

**CAPITAL IMPROVEMENT PLAN COMMITTEE**  
**Chaplin Town Hall**  
**Special Meeting**  
**March 20, 2019**

**MINUTES**

1. **Call to Order:** Meeting was called to order at 5:08pm.
2. **Members Present:** William H. Rose IV, First Selectman; Dick Weingart, Chairman/Board of Finance; Ken Henrici, Superintendent; Dave Stone, DPW Supervisor.
3. **Discuss and Act on CIP Plan:** The CIP Committee reviewed the projects and prioritized them (see attached draft CIP Plan). The committee agreed that the plan is the final draft for the Board of Finance to review at their next meeting.
4. **Adjourn:** Meeting adjourned at 6:23pm.

*Respectfully submitted by*  
*Suzanne Gluck, Administrative Assistant/Recording Clerk*

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	
1	<b>TOWN OF CHAPLIN</b>																03/20/2019	
2	<b>5-Year Capital Improvement Plan for Fiscal Years 2020-2024 <u>**DRAFT**</u></b>																	
3																		
4	<b>SCHEDULE OF CAPITAL IMPROVEMENTS</b>				CIP Comm Reviewed:				03/20/2019				Bd of Finance Reviewed:					
5	- Key: A=Committed, B=Urgent, C=Needed, D=Acceptable,				BdOfSelectmen Reviewed:								<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 Dept</b>	<b>CIP</b>	<b>CURRENT BALANCE as of 2/11/19</b>	<b>2016-17 Audited FY 2016-17</b>	<b>2017-18 Audited FY 2017-18</b>	<b>2018-19 Approved Town Mtg FY 2018-19</b>	<b>2019-20 Proposed FY 2019-20</b>	<b>2020-21 Planned FY 2020-21</b>	<b>2021-2022 Estimated FY 2021-22</b>	<b>2022-2023 Estimated FY 2022-23</b>	<b>2023-2024 Estimated FY 2023-24</b>			
9																		
10	<b># 3320</b>	<b>General Government</b>																
11																		
12	# 3335	Conservation Fund - Open Space	Conservation Comm.		D	E	10,625	10,000	0	0	DEFER	DEFER	DEFER	DEFER	DEFER			
13	# 3320.9	Relocate Museum	Board of Selectmen	See NOTE D	D	E	35,000	10,000	0	0	DEFER	DEFER	DEFER	DEFER	DEFER			
14	# 3320.1	Playscape at Garrison Park	Recreation Comm.		C	A	-417	30,000	19,000	19,000	0	0	0	0	0	0	0	
16	# 3325.1	Handicapped Access: Library/Senior Ctr	Board of Selectmen	Complete	B	X	3,115	0	10,000	0	0	0	0	0	0	0	0	
17	# 3325.2	Replace kitchen floor: Senior Center	Senior Center		B	A	699	0	0	6,250	0	0	0	0	0	0	0	
18	# 3323.1	Replace bathroom floor: Comm Center	Board of Selectmen		B	A	840	0	0	8,900	0	0	0	0	0	0	0	
19	# 3320.1	Assessor Revaluation	Board of Selectmen		C	C	8,936	0	0	0	0	0	0	0	0	0	0	
20	N/A	Chaplin 2022 Bicentennial Celebration	Board of Selectmen		C	A	0	0	0	0	5,000	5,000	0	0	0	0	0	
21	# 3320.12	Install split system HVAC unit-Town Hall	Board of Selectmen	See NOTE P	C	A	8,500	0	0	8,500	0	0	0	0	0	0	0	
22	# 3320.4	Plan of Conservation Development	Board of Selectmen		C	C	10,293	0	0	0	0	0	0	0	0	0	0	
23	# 3325.3	Lib/Senior Ctr Roof	Board of Selectmen		B	A	14,700	0	0	75,000	0	0	0	0	0	0	0	
24							92,291											
25	<b># 3340</b>	<b>Public Safety</b>																
26																		
27	# 3340.6	SCBA Bottles	CVFD	See NOTE E	B	A	5,002	0	0	5,000	0	5,000	0	0	0	0	0	
28	# 3340.7	Firefighter Gear Replacement	CVFD	Ongoing	B	A	7,109	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	
29	# 3340.9	Fire Hose	CVFD	Ongoing	B	C	10,000	0	0	0	0	10,000	0	10,000	0	0	0	
30	# 3340.14	UTV Skid Unit - Water, Pump, Rescue	CVFD	Complete	C	X	1,353	0	7,000	0	0	0	0	0	0	0	0	
31	# 3340.13	Vehicle Replacement	CVFD	(Note 3)	C	A	70,000	20,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	
32	# 3340.15	Hurst Combination Tool	CVFD	Complete	B	X	0	0	13,600	0	0	0	0	0	0	0	0	
33	N/A	Lucas Device-automatic CPR	CVFD		C	D	0	0	0	0	0	16,000	0	0	0	0	0	
34	N/A	Ambulance Replacement	Ambulance Corps	(Note 4)	D	E	0	0	0	0	30,000	30,000	0	0	0	0	0	
35		Emergency Management	Emergency Management				1,057	0	0	0	0	0	0	0	0	0	0	
36							94,521											
37	<b># 3305</b>	<b>Public Works Department</b>																
38																		
39	# 3305.4	Road Maintenance (inc. approx. 3%/yr)	Public Works-Ongoing	(Note 1)	B	A	-16,427	202,860	194,800	225,000	231,750	238,700	245,875	253,250	253,250	253,250	253,250	
40	N/A	Bedlam Road Bridge	Public Works		C	A	0	0	0	0	10,000	0	0	0	0	0	0	
41	N/A	England Road Bridge	(Funding source Undetermined)		C	E	0	0	0	0	DEFER	0	0	0	0	0	0	
42	# 3305.9	North Bear Hill Road Drainage	CIP transfer from NB Hill bridge.	See NOTE G	C	A	336,314	0	0	150,000	0	0	0	0	0	0	0	
43	# 3305.13	Equipment Replacement	Public Works		B	A	6,063	0	18,000	0	20,000	20,000	20,000	20,000	20,000	20,000	20,000	
44	# 3305.18	Vehicle Replacement	Public Works	(Note 5 & J)	B	A	0	45,000	50,000	80,000	55,000	30,000	30,000	30,000	30,000	30,000	30,000	
45	N/A	HVAC System: Library/Senior Center	Public Works	NOTE A	C	A	0	0	0	0	0	30,000	30,000	0	0	0	0	
46	New	Drainage Infrastructure Rehabilitation	Public Works		C	A	0	0	0	0	20,000	20,000	20,000	20,000	20,000	20,000	20,000	
47	# 3305.7	Tree Removal	Public Works		C	A	8,750	0	0	0	25,000	15,000	0	0	0	0	0	
48	New	Nutmeg Lane Drainage & Paving	Public Works		C	A	0	0	0	0	10,000	0	0	0	0	0	0	
49	New	Town Hall Sidewalk Replacement	Public Works		C	A	0	0	0	0	30,000	0	0	0	0	0	0	
50	New	Town Hall Parking Lot Paving	Public Works		C	C	0	0	0	0	50,000	0	0	0	0	0	0	
51	New	Senior Center Parking Lot Paving	Public Works		C	C	0	0	0	0	0	50,000	0	0	0	0	0	
52							334,700											

**TOWN OF CHAPLIN**  
**5-Year Capital Improvement Plan for Fiscal Years 2020-2024 \*\*DRAFT\*\***

**03/20/2019**

**SCHEDULE OF CAPITAL IMPROVEMENTS**

CIP Comm Reviewed: 03/20/2019  
 BdOfSelectmen Reviewed:

Bd of Finance Reviewed:  
**Bd of Finance Approved:**

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

CIP Project #	Project Title and Category	Department Requesting	Funding Notes	Priority Dept CIP	CURRENT BALANCE as of 2/11/19	2016-17	2017-18	2018-19	2019-20	2020-21	2021-2022	2022-2023	2023-2024
						Audited FY 2016-17	Audited FY 2017-18	Approved Town Mtg FY 2018-19	Proposed FY 2019-20	Planned FY 2020-21	Estimated FY 2021-22	Estimated FY 2022-23	Estimated FY 2023-24
<b>53</b>	<b># 3300</b>	<b>Education - Chaplin Board of Education</b>											
55	# 3300.5	Repair Damaged Curbs/Sidewalks	Complete	B X	970	5,500	1,000	0	0	0	0	0	0
56	# 3300.8	HVAC Duct system service - Duct/Air handler cleaning	Complete	B X	0	0	14,000	0	0	0	0	0	0
57	# 3300.1	(10) new folding Mitchell cafeteria tables	Complete	C X	2,901	0	0	40,000	0	0	0	0	0
58	# 3300.11	Replace all smoke detectors in school bldg & Replace security system control panel	Complete	B X	2,540	0	0	12,000	0	0	0	0	0
59	New	Replace two one main boilers - original equipment when school was built		C C	0	0	0	0	0	0	30,000	0	0
60	New	Replace Gym Foam Wall Safety Panels		B A	0	0	0	0	11,500	0	0	0	0
61	New	Install Chain Link Fence Around Entire Pre-K	See NOTE Q	B A	0	0	0	0	8,000	0	0	0	0
62	New	Replace Gym/Auditorium/All-Purpose Room Curtain		C A	0	0	0	0	0	12,500	12,500	0	0
63	New	Replace carpets - hallways, classroom, office		C C	0	0	0	0	0	20,000	10,000	0	0
64	New	Replace Gym Floor with Rubberized Floor		C C	0	0	0	0	0	20,000	20,000	20,000	0
65	New	Seal lavatory floors		C C	0	0	0	0	0	0	0	0	0
66					6,411								
67		<b>Total Capital Improvement Plan (CIP):</b>				329,360	358,400	660,650	537,250	553,200	449,375	384,250	354,250
68		Expected reimbursement from respective fiscal year State LoCIP funds:				0	(49,686)	(32,102)	(27,102)	Unknown	Unknown	Unknown	Unknown
69		Transfer from General Fund Reserved Account(s):				0	(18,990)	(5,000)	0	0	0	See NOTE P-May 2018	
70		Transfer from GENERAL FUND UNASSIGNED FUND BALANCE:				0	0	(175,000)	0	0	0	See NOTEs G & J-May 2018	
71		Transfer from existing CIP Account(s):				0	0	(16,075)	0	0	0	0	0
72		Funding from CIP Unassigned Fund Balance:				0	(2,400)	0	0	0	0	0	0
73		<b>Net CIP Funding from General Fund (FY 18, FY19, FY 20):</b>				\$329,360	\$287,324	\$432,473	\$510,148	\$553,200	\$449,375	\$384,250	\$354,250
74		<b>CIP Unallocated Fund Balance at June 30, 2018, 2019, 2020:</b>				Actual	Actual	Approved	Proposed	Planned	Estimate	Estimate	Estimate
75						\$58,208		\$55,000	???	Unknown	Unknown	Unknown	Unknown
76						Actual	Actual ???	Estimate ???	Estimate ???	n/a	n/a	n/a	n/a

**2018 Notes:**

- Note 1:** Partially reimbursed from respective fiscal year State LoCIP funds.
- Note 3:** Based on vehicle replacement schedule from (CVFD). **CVFD - Need schedule ASAP ???**
- Note 4:** Pending verification of ambulance replacement schedule. **(Ambulance Corps) - Need schedule ASAP ???**
- Note 5:** Based on vehicle replacement schedule from (BOS/PW).
- NOTE A:** Current system likely to require replacement by FY 2020-21
- 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. Use of funds - \$35,000. ???
- NOTE E:** Self-contained breathing apparatus (SCBA) for CVFD may need complete replacement due to new NFPA standards. Estimated total cost for new equipment exceeds \$135,000.
- NOTE G:** North Bear Hill Road Bridge & Drainage: **May 2017**-Drainage project to be funded by transfer of excess Town funds from North Bear Hill Road Bridge. **May 2018**-Additional funds needed.
- NOTE J:** Replacement vehicle schedule: **January 2018**-Purchase Town of Groton used plow truck. **July 2018**-Purchase 2nd new plow truck, add \$30,000 for 2024-2025
- NOTE P:** Split system HVAC unit-Town Hall: **May 2018**-Partially funded by transfer from General Fund Reserved Acct. for State energy conservation grant (\$5,000).
- NOTE Q:** Re-allocate left over funds from #3300.5 (970.00); #3300.1 (2901.00); #3300.11 (2540.00) at May 2019 Town meeting