.													
NOTE P:	Split system HVAC unit-Town Hall: May 2018 -Partially funded by transfer from General Fund Reserved Acct. for State energy conservation grant (\$5,000).													