

CIP COMMITTEE

Chaplin Town Hall

December 12, 2019

MINUTES

- 1. Call to Order:** Meeting was called to order at 5:03pm.
- 2. Members Present:** Andrew Baralari, School Maintenance Supervisor; Jaclyn Chancey, Chairman Board of Education; Richard Weingart, Chairman Board of Finance; William H. Rose IV, First Selectman.
- 3. Discuss and Act on CIP Plan:** (see attached). The committee agreed to complete the following projects: #3320.1 Assessor Revaluation (this will fall under the Assessor's budget); Public Safety/Ambulance Replacement (not replacing the ambulance at this time); #3305.22 Town Hall Sidewalk Replacement (job is complete); #3300.13 Install Chain Link Fence Around Entire Pre-K.

New projects added were: Roof Repair/School and Fuel Station Upgrade/Public Works.

Education – Chaplin Board of Education project to replace Gym/Auditorium/All-Purpose Room Curtain was pushed out to FY2023-24 and FY2024-25.

Public Safety/SCBA Bottles marked urgent for replacement in FY2020-21 for \$150,000. Mr. Rose is looking into grants to help fund this equipment.

Next meeting scheduled for January 23, 2020 at 5pm, Chaplin Town Hall.

- 4. Adjourn:** Meeting adjourned at 6:50pm

*Respectfully submitted by
Suzanne Gluck, Administrative Assistant/Recording Clerk*

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
1	TOWN OF CHAPLIN															12/12/2019	Version 2
2	5-Year Capital Improvement Plan for Fiscal Years 2021-2025																
3																	
4	SCHEDULE OF CAPITAL IMPROVEMENTS					CIP Comm Reviewed:					Bd of Finance Reviewed:						
5	- Key: A=Committed, B=Urgent, C=Needed, D=Acceptable,					BdOfSelectmen Reviewed:					Bd of Finance Approved:						
6	E=Deferred, X=Complete																
7																	
8	CIP Project #	Project Title and Category	Department Requesting	Funding Notes	Priority	Dept	CIP	CURRENT BALANCE as of 11/2019	2018-19 Audited (not complete) FY 2018-19	2019-2020 Approved Town Mtg FY 2019-20	2020-21 Projected FY 2020-21	2021-22 Planned FY 2021-22	2022-2023 Estimated FY 2022-23	2023-2024 Estimated FY 2023--24	2024-2025 Estimated FY 2024-25		
9																	
10	# 3320	General Government															
12	# 3335	Conservation Fund - Open Space	Conservation Comm.	Ongoing	D	E	10,625	0	DEFER	DEFER	DEFER	DEFER	DEFER	DEFER	DEFER		
13	# 3320.9	Relocate Museum	Board of Selectmen	On Hold	D	E	35,000	0	DEFER	DEFER	DEFER	DEFER	DEFER	DEFER	DEFER		
14	# 3320.11A	Playscape at Garrison Park	Recreation Comm.	In Progress	C	A	-417	19,000	0	16,000	0	0	0	0	0		
15	# 3325.1	Handicapped Access: Library/Senior Ctr	Board of Selectmen	Complete	B	X	3,115	0	0	0	0	0	0	0	0		
16	# 3320.1	Assessor Reevaluation	Board of Selectmen	Complete	C	C	2,493	0	0	0	0	0	0	0	0		
17	New	Chaplin 2022 Bicentennial Celebration	Board of Selectmen	Ongoing	C	A	5,000	0	5,000	5,000	0	0	0	0	0		
18	# 3320.12	Install split system HVAC unit-Town Hall	Board of Selectmen	(NOTE P)	C	A	-793	8,500	0	0	0	0	0	0	0		
19	# 3320.4	Plan of Conservation & Development	Board of Selectmen	Ongoing	C	E	10,293	0	0	0	0	0	0	0	0		
20	# 3325.3	Library/Senior Center Roof	Board of Selectmen	In Progress	B	A	5,840	75,000	0	0	0	0	0	0	0		
21							71,156										
22	# 3340	Public Safety															
24	# 3340.6	SCBA Bottles	CVFD	(NOTE E)	B	A	11,55	5,000	0	150,000	0	0	0	0	0		
25	# 3340.7	Firefighter Gear Replacement	CVFD	Ongoing	B	A	13,109	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000		
26	# 3340.9	Fire Hose	CVFD	Ongoing	B	C	10,000	0	0	10,000	0	10,000	0	10,000	10,000		
27	# 3340.13	Vehicle Replacement	CVFD	Complete	C	A	95,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000		
28	# 3340.15	Hurst Combination Tool	CVFD	Complete	B	X	0	0	0	0	0	0	0	0	0		
29	N/A	Lucas Device-automatic CPR	CVFD	N/A	C	C	0	0	0	16,000	0	0	0	0	0		
30	N/A	Ambulance Replacement	Ambulance Corps	Complete	B	B	30,000	0	30,000	30,000	0	0	0	0	0		
31							148,120.55										
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	N/A	Bedlam Road Bridge	Public Works	Design Only	B	A	0	0	10,000	0	0	0	0	0			
36	N/A	England Road Bridge	(Funding source Undetermined)	On Hold	C	E	0	0	DEFER	0	0	0	0	0			
37	# 3305.9	North Bear Hill Road Drainage	Public Works	(NOTE G)	C	A	20,100	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	10,340	80,000	55,000	35,000	35,000	35,000	35,000	35,000			
40	N/A	HVAC System: Library/Senior Center	Public Works	(NOTE A)	C	C	0	0	0	30,000	30,000	0	0	0			
41	New	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	Fuel Station Upgrade	Public Works														
47	N/A	Senior Center Parking Lot Paving	Public Works		C	C	0	0	0	50,000	0	0	0	0			
48							139,324										
49	# 3300	Education - Chaplin Board of Education															
51	# 3300.5	Repair Damaged Curbs/Sidewalks		Complete	B	X	0	0	0	0	0	0	0	0			
52	# 3300.8	HVAC Duct system service - Duct/Air handler cleaning		Complete	B	X	0	0	0	0	0	0	0	0			
53	# 3300.1	(10) new folding Mitchell cafeteria tables		Complete	C	X	0	40,000	0	0	0	0	0	0			
54	# 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			
55	#3300.14	Replace Gym Foam Wall Safety Panels			B	A	11,500	0	11,500	0	0	0	0	0			
56	#3300.13	Install Chain Link Fence Around Entire Pre-K		Complete	B	A	945	0	8,000	0	0	0	0	0			
57	N/A	Replace Gym/Auditorium/All-Purpose Room Curtain			C	C	0	0	0	0	0	0	12,500	12,500			

5-Year Capital Improvement Plan for Fiscal Years 2021-2025

SCHEDULE OF CAPITAL IMPROVEMENTS

- Key: A=Committed, B=Urgent, C=Needed, D=Acceptable, E=Deferred, X=Complete

CIP Comm Reviewed: Bd of Finance Reviewed:

BdOfSelectmen Reviewed: **Bd of Finance Approved:**

CIP Project #	Project Title and Category	Department Requesting	Funding Notes	Priority Dept	Priority CIP	CURRENT BALANCE as of 11/2019	2018-19	2019-2020	2020-21	2021-22	2022-2023	2023-2024	2024-2025	
							Audited (not complete) FY 2018-19	Approved Town Mtg FY 2019-20	Projected FY 2020-21	Planned FY 2021-22	Estimated FY 2022-23	Estimated FY 2023-24	Estimated FY 2024-25	
58	#3300.12	Replace carpets with tile - hallways, classroom, office	(NOTE S)	C	C	-12,900	0	0	20,000	10,000	0	0	0	
59	N/A	Replace Gym Floor with Rubberized Floor	(NOTE R)	C	C	0	0	0	20,000	20,000	20,000	0	0	
60	N/A	HVAC- original equipment when school was built		C	C	0	0	0	30,000	0	0	0	0	
61	NEW	Roof Repair				-455								
Total Capital Improvement Plan (CIP):								660,500	537,250	726,700	461,875	394,250	384,348	402,173
Expected reimbursement from respective fiscal year State Local Capital Improvement (LoCIP) funds:							(32,102)	(27,102)	(27,102)	Unknown	Unknown	Unknown	Unknown	Unknown
Actual							Estimate	Estimate	n/a	n/a	n/a	n/a	n/a	
Transfer from General Fund Reserved Account(s):							(5,000)	0	0	0	See NOTE P-May 2018			
Transfer from GENERAL FUND UNASSIGNED FUND BALANCE:							(265,000)	0	0	0	See NOTE 6-May&Oct 2018			
Transfer from existing CIP Account(s):							(16,075)	(6,410)	0	20	See NOTE 7-MAY 2018&2019			
Funding from CIP Unassigned Fund Balance:							0	0	0	0	0	0	0	
Net CIP Funding from General Fund (FY 18, FY19, FY 20):							\$357,985	\$503,738	\$699,598	\$461,895	\$394,250	\$384,348	\$402,173	
Actual							Approved	Proposed	Planned	Estimate	Estimate	Estimate		
CIP Unallocated Fund Balance at June 30, 2018, 2019, 2020:							\$38,523	\$38,523	Unknown	Unknown	Unknown	Unknown		
Actual							Estimate	Estimate	n/a	n/a	n/a	n/a		

- 2019 Notes:**
- 75 **Note 1:** Partially reimbursed from respective fiscal year State Local Capital Improvement (LoCIP) funds.
 - 76 **Note 3:** Based on vehicle replacement schedule from (CVFD). **CVFD - Need schedule ASAP!**
 - 77 **Note 4:** Pending verification of ambulance replacement schedule. **COMPLETE** **(Ambulance Corps) - Need schedule ASAP!**
 - 78 **Note 5:** Based on vehicle replacement schedule from (BOS/PW).
 - 79 **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.
 - 80 **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.
 - 81 **NOTE A:** Current system likely to require replacement by FY 2020-21.
 - 82 **NOTE E:** Self-contained breathing apparatus (SCBA) for CVFD may need complete replacement due to new NFPA standards. Estimated total cost for new equipment exceeds \$135,000.
 - 83 **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.
 - 84 **May 2019:** Additional Town funds needed-\$350,000.
 - 85 **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.
 - 86 **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).
 - 87 **NOTE Q:** **May 2019:** Re-allocate left over funds of \$6,410 from #3300.5 (\$970); #3300.1 (\$2,901); #3300.11 (\$2,540). **COMPLETE**
 - 88 **NOTE R:** Need to test for asbestos first
 - 89 **NOTE S:** Checking status of completion