

CIP COMMITTEE MEETING

Chaplin Town Hall

March 7, 2017

MINUTES

1. **Call to Order**

Matthew Cunningham called the meeting to order at 7:07pm.

2. **Members Present**

Matthew Cunningham, First Selectman; Dick Weingart, Chairman Board of Finance; Joe Pinto, Chief Volunteer Fire Department; Dave Stone, DPW Supervisor; Jaclyn Chancey, Chair Board of Education.

3. **Discuss and Finalize CIP Plan**

Dick Weingart stated the CIP funding will be discussed at the March 27th Board of Finance meeting. He also suggested that they should consider doing a 10 year CIP plan instead of 5 year. He would also like to start planning for CIP discussions in December instead of March so the members can have more time to receive quotes, etc.

The Committee discussed the following items:

Public Safety - Joe Pinto stated that engine tanker 309 needs to be refurbished or replaced. He also suggested deferring the fire hose. He also discussed the plan with the skid unit and pickup truck, reduced Gator skid to \$7000.00. The Hurst tool parts are obsolete so it will need to be replaced. The generator at the Firehouse was discussed and will eventually need to be replaced. Also discussed was the quote Joe Pinto submitted for gear replacement (packs/bottles/masks). Matthew Cunningham stated there are grants available, but you just need to find them. Joe Pinto stated the current packs work, but are worrisome if we are not up to standard. These will have to be purchased all at the same time, over \$85,000. Committee discussed starting to plan a schedule to replace these bottles.

General Government – The Committee discussed deferring the move of the museum and POCD. The handicapped access at the Senior Center can probably be funded by the General Fund and moved out of CIP.

Public Works – Matthew Cunningham discussed the plan to have DPW do the mowing instead of contracting it out. The only grounds contracted would be the cemeteries. The DPW crew will need a new mower, weedwacker, and push mower to do the rest of the grounds. He also suggested the Town crew and Chaplin Elementary school assist each other in plowing, maintenance, and mowing. Dave Stone submitted a breakdown of the Town vehicles and the condition of all. The 4900 International needs to be replaced ASAP.

Board of Education – Jaclyn Chancey discussed the requests submitted for the Chaplin Elementary School:

- Classroom blinds: Cost to complete project has increased from \$6 to \$7,000.
- Repair damaged rear sidewalks: Cost for project has increased from \$5,500 to \$6,500.
- Roof Tower windows. Cost to reseal & repair is estimated to be \$9,000.
- Replace (10) new folding Mitchell cafeteria tables. Replacement cost has increased from \$30,000 to \$40,000.
- Roof Tower Windows - Reseal & repair; close bottom part of vents. Project is considered URGENT by BOE & Superintendent.
- Exterior Tiles-Repair & re-point: Required for maintenance of building.

*****Please note attached final CIP Plan for 2018-2022*****

4. Adjourn – Meeting adjourned at 8:36pm

TOWN OF CHAPLIN

5-Year Capital Improvement Plan for Fiscal Years 2018-2022

Updated: 3/7/17

SCHEDULE OF CAPITAL IMPROVEMENTS

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

CIP Committee Reviewed: Board Selectmen Reviewed:

02/22/2017

03/07/2017

Board of Finance Reviewed: Board of Finance Approved:

CIP Project #	Project Title and Category	Notes	Priority Dept CIP	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-2022
				Audited FY 2015-16	Approved Town Mtg FY 2016-17	Proposed FY 2017-18	Planned FY 2018-19	Estimated FY 2019-20	Estimated FY 2020-21	Estimated FY 2021-22
# 3320	General Government									
# 3320.1	Revaluation	Assessor	A	12,000	0	0	0	0	0	DEFER
# 3335	Conservation Fund	Conservation Comm.	D	0	10,000	0	DEFER	DEFER	DEFER	DEFER
# 3320.9	Relocate Museum	Board of Selectmen	D	15,000	10,000	DEFER	DEFER	DEFER	DEFER	DEFER
# 3320.1	Playscape at Garrison Park	Recreation Comm.	C	0	30,000	19,000	19,000	6,000	0	0
# 3320.4	Plan of Development	Planning & Zoning Comm.	B	0	0	DEFER	6,000	6,000	0	0
N/A	HVAC System: Library/Senior Center	(Current system likely to require replacement by FY 2020-21)	C	0	0	0	0	30,000	30,000	0
New	Handicapped Access: Library/Senior Center		B	0	0	10,000	0	0	0	0
N/A	Chaplin 2022 Bicentennial Celebration	(Funding source Undetermined)	C	0	0	DEFER	0	0	0	0
# 3340	Public Safety									
# 3340.6	SCBA Bottles	CV/FD	B	5,000	0	0	5,000	0	5,000	6,000
# 3340.7	Firefighter Gear Replacement	CV/FD	B	6,000	6,000	6,000	6,000	6,000	6,000	10,000
# 3340.9	Fire Hose	CV/FD	B	10,000	0	DEFER	0	10,000	0	0
New	UTV (JD Gator/similar) & Transport Trailer	CV/FD	C	0	14,500	7,000	0	0	0	0
# 3340.12	UTV Skid Unit - Water, Pump, Rescue	CV/FD	C	0	0	0	0	0	0	0
New	Thermal Imaging Camera	CV/FD	B	15,000	0	0	0	0	0	0
# 3340.11	Vehicle Replacement	CV/FD	C	0	20,000	25,000	25,000	25,000	25,000	25,000
New	Hurst Combination Tool	CV/FD	B	0	0	13,600	0	0	0	0
N/A	CVFD Emergency Generator	(Current system likely to require replacement by FY 2020-21)	C	0	0	0	0	25,000	25,000	0
N/A	Ambulance Replacement	Ambulance Corps	D	0	0	DEFER	0	0	0	0
N/A	DWI Grant	Law Enforcement	B	0	DEFER	DEFER	DEFER	5,000	0	0
# 3305	Public Works Department									
# 3305.4	Road Maintenance	Public Works	B	318,000	202,860	194,800	223,440	234,600	246,330	258,647
N/A	Bedlam Road Bridge	(Funding source Undetermined)	C	0	0	DEFER	0	0	0	0
N/A	England Road Bridge	(Funding source Undetermined)	B	0	0	DEFER	0	0	0	0
# 3315.1c	North Bear Hill Bridge	(Total funding by STEAP & Federal Bridge grants)	B	46,000	0	0	0	0	0	0
# 3305.17	Plow Truck Replacement	Public Works	B	150,000	0	0	0	0	0	0
# 3305.9	North Bear Hill Road Drainage	Public Works	C	0	0	0	0	0	0	0
# 3305.18	Vehicle Replacement	Public Works	D	0	45,000	0	50,000	25,000	25,000	0
# 3305.13	Equipment Replacement (new mower)	Public Works	B	0	0	18,000	0	0	0	0

TOWN OF CHAPLIN

5-Year Capital Improvement Plan for Fiscal Years 2018-2022

Updated: 3/7/17

SCHEDULE OF CAPITAL IMPROVEMENTS

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CIP Committee Reviewed: Board Selectmen Reviewed:

02/22/2017 03/07/2017

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				Audited FY 2015-16	Approved Town Mtg FY 2016-17	Proposed FY 2017-18	Planned FY 2018-19	Estimated FY 2019-20	Estimated FY 2020-21	Estimated FY 2021-22								
# 3300	Education - Chaplin BOE			16,685	0	0	0	0	0	0	0	0	0	0	0	0	0	
# 3300.3	Polaris Ranger (or equivalent) & attachments (snow removal)		B X	5,000	6,000	1,400	0	0	0	0	0	0	0	0	0	0	0	
# 3300.4	Classroom blinds replacement (security upgrade)		B B	0	5,500	1,000	0	0	0	0	0	0	0	0	0	0	0	
# 3300.5	Repair Damaged Curbs/Sidewalks		B A	0	0	14,000	0	0	0	0	0	0	0	0	0	0	0	
New	Boiler/heating system service - Duct/Air handler cleaning		B B	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
N/A	(10) new folding Mitchell cafeteria tables	(Note 6)	C C	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
N/A	Roof Tower Windows - Reseal & repair; close bottom part of vents.		B B	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
N/A	Exterior Tiles- Repair & repaint		B B	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Total Capital Improvement Plan (CIP):				598,685	349,860	359,800	371,440	386,600	362,330	299,647								
				(27,157)	0	0	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	
Expected reimbursement from respective fiscal year State LoCIP funds:				0	0	(10,000)	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	
Expected transfer in from General Fund LoCIP Reserved Account:				0	0	(2,400)	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	
Expected funding from CIP Unallocated Fund Balance:				0	0	0	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown
Net CIP Funding from General Fund (FY 16, FY17, FY 18):				\$571,528	\$349,860	\$347,400	\$371,440	\$386,600	\$362,330	\$299,647								
CIP Unallocated Fund Balance at June 30, 2016, 2017, 2018:				\$37,864	\$40,000	\$37,500	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown

Note 1: Partially reimbursed from respective fiscal year State LoCIP funds.
 Note 3: Based on vehicle replacement schedule from (CVFD).
 Note 4: Pending verification of ambulance replacement schedule.
 Note 5: Based on vehicle replacement schedule from (PW).
 Note 6: Received verification that tables can wait until 2018-2020 (BOE).

(Ambulance Corps)