

CIP COMMITTEE MEETING
Chaplin Town Hall
February 22, 2017
MINUTES

1. **Call to Order**

Matthew Cunningham called the meeting to order at 5:09pm.

2. **Members Present**

Matthew Cunningham, First Selectman; Dick Weingart, Chairman Board of Finance; Joe Pinto, Chief Volunteer Fire Dept.; Ken Henrici, Superintendent of Schools; Jaclyn Chancey, Chair Board of Education.

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

Dick Weingart discussed the potential of a difficult year due to the Governor's budget. He mentioned the large increases over the years on these CIP projects are probably due to quotes coming in during the first year. He will talk to the BOF regarding this trend and may need to change how we are doing this. The CIP Committee discussed the following projects (see attached DRAFT spreadsheet):

PUBLIC SAFETY

- **DWI Grant** -- change name to DUI grant. DUI enforcement grant funding is not available for FY 2017-18.
- **SCBA Bottles** - Emergency breathing apparatus for CVFD may need complete replacement due to new standards.
- **Firefighter Gear Replacement**
- **Fire Hose** – Joe Pinto to get back to committee if this can be deferred.
- **JD Gator (or similar) & Transport Trailer** – Joe Pinto stated we have \$600 left in CIP and trailer will cost around \$3200 at Kahn Tractor. We would like to take it out of regular budget but it doesn't seem they will have the funds.
- **Gator Skid Unit - Water, Pump, Rescue** – Joe Pinto stated weight issue with truck. Sell current skid unit. We can exchange the Redding truck body with a flatbed as an even exchange. New skid unit can be purchased, ability to tow it.
- **Vehicle Replacement** – Joe Pinto to provide list at next meeting.
- **Ambulance Replacement** – Dick Weingart is still trying to get together with Hampton/Chaplin Ambulance Corp. Matthew Cunningham wants to be sure they are trying to get grants for ambulance replacements being a non-profit organization. This would not be a Town vehicle. Joe Pinto stated that there is talk they may keep the old ambulance and purchase another one. They can keep the old ambulance in the spare bay at the FH and the volunteers with dual status can respond to calls quicker.
- **(Tower Hill) Dry Hydrants** - no information submitted. Matthew Cunningham suggested a generic CIP Dry Hydrant line item
- **Hurst Combination Tool** - Hurst Combination Tool is now obsolete-CVFD cannot purchase replacement parts - can't get 3 bids, sold only by Hurst, benefit to have a second tool.
- **Emergency Generator** - Emergency Generator replacement for CVFD is estimated to cost between \$30,000-\$50,000. According to Joe Pinto the gas line is too small and may need to be replaced.

EDUCATION

- **Classroom blinds replacement (security upgrade)** – Ken Henrici reported 50% from security grant, this cost is our 50% and is a little more than requested before, has increased from \$6,000 to \$7,000.
- **Repair Damaged Curbs/Sidewalks** – Ken Henrici stated estimate came in a little low. Repair Cost for project at the Elementary school has increased from \$5,500 to \$6,500.
- **Boiler/heating system service - Duct/Air handler cleaning - Roof Tower Windows** at school, cost to reseal & repair is estimated to be \$9,000.
- **(10) new folding Mitchell cafeteria tables** – replace 10 new folding Mitchell cafeteria tables. Replacement cost has increased from \$30,000 to \$40,000. Ken Henrici stated they looked at repair vs replace and it was recommended to replace due to safety hazards and hardware is hard to replace.
- **Roof Tower Windows - Reseal & repair; close bottom part of vents** – According to Ken Henrici this project is considered urgent; had mold issues in the past, this project should not be pushed out.
- **Exterior Tiles-Repair & repoint** - Required for maintenance of building and can wait for 2018-2019.

PUBLIC WORKS DEPARTMENT

<ul style="list-style-type: none"> • Road Maintenance – increase of 5% over last year. Matthew Cunningham is waiting on more quotes. LOCIP is figured into this amount, but we may not get these funds this year so it may increase. Tower hill Rd and Bujak Rd need repair this year before we have to replace basin, etc. Budgeting on \$185,000.
<ul style="list-style-type: none"> • North Bear Hill Bridge – Dick Weingart stated we do have local funding put aside \$203,000. The project is fully funded by STEAP and Federal funding so we don't need it and can re-allocate these funds to the drainage project.
<ul style="list-style-type: none"> • Bedlam Road Bridge
<ul style="list-style-type: none"> • Darling Pond Dam
<ul style="list-style-type: none"> • North Bear Hill Road Drainage - Project will be funded by transfer of Town funds from North Bear Hill Road Bridge project. Move the \$203,000 from N Bear Bridge and include the \$50,000 from 2017-2018 CIP and the project should be covered it is estimated \$250,000.
<ul style="list-style-type: none"> • Vehicle Replacement - cost has increased from \$135,000 to \$150,000 but they will work on \$140,000.
<ul style="list-style-type: none"> • Ground Maintenance/Mowing – Matthew Cunningham stated our DPW staff can take over some of the mowing (not the cemetery). We would need a \$10,000-\$12,000 mower, currently getting quotes for this year or 2018-2019. A 20hr week employee could be paid for by reducing the mower contract, this is being looked into.

GENERAL GOVERNMENT

- **Revaluation** – Matthew Cunningham stated this is a yearly expense to NECCOG and probably shouldn't be on CIP.
- **Conservation Fund**
- **Relocate Museum** – Matthew Cunningham discussed options for the building. Due to current State issues this is one project that can be deferred.
- **Playscape at Garrison Park** - funding request increased from \$30,000 to \$38,000. Matthew Cunningham has a quote from the contractor which is \$35,000 but doesn't count the cement. On behalf of the Recreation Commission they will recommend taking funds from the building and fields maintenance to make up shortfall.
- **Plan of Development** - Not due until 2020. NECCOG has a full time planner can be available to assist. The initial \$10,000 can be reallocated.
- **HVAC System: Library/Senior Center** - HVAC System for Library/Senior Center replacement is estimated to cost approximately \$60,000.

4. **Adjourn** – Meeting adjourned at 6:55pm

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	TOWN OF CHAPLIN														
	5-Year Capital Improvement Plan for Fiscal Years 2018-2022														
1	SCHEDULE OF CAPITAL IMPROVEMENTS														
2	- Key: A=Committed, B=Urgent, C=Needed, D=Acceptable, E=Deferred, X=Complete														
3	Board of Finance Reviewed: 02/22/2017														
4	Board of Finance Approved:														
5	CIP Committee Reviewed: 02/22/2017														
6	Board Selection Reviewed:														
7	Updated: 2/22/17														
8	*** DRAFT ***														
9	Project Title and Category	Notes	Priority Dept	2014-15 Audited FY 2014-15	2015-16 Audited FY 2015-16	2016-17 Approved Town Mtg FY 2016-17	2017-18 Proposed FY 2017-18	2018-19 Planned FY 2018-19	2019-20 Estimated FY 2019-20	2020-21 Estimated FY 2020-21	2021-2022 Estimated FY 2020-21				
10	General Government														
11	Revaluation	Ongoing	A	12,000	12,000	0	0	0	0	0	0				
12	Conservation Fund	Assessor Conservation Comm.	D	Defer	Defer	10,000	0	0	0	0	0				
13	Relocate Museum	Board of Selectmen	D	5,000	15,000	10,000	10,000	10,000	6,000	6,000	6,000				
14	Playscape at Garrison Park	Recreation Comm.	A			30,000	38,000	6,000	20,000	20,000	20,000				
15	Plan of Development	Planning & Zoning Comm.	B												
16	HVAC System: Library/Senior Center	(Current system will require replacement)	C				10,000	20,000	20,000	20,000	20,000				
17	Handicapped Access: Library/Senior Center		B				?	?	?	?	?				
18	Chaplin 2022 Bicentennial Celebration		C												
19															
20															
21	Public Safety														
22	DWI Grant	Law Enforcement	B	Defer	Defer	Defer	Defer	Defer	5,000	5,000	0				
23	SCBA Bottles	CVFD	B	5,000	5,000	6,000	6,000	6,000	6,000	6,000	6,000				
24	Firefighter Gear Replacement	CVFD	B	0	10,000	0	10,000	10,000	10,000	10,000	10,000				
25	Fire Hose	CVFD	A			14,500	10,000	10,000	25,000	25,000	0				
26	JD Gator (or similar) & Transport Trailer	CVFD	A		15,000	20,000	25,000	25,000	25,000	25,000	0				
27	Gator Skid Unit - Water, Pump, Rescu	CVFD	D			0	13,600	50,000	No information submitted.	No information submitted.	No information submitted.				
28	Thermal Imaging Camera	CVFD	X												
29	Vehicle Replacement	Ambulance Corps	C												
30	Ambulance Replacement		E												
31	(Tower Hill) Dry Hydrants		D												
32	Hurst Combination Tool		B												
33	Emergency Generator		C												
34															
35															
36															
37	Public Works Department														
38	Road Maintenance	(Note 1)	B	184,000	318,000	202,860	212,800	223,440	234,600	246,330	246,330				
39	North Bear Hill Bridge (Total funding by STEAP & Federal Bridge grants)	Complete	A	80,000	46,000	0	0	0	0	0	0				
40	Bedlam Road Bridge	(Funding undetermined)	B	0	0	0	0	0	0	0	0				
41	Darling Pond Dam	(Funding covered by Town & STEAP grant)	B	0	0	0	0	0	0	0	0				
42	Tower Hill Road Bridge	Complete	A	30,000	0	0	0	0	0	0	0				
43	Plow Truck Replacement	Complete	X	0	150,000	0	0	0	0	0	0				
44	North Bear Hill Road Drainage	Complete	B	0	0	0	0	0	0	0	0				
45	Vehicle Replacement	(Note 5)	C	0	0	45,000	50,000	55,000	25,000	25,000	25,000				
46			D												
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10	Project Title and Category	Notes	Priority	Dept	CIP	2014-15	Audited	FY 2014-15	2015-16	Audited	FY 2015-16	2016-17	Approved	Town Mtg	FY 2016-17	2017-18	Proposed	FY 2017-18	2018-19	Planned	FY 2018-19	2019-20	Estimated	FY 2019-20	2020-21	Estimated	FY 2020-21	2021-2022	Estimated	FY 2020-21				
50	Education - Chaplin BOE																																	
51	Polaris Ranger (or equivalent) & attachments (snow removal)	Complete	B	X		0	16,685	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
52	Classroom blinds replacement (security upgrade)		B	A		0	5,000	6,000	1,400	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
53	Repair Damaged Curbs/Sidewalks		B	A		0	5,500	5,500	1,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
54	Boiler/heating system service - Duct/Air handler cleaning		B	C					14,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
55	(10) new folding Mitchell cafeteria tables	(Note 6)	C	D					9,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
56	Roof Tower Windows - Reseal & repair, close bottom part of vents.		B																															
57	Exterior Tiles-Repair & repaint		B																															
58																																		
59																																		
60																																		
61	Total CIP:					321,000	598,685	349,860	410,800	432,440	351,600	282,330	16,000																					
62	Expected reimbursement from respective fiscal year State LoCIP funds:																																	
63						(27,498)	(27,157)	0	(27,254)	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown			
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Net CIP Funding from General Fund (FY 15, FY 16-Actual; FY17 & FY 18-Est.):

Est. CIP Unallocated Fund Balance at 06/30/2015, 2016, 2017, 2018:

- Note 1: Partially reimbursed from respective fiscal year State LoCIP funds:
- Note 2: Chaplin Museum relocation is 90% funded in FY 2015-19 from sale of Grange building (\$46,000).
- Note 3: Pending receipt of vehicle replacement schedule (CVFD).
- Note 4: Pending verification of ambulance replacement schedule (Ambulance Corps).
- Note 5: Pending receipt of vehicle replacement schedule (PW).
- Note 6: Received verification that tables can wait until 2018-2020 (BOE)