### **CIP COMMITTEE MEETING**

Chaplin Town Hall February 26, 2018 MINUTES

- 1. Call to Order: Mr. Cunningham called the meeting to order at 5:05pm.
- 2. Members Present: Matthew Cunningham, First Selectman; Dick Weingart, Chairman/Board of Finance; Ken Henrici, Superintendent; Jaclyn Chancey, Board of Education; Roxanne St. Jean, Chairman Planning & Zoning; Cesar Beltran, Board of Finance

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

Mr. Weingart discussed that a policy is needed that only the funds allotted for a project can be spent and additional funding should be approved in advance, not after the fact.

Mr. Henrici explained why some projects are not needed. The school maintenance feels the tiles for the are not needed. The safety windows are functional, they may not look pretty but there is no need to spend money; also, no need to spend more funds on the roof tower.

Ms. Chancey asked about the quote on café tables and Mr. Henrici stated that the vendor said it would stay the same.

Mr. Henrici left the meeting at 5:16pm.

According to Mr. Dubitsky the POCD (Planning on Conservation and Development) account currently has \$10,000 which is sufficient.

Ms. Chancey suggested moving forward that if they have an idea of how much is currently in the accounts they would have something to go by when planning. Mr. Weingart agreed and stated that Val Garrison, Financial Manager, can run reports for the committee.

Mr. Cunningham reported on the \$7262 quote from Action Air for the ductless heating system to include the \$5000 grant funds from Energize CT. Also, approximately \$500-800 for electrical costs which isn't included. Mr. Cunningham will get 3 quotes total and suggests \$8500 total cost for the project; committee agreed to add under 18-19 CIP year.

Mr. Weingart reviewed an estimate from Joe Pinto, Fire Chief, for breathing apparatus according to the new standards from NFPA. The firehouse can be 3 standards behind requirements, it appears replacement standard for breathing apparatus to kick in this year and the total bill is \$133,112; Mr. Pinto checking into when it needs to be replaced. Mr. Cunningham believes all has to be replaced at once, not a few at a time; we need more documentation to confirm this allocation.

Mr. Weingart asked to make a motion on the CIP plan. Ms. Chancey made a **MOTION** to approve the 2019-2023 CIP plan with a total amount for all projects to equal \$390,650.00. Mr. Cunningham seconded the **MOTION**. All in favor. Discussion: Overall budget this year is less than last year.

**Adjourn:** Ms. Chancey made a **MOTION** to adjourn at 5:42pm. Mr. Weingart seconded the **MOTION**. All in favor. **MOTION** passed.

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

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

CIP Comm Reviewed: BdOfSelectmen Reviewed:

12/18/2017 01/22/2018

2/26/2018 Bd of Finance Reviewed:

Bd of Finance Approved:

01/08/2018

02/26/2018 3rD DRAFT

								ı				
See NOTE J	25,000	25,000	25,000	55,000	50,000	45,000	Α	В	(Note 5)	Public Works	Vehicle Replacement	# 3305.18
See NOTE H	0	0	0	0	18,000	0	Α	В		Public Works	Equipment Replacement	# 3305.13
See NOTE G	0	0	0	0	0	0	×	C	Complete	CIP transfer from NB Hill bridge.	North Bear Hill Road Drainage	# 3305.9
0	0	0	0	DEFER	0	0	Ш	C		(Funding source Undetermined)	England Road Bridge	N/A
0	0	0	0	DEFER	0	0	ш	C		(Funding source Undetermined)	Bedlam Road Bridge	N/A
253,250	245,875	238,700	231,750	225,000	194,800	202,860	Α	В	(Note 1)	Public Works-Ongoing	Road Maintenance (inc. approx. 3%/yr)	# 3305.4
									;		Public Works Department	# 3305
0	0	0	5,000	DEFER	DEFER	DEFER	ш	0	25% share	Law Enforcement	DWI Grant	N/A
0	0	0	0	DEFER	0	0	ш	D	(Note 4)	Ambulance Corps	Ambulance Replacement	NA
0	0	25,000	25,000	0	0	0	D	c		replacement by FY 2020-21)	CVFD Emergency Generator	NA
0	0	16,000	0	0	0	0	0	C		CVFD	Lucas Device-automatic CPR	NA
0	0	0	0	0	13,600	0	×	В	Complete	CVFD	Hurst Combination Tool	# 3340.15
25,000	25,000	25,000	25,000	25,000	25,000	20,000	C	C	(Note 3)	CVFD	Vehicle Replacement	# 3340.13
0	0	0	0	0	7,000		×	0	Complete	CVFD	UTV Skid Unit - Water, Pump, Rescue	# 3340.14
0	0	0	0	0	0	14,500	×	C	Complete	CVFD	UTV (JD Gator/similar) & Transport Traile CVFD	# 3340.12
0	10,000	0	10,000	0	0	0	n	В	Ongoing	CVFD	Fire Hose	# 3340.9
6,000	6,000	6,000	6,000	6,000	6,000	6,000	Þ	В	Ongoing	CVFD	Firefighter Gear Replacement	# 3340.7
See NOTE E	0	5,000	0	5,000	0	0	A	В	Ongoing	CVFD	SCBA Bottles	# 3340.6
											Public Safety	# 3340
See NOTE C	c	C	0	DEFER	O		Г	C		(Funding source Undetermined)	Chaplin 2022 Bicentennial Celebration	NA
0	0	30,000	30,000	0	0	0	0	C		replacement by FY 2020-21)	HVAC System: Library/Senior Center	N/A
				8,500						Board of Selectmen	HVAC System: Town Hall	New
0	0	0	0	8,900	0	0	Þ	В		Board of Selectmen	Replace bathroom floor: Comm Center	New
0	0	0	0	6,250	0	0	A	В		Senior Center	Replace kitchen floor: Senior Center	New
See NOTE P	0	0	0	0	10,000	0	Α	В		Board of Selectmen	Handicapped Access: Library/Senior Ctr	# 3320.12
0	tsky.	per P&Z chair-D. Dubitsky	rgrd per P&Z	0 01/22/18-Not rgrd	0	0	Е	В	Ongoing	Planning & Zoning Comm.	Plan of Development	# 3320.4
0	0	0	0	19,000	19,000	30,000	A	C		Recreation Comm.	Playscape at Garrison Park	# 3320.1
See NOTE D	DEFER	DEFER	DEFER	DEFER	0	10,000	Ē	D		Board of Selectmen	Relocate Museum	# 3320.9
DEFER	DEFER	DEFER	DEFER	DEFER	0	10,000	Ш	D		Conservation Comm.	Conservation Fund	# 3335
See NOTE A	0	0	0	0	0	0	×	A	Complete	Assessor	Revaluation	# 3320.1
											General Government	# 3320
Estimated FY 2022-23	Estimated FY 2021-22	Estimated FY 2020-21	<u>Planned</u> FY 2019-20	Proposed FY 2018-19	Town Mtg FY 2017-18	Audited FY 2016-17	Priority pt CIP	De	Notes	<u>Department Requesting</u>	CIP Project # Project Title and Category	CIP Project #
2022-2023	2021-2022	2020-21	2019-20	2018-19	2017-18 Approved	2016-17			Funding			

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## TOWN OF CHAPLIN

5-Year Capital Improvement Plan for Fiscal Years 2019-2023

12/18/2017 01/22/2018 2/26/2018 Bd of Finance Reviewed:

SCHEDULE OF CAPITAL IMPROVEMENTS

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

> CIP Comm Reviewed: **BdOfSelectmen Reviewed**

**Bd of Finance Approved** 

01/08/2018

02/26/2018

3rD DRAFT

New New New New 2018 Notes: Vew CIP Project # Project Title and Category 3300.9 £ 3300.8 3300 3300.5 3300.4 3300.7 Boiler circulation water supply/return piping - Correct piping deficiency Seal lavatory floors Replace carpets - hallways, classroom, office Replace two main boilers - original equipment when school was built Replace all smoke detectors in school bldg & Replace security system control panel (10) new folding Mitchell cafeteria tables HVAC Duct system service - Duct/Air handler cleaning Roof Tower Windows - Reseal & repair; close bottom part of vents. Repair Damaged Curbs/Sidewalks Classroom blinds replacement (security upgrade) Education - Chaplin Board of Education Expected reimbursement from respective fiscal year State LoCIP funds Net CIP Funding from General Fund (FY 17, FY18, FY 19): CIP Unallocated Fund Balance at June 30, 2017, 2018, 2019. Department Requesting Transfer from General Fund Reserved Account(s) Total Capital Improvement Plan (CIP): Funding from CIP Unallocated Fund Balance: Transfer from existing CIP Account(s) Not needed Complete Complete Complete Funding Notes Dept C O C w 0  $\varpi$  $\varpi$ w ω Priority CIP O 0 C ⊳ D  $\triangleright$ × × ⊳ × Actual-12/16 FY 2016-17 \$58,208 \$349,860 Audited 2016-17 Actual Actual 349,860 6,000 5,500 0 Town Mtg FY 2017-18 Approved 2017-18 \$58,000 Approved \$356,410 Estimate Approved (18,990)377,800 (2,400) 14,000 9,000 01/22/18-Not read per Supt. K. Henrici 9,000 01/22/18-Not reqd per Supt. K. Henrici 1,400 01/22/18-Not reqd per Supt. K. Henrici 1.000 0 Proposed FY 2018-19 Proposed Estimate \$337,985 Estimate \$55,000 2018-19 (31,590) 390,650 16,075) 12,000 20,000 Planned FY 2019-20 Unknown \$360,580 2019-20 Planned 391,650 (31,070)20,000 13,900 Estimated FY 2020-21 Unknown 2020-21 Estimate \$393,600 Unknown 393,600 13,900 9,000 0 0 0 0 0 See NOTEs B,K,P Estimated FY 2021-22 2021-2022 Unknown \$331,375 Estimate Unknown 331,375 19,500 See NOTEs K & N 0 0 Estimated FY 2022-23 See Note M See Note N See Note K 2022-2023 Unknown \$284,250 Estimate Unknown 284,250

Note 1:

Based on vehicle replacement schedule from (CVFD)

Pending verification of ambulance replacement schedule

(Ambulance Corps)

Partially reimbursed from respective fiscal year State LoCIP funds

Note 3: Note 4: Note 5: Based on vehicle replacement schedule from (BOS/PW)

NOTE A: 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 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 C: Chaplin 2022 Bicentennial Celebration method of funding is under consideration by BOF. Request is approx. \$2,000 per year.

NOTE E: NOTE D: 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 The Board of Selectmen plan to take the Museum relocation issue to the May 2018 Town Meeting for an advisory consultation with the community.

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: Replacement vehicle schedule: January 2018-Purchase Town of Groton used plow truck. July 2019-Purchase new plow truck Equipment Replacement-PW: July 2017-New 'Bat Wing' mower was purchased for PW to mow town properties (not including cemeteries)

NOTE NOTE J: 돐 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 M Cafeteria tables: May 2018-Partially funded with unused funding from Roof Tower windows (CIP project #3300.7 - \$9,000) & Classroom blinds (CIP project #3300.4 - \$7,075) CES-Boiler circulation water supply/return piping: Considered Urgent-correct circulating water piping installation error.

Page 2 of 2