

CIP COMMITTEE MEETING

Chaplin Town Hall

January 22, 2018

MINUTES

1. **Call to Order:** Matthew Cunningham called the meeting to order at 5:08pm

2. **Members Present:**

Matthew Cunningham, First Selectman; Dick Weingart, Chairman/Board of Finance; Dave Stone, DPW Supervisor; Ken Henrici, Superintendent; Jaclyn Chancey, Board of Education; Patricia King, CES Principal; Roxanne St. Jean, Senior Center Director; Walter Zlotnick, Senior Center Board Member; Doreen Bolduc, Chairman Senior Center Board; Doug Dubitsky, Chairman Planning & Zoning; Cesar Beltran, Board of Finance

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

Chaplin Board of Education Projects

Mr. Henrici reviewed the Education projects. Mr. Cunningham stated that he didn't think the curb/sidewalk project was good for using shared services as different materials need to be used for the locations and is not cost effective.

Mr. Pinto expressed concerns with Absolute Alarm and their competency to do a good job, he recommended checking with another contractor, FAST, and go out to bid.

Mr. Weingart asked if boiler circulation is still needed; Ms. King will find out and get back to the committee.

Ms. Chancey stated that the cafeteria tables must be fixed.

Mr. Henrici and Ms. King left the meeting at 5:46pm due to another engagement.

Mr. Weingart stated that there may be extra funds in the General Fund for 2018-19 to move to CIP projects; he suggested everyone prioritize their projects.

General Government

Mr. Stone shared a quote for the floor at the Senior Center - \$3687; he recommends tile. If tile goes in doors will probably need to be trimmed. Mr. Zlotnick asked if project can be moved to 2017-18. Mr. Stone was not sure this contractor can get to it that early. Mr. Weingart stated that they can't appropriate funds until Town meeting. Mr. Cunningham suggested having Eastern Highlands Health Department come out to see if this is an issue that can wait until July 2018. Ms. St. Jean will take care of contacting them. The bathroom repairs can wait until 2018-2019 and Mr. Stone will get a new quote.

Mr. Dubitsky stated that the Plan of Development funds may not be so high, need to confirm with NECCOG, consulting may be free and the two \$6,000 amounts can be removed.

Roxanne St. Jean and Doreen Bolduc left the meeting at 6:18pm.

Public Safety

The Utv Skid unit should have more money spent in CIP, need to confirm with Finance Manager, Valerie Garrison.

Mr. Pinto discussed replacement schedule for the truck, 2018-19 budget we are good. He also discussed the Lukas device and success with this equipment at another town. He will also do a replacement schedule like the one Mr. Stone presented.

Mr. Pinto left the meeting at 6:47pm.

Mr. Zlotnick left meeting at 6:48pm.

Public Works Department

Mr. Stone discussed adding more funds for equipment placement – the mower needs a new/used head \$12,000 - \$15,000, currently 2 years out but may need to be done sooner. The truck from Groton may be in the end of this week. A new truck to be purchased in 2019-2020. The backhoes are in good shape. Discussed replacement of sweeper, just purchased a couple of years ago used and we got what we paid for. He also discussed sanders, with the new Groton truck will have four, really only need two. Having a couple spares, we should be all set. Two major concerns over rail mower and sweeper and they will also need a pickup truck.

The CIP Committee discussed the overall cost of the playscape.

Mr. Weingart suggested another short meeting in February to finalize and approve the CIP plan.

4. Adjourn: Mr. Cunningham made a **MOTION** to adjourn the meeting at 6:58pm. Mr. Beltran seconded the **MOTION**. All in favor. Meeting adjourned at 6:58pm.

*Respectfully Submitted by Suzanne Gluck
Administrative Assistant/Recording Clerk*

TOWN OF CHAPLIN
5-Year Capital Improvement Plan for Fiscal Years 2019-2023

02/04/2018
2ND DRAFT

SCHEDULE OF CAPITAL IMPROVEMENTS

- Key: A=Committed, B=Urgent, C=Needed, D=Acceptable, E=Deferred, X=C=Complete
CIP Comm Reviewed: 12/18/2017 01/22/2018
Bd of Finance Reviewed: 01/08/2018
Bd of Selectmen Reviewed: 01/22/2018
Bd of Finance Approved: 01/08/2018

CIP Project #	Project Title and Category	Department Requesting	Funding Notes	Priority Dept CIP	2016-17	2017-18	2018-19	2019-20	2020-21	2021-2022	2022-2023
					Audited FY 2016-17	Approved Town Mtg FY 2017-18	Proposed FY 2018-19	Planned FY 2019-20	Estimated FY 2020-21	Estimated FY 2021-22	Estimated FY 2022-23
General Government											
# 3320	Revaluation	Assessor	Complete	A X	0	0	0	0	0	0	0
# 3320.1	Conservation Fund	Conservation Comm.		D E	10,000	0	DEFER	DEFER	DEFER	DEFER	DEFER
# 3320.9	Relocate Museum	Board of Selectmen		D E	10,000	0	DEFER	DEFER	DEFER	DEFER	See NOTE D
# 3320.1	Playscape at Garrison Park	Recreation Comm.		C A	30,000	19,000	19,000	0	0	0	0
# 3320.4	Plan of Development	Planning & Zoning Comm.		B E	0	0	0	0	0	0	0
# 3320.12	Handicapped Access: Library/Senior Ctr	Board of Selectmen		B A	0	10,000	0	0	0	0	See NOTE B
New	Replace kitchen floor: Senior Center	Senior Center		B A	0	0	6,250	0	0	0	0
New	Replace bathroom floor: Comm Center	Board of Selectmen		B A	0	0	8,900	0	0	0	0
N/A	HVAC System: Library/Senior Center	(Current system likely to require replacement by FY 2020-21)		C D	0	0	0	30,000	30,000	0	0
N/A	Chaplin 2022 Bicentennial Celebration	(Funding source Undetermined)		C E	0	0	DEFER	0	0	0	See NOTE C
Public Safety											
# 3340	SCBA Bottles	CVFD	Ongoing	B A	0	0	5,000	0	5,000	0	See NOTE E
# 3340.6	Firefighter Gear Replacement	CVFD	Ongoing	B A	6,000	6,000	6,000	6,000	6,000	6,000	6,000
# 3340.7	Fire Hose	CVFD	Ongoing	B C	0	0	0	10,000	0	10,000	0
# 3340.9	UTV (JD Gator/similar) & Transport Trailer	CVFD	Complete	C X	14,500	0	0	0	0	0	0
# 3340.12	UTV Skid Unit - Water, Pump, Rescue	CVFD	Complete	C X	0	7,000	0	0	0	0	0
# 3340.13	Vehicle Replacement	CVFD	(Note 3)	C X	20,000	25,000	25,000	25,000	25,000	25,000	25,000
# 3340.15	Hurst Combination Tool	CVFD	Complete	B C	0	13,600	0	0	0	0	0
N/A	Lucas Device-automatic CPR	CVFD		C D	0	0	0	0	16,000	0	0
N/A	CVFD Emergency Generator	(Current system likely to require replacement by FY 2020-21)		C D	0	0	0	25,000	25,000	0	0
N/A	Ambulance Replacement	Ambulance Corps	(Note 4)	D E	0	0	DEFER	0	0	0	0
N/A	DWI Grant	Law Enforcement	25% share	C E	DEFER	DEFER	DEFER	5,000	0	0	0
Public Works Department											
# 3305	Road Maintenance (inc. approx. 3%/yr)	Public Works-Ongoing	(Note 1)	B A	202,860	194,800	225,000	231,750	238,700	245,875	253,250
# 3305.4	Bedlam Road Bridge	(Funding source Undetermined)		C E	0	0	DEFER	0	0	0	0
N/A	England Road Bridge	(Funding source Undetermined)		C E	0	0	DEFER	0	0	0	0
# 3305.9	North Bear Hill Road Drainage	CIP transfer from NB Hill bridge.	Complete	C X	0	0	0	0	0	0	See NOTE G
# 3305.13	Equipment Replacement	Public Works		B A	0	18,000	0	0	0	0	See NOTE H
# 3305.18	Vehicle Replacement	Public Works	(Note 5)	B A	45,000	50,000	55,000	25,000	25,000	25,000	See NOTE J

TOWN OF CHAPLIN
5-Year Capital Improvement Plan for Fiscal Years 2019-2023

SCHEDULE OF CAPITAL IMPROVEMENTS

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# 3300	Education - Chaplin Board of Education										
# 3300.4	Classroom blinds replacement (security upgrade)		Complete	B	6,000	1,400	0	0	0	0	0
# 3300.5	Repair Damaged Curbs/Sidewalks		Complete	B	5,500	1,000	0	0	0	0	0
# 3300.7	Roof Tower Windows - Reseal & repair, close bottom part of vents.		Not needed	E	0	9,000	01/22/18-Not reqd per Supt. K. Henrici	0	0	0	See Note K
# 3300.8	HVAC Duct system service - Duct/Air handler cleaning		Complete	B	0	14,000	0	0	0	0	0
# 3300.9	Boiler circulation water supply/return piping - Correct piping deficiency		Complete	B	0	9,000	0	0	0	0	See Note M
New	(10) new folding Mitchell cafeteria tables			C	0	0	20,000	20,000	0	0	See Note N
New	Replace all smoke detectors in school bldg & Replace security system control panel			B	0	0	12,000	0	0	0	0
New	Replace two main boilers - original equipment when school was built			C	0	0	0	13,900	13,900	0	0
XXXXXX	Replace safety windows		Not needed	C	0	0	01/22/18-Not reqd per Supt. K. Henrici	0	0	0	0
New	Replace carpets - hallways, classroom, office			C	0	0	0	0	9,000	0	0
New	Seal lavatory floors			C	0	0	0	0	0	19,500	0
XXXXXX	Replace/repair gymnasium floor		Not needed	C	0	0	01/22/18-Not reqd per Supt. K. Henrici	0	0	0	0
XXXXXX	Exterior Tiles-Repair & repaint		Not needed	E	0	0	01/22/18-Not reqd per Supt. K. Henrici	0	0	0	0
Total Capital Improvement Plan (CIP):					349,860	377,800	382,150	391,650	393,600	331,375	284,250
Expected reimbursement from respective fiscal year State LoCIP funds:					0	0	(31,590)	Unknown	Unknown	Unknown	Unknown
Transfer from General Fund Reserved Account(s):					0	0	0	0	0	0	See NOTES B & K
Transfer from existing CIP Account(s):					0	(18,990)	0	0	0	0	See NOTES K & N
Funding from CIP Unallocated Fund Balance:					0	(2,400)	0	0	0	0	0
Net CIP Funding from General Fund (FY 17, FY18, FY 19):					\$349,860	\$356,410	\$334,485	\$391,650	\$393,600	\$331,375	\$284,250
CIP Unallocated Fund Balance at June 30, 2017, 2018, 2019:					Actual	Approved	Proposed	Planned	Estimate	Estimate	Estimate
Actual					\$58,208	\$58,000	\$55,000	Unknown	Unknown	Unknown	Unknown

2018 Notes:

- 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 (BOS/PW).

(Ambulance Corps)

- NOTE A: BOF will fund future REVALS (after Oct. 2018 Grand List) in Assessor's budget since it is now an annual expense (contract through NECCOG).
- NOTE B: Handicapped Access for Library/Senior Center is estimated to cost approx. \$8-\$10,000. Funded by transfer from General Fund Reserved Acct. #10701.3 - LoCIP Fund Balance.
- NOTE C: Chaplin 2022 Bicentennial Celebration method of funding is under consideration by BOF. Request is approx. \$2,000 per year.
- NOTE D: The Board of Selectmen plan to take the Museum relocation issue to the May 2018 Town Meeting for an advisory consultation with the community.
- NOTE E: Self-contained breathing apparatus (SCBA) for CVFD may need complete replacement due to new NFPA standards. Estimated total cost for new gear exceeds \$135,000.
- NOTE G: North Bear Hill Road Bridge & Drainage: May 2017-Drainage project will be funded by transfer of excess Town funds from North Bear Hill Road Bridge account (CIP project #3315.1c).
- NOTE H: Equipment Replacement-PW: July 2017-New 'Bat Wing' mower was purchased for PW to mow town properties (not including cemeteries).
- NOTE I: Replacement vehicle schedule: January 2018-Purchase Town of Groton used plow truck. July 2019-Purchase new plow truck.
- NOTE J: CES-Roof Tower windows: Cost to reseal & repair is estimated to be \$9,000. May 2017-Funded by transfer from General Fund Reserved Acct. #0701.10 - BOE Non-Lapsing Education.
- NOTE K: CES-Boiler circulation water supply/return piping: Considered Urgent-correct circulating water piping installation error. Still needed if boilers to be replaced???
- NOTE M: Cafeteria tables: May 2018-Partially funded with unused funding from Roof Tower windows (CIP project #3300.4 - \$7,075).
- NOTE N: