

CIP COMMITTEE

Chaplin Town Hall

March 12, 2020

SPECIAL MEETING

Minutes

1. **Call to Order:** Meeting was called to order at 4:32pm
2. **Members Present:** Richard Weingart, Chair/Board of Finance; Jaclyn Chancey, Board of Education; Dave Stone, DPW Supervisor; Kevin Chavez, Principal CES; Joe Pinto, Chief Fire Department
3. **Discuss and Act on CIP Plan:**
 - #3325.1 Mr. Stone asked to keep handicapped access for Senior Center/Library open because the Board of Selectmen discussed on the steps due to ice buildup.
 - #3320.13 Mr. Weingart stated that \$5,000 was added to current year and next year.
 - #3320.12 The split HVAC Unit at Town Hall line item was overrun by \$793, which was added to 2020-21 to zero out to balance.
 - #3340.15 Remove Hurst Combination Tool under public safety
 - #3340.16 Ambulance service cancelled now that we are going through Windham contract
 - NEW HVAC Library/Senior Center \$30,000 this year and next year for new system needed in the next 3-4yrs; Board of Selectmen to decide when.
 - #3305.22 Town hall sidewalk replacement – funds can be redeployed
 - NEW Senior Center parking lot paving – can be split up between 2020-21 and 2021-22
 - NEW Fuel station upgrade – to be done in 2021-22
 - #3300.5 Remove repair damaged curbs/sidewalks
 - #3300.8 Remove duct system service
 - #3300.14 Gym Foam wall safety panels - added \$1500 to 2020-21
 - NEW Replace two boilers, need updated quote. To be split over next 2 fiscal years for 2 boilers, still need it in writing how much it will be.
 - Funding for the fireworks were discussed, Mr. Weingart stated that we can have an account as special revenue or capital improvement so funding can be rolled over from year to year. Donations will also be accepted which can be set up as a restricted account in the general fund.

The Capital Improvement Plan was reviewed by the committee and all members concurred that the plan is good and approved it (see attached)

4. Audience for Citizens:

Chris McKleroy asked the committee members to remove line item #3320.9 Relocate Museum seeing it was decided to not relocate it. The committee agreed that this should be a Board of Selectmen request to remove from the CIP plan.

5. Adjourn: Meeting was adjourned at 5:38pm

*Respectfully Submitted by,
Suzanne Krodel, Administrative Assistant/Recording Clerk*

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
1	TOWN OF CHAPLIN															Last CIP Comm Review:	03/12/2020
2	5-Year Capital Improvement Plan for Fiscal Years 2021-2025																
3																	
4	SCHEDULE OF CAPITAL IMPROVEMENTS					CIP Comm Reviewed: 03/12/2020					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 12/31/19 as of 12/31/19	2018-19 (Audit 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.	On Hold	C	A	-417	19,000	0	0	16,000	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 Revaluation	Board of Selectmen	Complete	C	X	2,493	0	0	0	0	0	0	0	0		
17	#3320.13	Chaplin 2022 Bicentennial Celebration	Board of Selectmen	Ongoing	C	A	5,000	0	5,000	10,000	10,000	0	0	0	0		
18	# 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	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		Subtotal General Government:					71,156										
22	# 3340	Public Safety															
24	# 3340.6	SCBA Bottles	CVFD	On Hold	B	A	12	5,000	0	0	0	0	0	0	0		
25	# 3340.7	Firefighter Gear Replacement	CVFD	Ongoing	B	A	13,109	6,000	6,000	0	6,000	6,000	6,000	6,000	6,000		
26	# 3340.9	Fire Hose	CVFD	Ongoing	B	C	10,000	0	0	0	10,000	10,000	0	10,000			
27	# 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	25,000		
28	NEW	Lucas Device-automatic CPR	CVFD		C	A	0	0	0	16,000	0	0	0	0	0		
29	# 3340.16	Ambulance Replacement - CANCELLED . Service to be provided by Willimantic Fire Dept.			B	CANC	30,000	0	30,000	0	0	0	0	0	0		
30	NEW	Replace SCBA System-reqd. for safety.		(NOTE E)	A	A	0	0	0	150,000	0	0	0	0	0		
31		Subtotal Public Safety:					148,121.00										
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	0		
36	N/A	England Road Bridge	(Funding source Undetermined)	On Hold	C	E	0	0	0	DEFER	0	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	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	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	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	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	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	0		
43	# 3305.20	Nutmeg Lane Drainage & Paving	Public Works	Design Only	C	A	10,000	0	10,000	0	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	0		
45	# 3305.21	Town Hall Parking Lot Paving	Public Works		C	A	50,000	0	50,000	0	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	0		
47	NEW	Fuel Station Upgrade	Public Works		C	C	0	0	0	0	27,500	0	0	0	0		
48		Subtotal Public Works:					147,264										

TOWN OF CHAPLIN

Last CIP Comm Review: **03/12/2020**

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

SCHEDULE OF CAPITAL IMPROVEMENTS

CIP Comm Reviewed: 03/12/2020

Bd of Finance Reviewed:

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

BdOfSelectmen Reviewed:

Bd of Finance Approved:

7	8 CIP Project #	9 Project Title and Category	Department Requesting	Funding Notes	Priority	Dept	CIP	CURRENT BALANCE as of 12/31/19 as of 12/31/19	2018-19 (Audit 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	
49	# 3300	Education - Chaplin Board of Education														
50																
51	# 3300.1	(10) new folding Mitchell cafeteria tables		Complete	C	X		0	40,000	0	0	0	0	0	0	
52	# 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	
53	# 3300.14	Replace Gym Foam Wall Safety Panels			B	A		11,500	0	11,500	1,500	0	0	0	0	
54	# 3300.13	Install Chain Link Fence Around Entire Pre-K		Complete	B	X		945	0	8,000	0	0	0	0	0	
55	NEW	Replace Gym/Auditorium/All-Purpose Room Curtain			C	C		0	0	0	0	0	0	12,500	12,500	
56	# 3300.12	Replace carpets with tile - hallways, classroom, office		Ongoing	C	C		-12,900	0	0	20,000	10,000	0	0	0	
57	NEW	Replace Gym Floor with Rubberized Floor			C	C		0	0	0	0	20,000	30,000	0	0	
58	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	
59	NEW	HVAC - Replace building electrical controls			C	C						12,500	12,500	12,500	12,500	
60				Subtotal Education:				-455								
61				Total Capital Improvement Plan (CIP):				366,086	660,500	537,250	596,993	562,875	496,750	436,848	454,673	
62																
63		Expected reimbursement from respective fiscal year State Local Capital Improvement (LoCIP) funds:							(32,102)	(27,102)	(27,102)	Unknown	Unknown	Unknown	Unknown	
64								Actual	Actual	Estimate	n/a	n/a	n/a	n/a		
65		Transfer from General Fund Reserved Account(s):							(5,000)	0	0	0	See NOTE P-May 2018			
66		Transfer from GENERAL FUND UNASSIGNED FUND BALANCE:							(265,000)	0	0	0	See NOTE 6-May & Oct 2018			
67		Transfer from existing CIP Account(s):							(16,075)	(6,410)	(37,197)	0	See NOTE 7-May 2018, 2019 & 2020.			
68		Funding from CIP Unassigned Fund Balance:							0	0	0	0	0	0	0	
69																
70		Net CIP Funding from General Fund (FY 18, FY19, FY 20):							\$357,985	\$503,738	\$532,694	\$562,875	\$496,750	\$436,848	\$454,673	
71								Actual	Approved	Proposed	Planned	Estimate	Estimate	Estimate		
72		CIP Unallocated Fund Balance at June 30, 2019, 2020, 2021:							\$38,523	\$38,523	\$50,000	Unknown	Unknown	Unknown	Unknown	
73								Actual	Estimate	Estimate	n/a	n/a	n/a	n/a		

2020 Notes:

- 74 **Note 1:** Partially reimbursed from respective fiscal year State Local Capital Improvement (LoCIP) funds.
- 75 **Note 3:** Based on vehicle replacement schedule from (CVFD). **CVFD - Need schedule ASAP!**
- 76 **Note 5:** Based on vehicle replacement schedule from (BOS/PW).
- 77 **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.
- 78 **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;
- 79 **May 2020**-Funds not used in projects #3320.1, #3340.16, #3305.22 & #3300.13.
- 80 **NOTE A:** Current system likely to require replacement by FY 2022-23.
- 81 **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..
- 82 **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.
- 83 **May 2019:** Additional Town funds needed-\$350,000.
- 84 **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.
- 85 **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).