

CIP COMMITTEE

Chaplin Town Hall

February 6, 2019

MINUTES

1. **Call to Order:** Meeting was called to order at 5:02pm
2. **Members Present:** William H. Rose IV, First Selectman; Richard Weingart, Chairman/Board of Finance; David Stone, DPW Supervisor; Jaclyn Chancey, Board of Education; Doug Dubitsky, Board of Finance; Ken Henrici, Superintendent of Schools.
3. **Discuss and Act on CIP Plan:**
Mr. Henrici will get additional quotes for the boilers and also need to verify invoices for the cafeteria tables with the Finance Manager.

The Committee discussed the priorities and updated the project list (see attached). The Committee agreed to meet again to finalize the plan, tentatively March 20th at 5pm.
4. **Adjourn:** Meeting adjourned at 6:54pm.

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

02/06/2019

Bd of Finance Reviewed: **02/06/2019**

Bd of Finance Approved: **02/06/2019**

CIP Comm Reviewed: **02/06/2019**

Bd of Selectmen Reviewed: **02/06/2019**

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

A	B	C	D	E	F	G	H	J	K	L	M	N	O	P	Q
CIP Project #	Project Title and Category	Department Requesting	Funding Notes	Priority Dept	CIP	CURRENT BALANCE as of 2/1/19	2017-18 Audited FY 2017-18	2018-19 Approved Town Mtg FY 2018-19	2019-20 Proposed FY 2019-20	2020-21 Planned FY 2020-21	2021-22 Estimated FY 2021-22	2022-23 Estimated FY 2022-23	2023-24 Estimated FY 2023-24		
10	General Government														
12	Conservation Fund - Open Space	Conservation Comm.		D	E	10,625	0	0	DEFER	DEFER	DEFER	DEFER	DEFER		
13	Relocate Museum	Board of Selectmen	See NOTE D	D	E	35,000	0	0	DEFER	DEFER	DEFER	DEFER	DEFER		
14	Playscape at Garrison Park	Recreation Comm.		C	A	-417	19,000	19,000	0	0	0	0	0		
16	Handicapped Access: Library/Senior Ctr	Board of Selectmen	Complete	B	X	3,115	10,000	0	0	0	0	0	0		
17	Replace kitchen floor: Senior Center	Senior Center		B	A	699	0	6,250	0	0	0	0	0		
18	Replace bathroom floor: Comm Center	Board of Selectmen		B	A	840	0	8,900	0	0	0	0	0		
19	Assessor Reevaluation	Board of Selectmen		C	C	8,936	0	0	0	0	0	0	0		
20	Chaplin 2022 Bicentennial Celebration	Board of Selectmen		C	A	0	0	0	5,000	5,000	0	0	0		
21	Install split system HVAC unit: Town Hall	Board of Selectmen	See NOTE P	C	A	8,500	0	8,500	0	0	0	0	0		
22	Plan of Conservation Development	Board of Selectmen		C	C	10,293	0	0	0	0	0	0	0		
23	Lib/Senior Ctr Roof	Board of Selectmen		B	A	14,700	0	75,000	0	0	0	0	0		
24						92,291									
25	Public Safety														
27	SCBA Bottles	CVFD	See NOTE E	B	A	5,002	0	5,000	0	5,000	0	0	0		
28	Firefighter Gear Replacement	CVFD	Ongoing	B	A	7,109	6,000	6,000	6,000	6,000	6,000	6,000	6,000		
29	Fire Hose	CVFD	Ongoing	B	C	10,000	0	0	0	10,000	0	10,000	0		
30	UTV Skid Unit - Water, Pump, Rescue	CVFD	Complete	C	X	1,353	7,000	0	0	0	0	0	0		
31	Vehicle Replacement	CVFD	(Note 3)	C	A	70,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000		
32	Hurst Combination Tool	CVFD	Complete	B	X	0	13,600	0	0	0	0	0	0		
33	Lucas Device-automatic CPR	CVFD	(Note 4)	C	D	0	0	0	0	16,000	0	0	0		
34	Ambulance Replacement	Ambulance Corps		D	E	1,057	0	0	30,000	0	0	0	0		
35	Emergency Management	Emergency Management				94,521									
36															
37	Public Works Department														
39	Road Maintenance (inc. approx. 3%/yr)	Public Works-Ongoing	(Note 1)	B	A	-16,427	194,800	225,000	231,750	238,700	245,875	253,250	253,250		
40	Bedlam Road Bridge	Public Works		C	A	0	0	10,000	0	0	0	0	0		
41	England Road Bridge	(Funding source Undetermined)		C	E	0	0	0	DEFER	0	0	0	0		
42	North Bear Hill Road Drainage	CIP transfer from NB Hill bridge.	See NOTE G	C	A	336,314	0	150,000	0	0	0	0	0		
43	Equipment Replacement	Public Works	(Note 5 & J)	B	A	6,063	18,000	80,000	20,000	20,000	20,000	20,000	20,000		
44	Vehicle Replacement	Public Works	NOTE A	B	A	0	50,000	80,000	55,000	30,000	30,000	30,000	30,000		
45	HVAC System: Library/Senior Center	Public Works		C	A	0	0	0	30,000	30,000	30,000	30,000	0		
46	Drainage Infrastructure Rehabilitation	Public Works		C	A	0	0	0	20,000	20,000	20,000	20,000	20,000		
47	Tree Removal	Public Works		C	A	8,750	0	0	25,000	15,000	0	0	0		
48	Nutmeg Lane Drainage & Paving	Public Works		C	A	0	0	10,000	0	0	0	0	0		
49	Town Hall Sidewalk Replacement	Public Works		C	A	0	0	30,000	0	0	0	0	0		
50	Town Hall Parking Lot Paving	Public Works		C	C	0	0	0	0	0	0	0	0		
51	Senior Center Parking Lot Paving	Public Works		C	C	0	0	0	0	0	0	0	0		
52						334,700									

02/06/2019

02/06/2019

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

CIP Comm Reviewed: **Bd of Selectmen Reviewed:**

SCHEDULE OF CAPITAL IMPROVEMENTS

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

A	B	C	D	E	F	G	H	J	K	L	M	N	O	P	Q
CIP Project #	Project Title and Category	Department	Requesting	Funding Notes	Priority	Dept	CIP	CURRENT BALANCE as of 2/11/19	2017-18 Audited FY 2017-18	2018-19 Approved Town Mtg FY 2018-19	2019-20 Proposed FY 2019-20	2020-21 Planned FY 2020-21	2021-22 Estimated FY 2021-22	2022-23 Estimated FY 2022-23	2023-24 Estimated FY 2023-24
53	# 3300	Education - Chaplin Board of Education													
55	# 3300.5	Repair Damaged Curbs/Sidewalks		Complete	B	X		970	1,000	0	0	0	0	0	0
56	# 3300.8	HVAC Duct system service - Duct/Air handler cleaning		Complete	B	X		0	14,000	0	0	0	0	0	0
57	# 3300.1	(10) new folding Mitchell cafeteria tables		Complete	C	X		2,901	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	12,000	0	0	0	0	0
59	New	Replace two main boilers - original equipment when school was built			C	C		0	0	0	0	30,000	0	0	0
60	New	Replace Gym Foam Wall Safety Panels			B	A		0	0	11,500	0	0	0	0	0
61	New	Install Chain Link Fence Around Entire Pre-K			B	A		0	0	6,250	0	0	0	0	0
62	New	Replace Gym/Auditorium/All-Purpose Room Curtain			C	A		0	0	12,500	12,500	0	0	0	0
63	New	Replace carpets - hallways, classroom, office			C	C		0	0	12,500	12,500	0	0	0	0
64	New	Replace Gym Floor with Rubberized Floor			C	C		0	0	0	20,000	20,000	20,000	20,000	0
65	New	Seal lavatory floors			C	C		0	0	0	0	0	9,000	0	0
66								6,411							
67		Total Capital Improvement Plan (CIP):													
68									358,400	660,650	510,500	495,700	405,875	384,250	354,250
69		Expected reimbursement from respective fiscal year State LoCIP funds:													
70									Actual	Approved	Estimate	n/a	Unknown	Unknown	Unknown
71									(18,990)	(5,000)	0	0	0	0	0
72									0	(175,000)	0	0	0	0	0
73									0	(16,075)	0	0	0	0	0
74									(2,400)	0	0	0	0	0	0
75															
76									\$337,010	\$432,985	\$510,500	\$495,700	\$405,875	\$384,250	\$354,250
77									Actual	Approved	Proposed	Planned	Estimate	Estimate	Estimate
78									Actual ???	Estimate ???	Estimate ???	Unknown	Unknown	Unknown	Unknown
79												n/a	n/a	n/a	n/a
80	Note 1:	Partially reimbursed from respective fiscal year State LoCIP funds.													
81	Note 3:	Based on vehicle replacement schedule from (CVFD).													
82	Note 4:	Pending verification of ambulance replacement schedule.													
83	Note 5:	Based on vehicle replacement schedule from (BOS/PW).													
84	NOTE A:	Current system likely to require replacement by FY 2020-21													
85	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. ???													
86	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.													
87	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.													
88	NOTE J:	Replacement vehicle schedule: January 2018-Purchase Town of Groton used plow truck, add \$30,000 for 2024-2025													
89	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).													

Net CIP Funding from General Fund (FY 18, FY19, FY 20):

CIP Unallocated Fund Balance at June 30, 2018, 2019, 2020:

CVFD - Need schedule ASAP ???
(Ambulance Corps) - Need schedule ASAP ???