

**CIP COMMITTEE  
SPECIAL MEETING  
MINUTES  
December 15, 2021**

1. **Call to Order:** Meeting was called to order at 7:00pm
2. **Members Present:** Juan Roman III, First Selectman; Ken Henrici, School Superintendent; Dick Weingart, Chair Board of Finance; Jaclyn Chancey, Chair CES Board of Education; Kevin Chavez, CES Principal; Dave Stone, DPW Supervisor; Andrew Barillari, CES Maintenance Supervisor.
3. **Discuss and Possible Action on CIP Plan:**

Dick Weingart explained how they will complete projects and remove them from the plan. What was approved for the state level last year should be consistent. The federal infrastructure funds may happen but not until 2022-23 year, we are not sure yet. At the next Board of Finance meeting, they will look at the numbers. Last year we thought there would be more money than there was, we will not add to funding total for this year. Looking at \$175,000 decrease in revenue due to Algonquin and Eversource depreciations.

Board of Education

Superintendent Ken Henrici reported for the Board of Education and that they had a significant surplus in the 2020-21 school year due to a gain from transportation. Electrical controls project #3300.18 was paid for out of surplus, also building air conditioning and added \$80,000 for HVAC project #3300.17. The windows need to be recalked and student bathrooms grout needs to be fixed, also security cameras to be added. We didn't add money to CIP but took some out because of the surplus funds that paid CIP projects, these were removed from the plan.

Andrew Barillari reviewed the packets given to the committee. Project updates paid by surplus were sidewalk maintenance repairs, fire alarm replacement project, HVAC controls, air conditioning of one classroom wing with a grand total of surplus funds - \$139,165.20. He explained the new CIP projects and quotes: parking lot and side-walk maintenance, caulking and joint sealant for exterior openings of windows, doors, and mechanical penetration, flashing and expansion joints. Also replace floor and sinks in four student bathrooms and security upgrade, door access, exterior cameras. The oil tank needs to be inspected and tested to see where we are with it. Hot water circulators not in best condition and run off of poor controls. Also, boiler for domestic hot water needs to be looked at including chimney cleaning. Parking lot upgrade and heating/air split systems were discussed in detail.

CIP Project #3300.12 balance funds of \$2287 can be reallocated  
CIP Project #3300.18 balance funds of \$12,500 can be reallocated

Dick Weingart requested that moving forward everyone develop a schedule like Dave Stone's equipment schedule for their projects. It would help with continuity.

Radio contact between the buildings was discussed, better communication is needed. Dave Stone explained the town owns its own frequencies, but they are obsolete now and

they are working on it now for replacement. The committee talked about security grants through the schools.

General Government:

- Juan Roman asked what is the status of the conservation fund and the balance of \$10,625? He would like to remove this; it hasn't been used for a while and we will not be purchasing land in the next 2-3 years. Roads are getting closed, and we are not looking for more land. Dick Weingart suggested talking to the chair of the new Conservation Commission to see if they have any thoughts on a need for these funds. Dave Stone stated about a year ago they discussed improving part of the Helen Garrison conservation land. It would be DPW labor, but the funds may be needed for materials. Juan Roman understood these funds were to purchase open space.
- Juan Roman reported that the relocation of the museum during the bicentennial celebration probably won't happen. He is waiting for another quote. Currently there are \$35,000 in the funds and for 2022/23 \$15,000, 2023/24 \$10,000 and 2024/25 \$5,000. The last estimate he has to move the museum is a couple years old.

Dick Weingart stated that if the conservation funds get transferred it can go towards the museum move.

- Dave Stone stated that the remaining playscape funds of \$378 will be for a dedication sign.
- The bicentennial funds will remain as is. Dave Stone mentioned the fireworks and between the BOF, Recreation Commission and CIP Committee it can be decided who will be paying for these. Dick Weingart will mention this to the chair of Bicentennial Committee.
- Regarding the senior center and library roof it was determined that it isn't leaking, and those funds can be moved. Dick Weingart mentioned ceiling tiles need replacement and will come out of this money and suggest leaving it.

Public Works Department:

- Road maintenance for North Bear Hill Road realignment is needed. The \$245,875 is proposed in 2022-23 and should stay – chip sealing is part of this. Annual 3% increase is on a good track but in 2023/24 or 2024/25 we will need to reconstruct Lynch Road and parts of Chewink Road in this timeframe and is a big chunk of the budget if not all of it.
- Juan Roman stated that the Bedlam Road bridge is undetermined right now. England Road bridge is a priority and will be about \$700,000 out of pocket. He is waiting to see about more funds, but we will probably need more out of pocket. It is an 80/20 grant and completion possibly in 2025-26. Once the audit is done and budget process is done then if there is extra funding that isn't needed in a more urgent place then we can build up these funds. We will need about \$150,000 each year for 4 years. Dick Weingart stated that per Bill Rose our application for local bridge funds was accepted but we still need funds for Bedlam bridge. South Bear bridge was discussed and

instead of fixing/replacing the bridge it may close and a new road added, it is in the works.

- Juan Roman stated that the electronic sign is completed, and the final bill came in. We are waiting of the last invoice from the electrician. We have over \$15,000 left over in CIP but out match is 10,000. The landscaping needs to be done in the Spring which are grant funds. once grant funds are received the -\$15,720 will be significantly more in the positive.
- The North Bear Hill Road drainage project is done but can stay just in case something comes up.

Dick Weingart stated that funding for the North Bear Hill Bridge is not settled, we have state and federal money left over. Report shows we have STEAP funds from state approximately \$59,000. Federal part is unclear how it is dispersed, but this needs to be settled by 6/30/22 or a year from now. Juan Roman will look into it.

- The sweeper needs to be replaced and \$30,000 a year instead of \$25,000 will probably be needed. The Ford 6610 over the rail mower was discussed which is expensive to run and maintain. This tractor should be on the road at least 4 months a year, working with vendor hoping for under \$100,000 and used about \$50,000.
- A new plow truck for 2023/24 was planned, it is a 20-year rotation for the trucks. Costs have skyrocketed and the specs were reviewed. To get the truck in the fall of 2023 we have to order in the next month. No funds are needed up front, just has to go out to bid, award bid, and supply a purchase order. He would like to increase in 2023/24 to \$65,000, increase 2024/25 and 2025/26 from \$35,000 to \$40,000.

Dick Weingart suggested we may need to borrow money to do more reasonable funding over the years. Other option it is a 1 mill increase for a year to pay for it. The committee discussed other purchasing options.

- Juan Roman stated that the HVAC System for the Senior Center/Library may be paid for by the American Rescue Plan funds, he is looking at a geothermal system, but leave the funds there until we get confirmation.
- Dave Stone stated that drainage funds are in line with what is needed. He was understaffed this summer and didn't spend all the funds. The \$20,000 a year should work, but if they can't get this work done it may need to be contracted out.
- Dave Stone stated that the tree removal and gypsy moth issue has been addressed. The ash are dying now but have they better control now. The DPW tree budget is underfunded so asking for \$5,000 each year. Dick Weingart stated that if the funds are put into public works budget you have more flexibility but if you can't get to it then it lapses and could be hard to replace. Dave Stone would like to keep it in the CIP. The committee discussed the shared bucket truck program with Hampton, but the issues is we can't get the truck. Shared equipment programs were discussed in detail, and it may be a NECCOG question.

- Nutmeg lane he would like to start getting ready to work on this project and requested \$40,000 in 2025/26
- Town hall parking lot and senior center parking lot stays the same
- Sander roof rack increase from \$10,000 to \$15,000

Fire department Projects:

Joe Pinto, Fire Chief, was unable to attend the meeting but submitted a request for truck replacement increase from \$25,000 to \$50,000 a year. Dick Weingart stated they have to help the fire department develop something like DPW for a plan and he has been asking the last few years for this; there is no back up for the request. He would like to table this and talk to Joe Pinto.

Hurst tool/jaws of life – we replaced a hurst tool not too long ago and they are asking for \$30,000 in 2023/24 for the new fire truck. We need to follow up with Joe Pinto to get more information.

4. Adjourn: 9:54pm

*Respectfully submitted by,  
Suzanne Krodel  
Administrative Assistant*

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2	<b>5-Year Capital Improvement Plan for Fiscal Years 2023-2027</b>														Version 2	12/15/2021
3																
4	<b>SCHEDULE OF CAPITAL IMPROVEMENTS</b>						<b>CIP Comm Reviewed:</b> 12/15/2021			<b>Bd of Finance Reviewed:</b>						
5	- Key: A=Committed, B=Urgent, C=Needed, D=Acceptable,						<b>BdOfSelectmen Reviewed:</b>			<b>Bd of Finance Approved:</b>						
6	E=Deferred, X=Complete															
7																
8	<b>CIP Project #</b>	<b>Project Title and Category</b>	<b>Department Requesting</b>	<b>Funding Notes</b>	<b>Priority</b>		<b>CURRENT BALANCE</b>	<b>FY 2020-21 (AUDITED)</b>	<b>FY 2021-22 Approved BOF</b>	<b>FY 2022-23 Planned</b>	<b>FY 2023-24 Estimated</b>	<b>FY 2024-25 Estimated</b>	<b>FY 2025-26 Estimated</b>	<b>FY 2026-27 Estimated</b>		
9					Dept CIP		AsOf 12/11/2021	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27		
10	<b># 3320</b>	<b>General Government</b>														
12	# 3335	Conservation Fund - Open Space	Conservation Comm.	Ongoing	D	E	10,625	0	DEFER	0	0	0	0	0		
13	# 3320.9	Relocate Museum	Board of Selectmen	On Hold	D	E	35,000	0	DEFER	15,000	10,000	5,000	0	0		
14	# 3320.11A	Playscape at Garrison Park	Recreation Comm.	On Hold	C	A	378	0	16,000	0	0	0	0	0		
15	# 3325.1	Handicapped Access: Library/Senior Ctr	Board of Selectmen**	Complete	B	X	0	0	0	0	0	0	0	0		
16	#3320.13	Chaplin 2022 Bicentennial Celebration	Board of Selectmen	Ongoing	C	A	24,850	10,000	15,000	15,000	0	0	0	0		
17	# 3320.12	Install split system HVAC unit-Town Hall	Board of Selectmen**	Complete	C	X	0	793	0	0	0	0	0	0		
18	# 3320.4	Plan of Conservation & Development	Board of Selectmen	Ongoing	C	B	2,290	0	0	0	0	0	0	0		
19	# 3325.3	Library/Senior Center Roof	Board of Selectmen	In Progress	B	A	5,840	0	0	0	0	0	0	0		
20	# 3320.14	Annual Chaplin Day - Fireworks	Board of Selectmen		D	E					10,000	10,000	10,000	0		
21			<b>Subtotal General Government:</b>				<b>78,983</b>									
22	<b># 3340</b>	<b>Public Safety</b>														
24	# 3340.6	SCBA Bottles	CVFD	On Hold	C	E	12	0	0	0	0	0	5,000	0		
25	# 3340.7	Firefighter Gear Replacement	CVFD	Ongoing	C	C	13,958	0	6,000	0	6,000	6,000	7,000	0		
26	# 3340.9	Fire Hose	CVFD	Ongoing	C	C	10,000	0	10,000	0	0	10,000	0	0		
27	# 3340.13	Vehicle Replacement	CVFD	(Notes 3 & T)	A	A	295,000	25,000	175,000	25,000	25,000	25,000	35,000	0		
28	# 3340.19	Lucas Device-automatic CPR	CVFD**	Complete	C	X	0	16,000	0	0	0	0	0	0		
29	# 3340.16	Ambulance Replacement - <del>CANCELLED</del>	Service to be provided by Willimantic Fire Dept.		CANC	CANC	0	0	0	0	0	0	0	0		
30	# 3340.18	Replace SCBA System-reqd. for safety.	CVFD	Complete	A	X	0	150,000	0	0	0	0	0	0		
31	# 3340.20	Generator Replacement	CVFD		B	A	20,000		20,000							
32			<b>Subtotal Public Safety:</b>				<b>338,970</b>									
33	<b># 3305</b>	<b>Public Works Department</b>														
35	# 3305.4	Road Maintenance (inc. approx. 3%/yr)	Public Works-Ongoing	(Note 1)	B	A	119,535	238,700	145,000	245,875	260,848	268,673	276,733	285,035		
36	# 3315.6	Bedlam Road Bridge	(Funding source Undetermined)	Design Only	B	E	6,000	0	0	0	0	0	0	0		
37	# 3315.7	England Road Bridge	(Fed Bridge Grant-80/20 Town)	On Hold	C	A	215,000	DEFER	200,000	50,000	0	0	0	0		
38	# 3315.8	Electronic Sign	Board of Selectmen	(NOTE U)			-15,720									
39	# 3305.9	North Bear Hill Road Drainage	Public Works	Final Stages	C	A	5,505	0	0	0	0	0	0	0		
40	# 3305.13	Equipment Replacement	Public Works	Ongoing	B	A	85,898	25,000	35,000	30,000	30,000	30,000	30,000	30,000		
41	# 3305.19	Vehicle Replacement	Public Works	(Notes 5 & J)	B	A	54,449	35,000	10,000	65,000	65,000	40,000	40,000	0		
42	# 3325.5	HVAC System: Library/Senior Center	Public Works	(NOTE A)	C	A	0	0	0	0	20,000	30,000	30,000	0		
43	# 3305.18	Drainage Infrastructure Rehabilitation	Public Works	Ongoing	C	A	50,306	20,000	20,000	20,000	20,000	20,000	20,000	20,000		
44	# 3305.7	Tree Removal	Public Works	Ongoing	C	A	17,845	30,000	15,000	5,000	5,000	5,000	5,000	5,000		
45	# 3305.20	Nutmeg Lane Drainage & Paving	Public Works	Design Only	C	E	10,000	0	0	0	0	0	40,000	0		
46	# 3305.22	Town Hall Sidewalk Replacement	Public Works**	Complete	C	X	0	0	0	0	0	0	0	0		
47	# 3305.21	Town Hall Parking Lot Paving	Public Works	Final Stages	C	A	2,050	0	0	0	0	0	0	0		
48	# 3325.4	Senior Center Parking Lot Paving	Public Works		C	A	25,000	25,000	0	0	20,000	15,000	0	0		
49	# 3305.23	Sander Roof Rack	Public Works		C	C	0	0	0	0	0	0	15,000	0		

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9					Dept CIP		<b>(AUDITED)</b>	<b>Approved BOF</b>	<b>Planned</b>	<b>Estimated</b>	<b>Estimated</b>	<b>Estimated</b>	<b>Estimated</b>				
50	<b>Subtotal Public Works:</b>					575,868											
51	<b># 3300</b>	<b>Education - Chaplin Board of Education</b>															
52																	
53	# 3300.14	Replace Gym Foam Wall Safety Panels**		Complete	B	X	0	1,500	0	0	0	0	0	0	0	0	
54	# 3300.13	Install Chain Link Fence Around Entire Pre-K**		Complete	B	X	0	0	0	0	0	0	0	0	0	0	
55	# 3300.15	Replace Gym/Auditorium/All-Purpose Room Curtain		Remove	E	E	0	0	0	0	0	0	0	0	0	0	
56	# 3300.12	Replace carpets with tile - hallways, classroom, office		Ongoing	C	A	2,287	20,000	0	0	0	0	0	0	0	0	
57	# 3300.16	Replace Gym Floor with Rubberized Floor		Remove	E	E	0	0	0	0	0	0	0	0	0	0	
58	# 3300.17	HVAC- Replace two boilers (original equipment when school was built)		(NOTE R)	C	C	0	0	0	0	0	0	0	80,000	0	0	
59	# 3300.18	HVAC - Replace building electrical controls		(NOTE S)	C	A	12,500	0	0	0	0	0	0	0	0	0	
60	# 3300.19	Building Wing Air Conditioning		(NOTE V)	C	A	38,000	0	0	0	0	0	0	0	0	0	
61		Parking Lot & Sidewalk Maintenance							15,000								
62		Caulking Joint Sealant							15,000								
63		Replace flooring and sinks in four student bathrooms							30,000	30,000							
64		Security upgrade, door access, exterior cameras							20,000	20,000	10,000						
65				<b>Subtotal Education:</b>			52,787										
66		<b>Total Capital Improvement Plan (CIP):</b>					1,046,609	596,993	667,000	520,875	541,848	504,673	593,733	340,035			
67		Expected reimbursement from respective fiscal year State Local Capital Improvement (LoCIP) funds:						(26,379)	(26,862)	(26,862)	Unknown	Unknown	Unknown	Unknown			
68								Estimate	Estimate	Estimate	n/a	n/a	n/a	n/a			
69		Transfer from General Fund Reserved Account(s):						0	0	0	0	0	0	0	0	0	0
70		Transfer from GENERAL FUND UNASSIGNED FUND BALANCE:						(150,000)	(400,000)	(165,000)	(175,000)	See NOTE 6.					
71		Transfer from existing CIP Account(s):						(37,197)	(5,981)	0	0	See NOTE 7.					
72		Funding from CIP Unassigned Fund Balance:						0	0	0	0	0	0	0	0	0	0
73																	
74																	
75		<b>Net CIP Funding from General Fund Budget (FY 20, FY21, FY 22):</b>						\$383,417	\$234,157	\$329,013	\$366,848	\$504,673	\$593,733	\$340,035			
76								Approved	Proposed	Planned	Estimate	Estimate	Estimate	Estimate			
77		<b>CIP Unallocated Fund Balance at June 30, 2020, 2021, 2022:</b>						\$50,700	\$50,700	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown
78								Estimate	Estimate	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
79	<b>Note 1:</b>	Partially reimbursed from respective fiscal year State Local Capital Improvement (LoCIP) funds.															
80	<b>Note 3:</b>	Based on vehicle replacement schedule from (CVFD). <b>CVFD - Need schedule ASAP!</b>															
81	<b>Note 5:</b>	Based on vehicle replacement schedule from (BOS/DPW).															
82	<b>Note 6:</b>	<b>General Fund transfers: May 2019-</b> \$350,000 for NBH Road drainage; <b>May 2020:</b> \$150,000 for Fire Dept. SCBA system.															
83	<b>Note 7:</b>	<b>May 2021:</b> Planned transfer of \$400,000: \$200,000 England Bridge, \$175,000 fire truck, \$25,000 other projects.															
84	<b>Note 7:</b>	<b>CIP Fund transfers-</b> funds remaining in completed projects: <b>May 2019-</b> Projects #3300.1, #3300.5 & #3300.11.															
85		May 2020-Projects #3320.1, #3340.16, #3305.22 & #3300.13															
86		May 2021-Projects #3325.1, #3340.18; #3340.19; #3300.14.															
87	<b>NOTE A:</b>	Current system likely to require replacement by FY 2025-26.															
88	<b>NOTE J:</b>	Replacement vehicle schedule: <b>July 2018-</b> Purchase new plow truck. <b>July 2019-</b> Purchase new pick-up truck.															
89		<b>Planned-July 2023:</b> Purchase new plow truck.															
90	<b>NOTE R:</b>	Current original boilers likely to require replacement beginning FY 2025-26.															
91	<b>NOTE S:</b>	Paid for by surplus funds															
92	<b>NOTE T:</b>	Replacement vehicle schedule: <b>Planned-July 2023 or 2024:</b> Purchase new fire truck.															
93	<b>NOTE U:</b>	STEAP Grant funded \$70,000															

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9						AsOf 12/11/2021	(AUDITED)	Approved BOF	Planned	Estimated	Estimated	Estimated	Estimated			
94	<b>NOTE V:</b>	All paid by surplus funds, ESSER, and CIP														
95	<b>**</b>	Projects closed out by the Board of Selectmen on 3/4/2021														