

CIP COMMITTEE MEETING

Chaplin Town Hall

December 18, 2017

MINUTES

1. **Call to Order:** Matthew Cunningham called the meeting to order at 5:10pm
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.
3. **Discuss and Act on CIP Plan:**
Roxanne St. Jean, Director of the Senior Center, reported on the vinyl floor in the kitchen and that it has been deemed as a safety hazard and a concern with the Department of Health (mold/water seepage). It is requested that the repair be scheduled for the upcoming fiscal year 2018-2019. Awaiting quotes but did have a couple of bids - BT Tile from Uncasville is one of them. We also talked to Design Center East (already did work in community room) and they recommended epoxy on the floor. Neither contractor does epoxy. Design Center East not interested in job. Also, dampness under floor will need to be treated. Matt Cunningham checked the bathroom floors and these are also peeling. Dave Stone, DPW Supervisor, discussed heated ceramic vs epoxy.

Ken Henrici, Superintendent, reported that the air handlers and sidewalk/curbs repair is already done. Next year requesting \$20,000 for replacement of café tables. In 2018-19 exterior tiles repair/repointing scheduled, maintainer Mike Nash did this on his own and we won't need the \$12,000. All the smoke detectors should be replaced in 2018-19 for about \$9,200, then the following year boiler and safety windows (2019-20) about \$40,000 for 2 boilers, now replacement of only one. The amount of \$5100 for windows has been reduced to \$2800, only 4 need replacement. Scheduled 2021-22 to seal the lab floor (6 labs) with epoxy. Replace gym floor, some bubbling but Mike Nash can penetrate, create hole and seal bubble – for now can be a repair item vs replacement. The total was \$127,699, now option B is \$60,399.

Mr. Henrici stated that the Board policy is from \$5,000-\$10,000 they need 3 documented quotes from vendors. Café table replacement for 2018-19 and 2019-20, Mike Nash tried to fix tables, beyond repair and a safety issue. We also need new compartments, first year change 2 compartments (for 5 tables) and other 2 the following year. Remove exterior tiles repair, leave café tables on the schedule so Option B will be the additional items and next year smoke detectors. Roof tower windows not urgent anymore, they have been repairing and the roof is not leaking.

Dick Weingart reminded the committee that they cannot go over amount appropriated. Before the funds are spent it will go through the finance office, if there is money, ok, if not, it won't be paid. This plan will be taken to BOF January meeting to discuss funding level.

General Government

- Playscape – Recreation Commission would like to continue with plan.
- Plan of Development – P&Z Commission reported to Mr. Cunningham that the POCD plan can be done inhouse by editing the last plan they developed. There is no charge to us if we use NECCOG for planning and research work. The \$12,000 is not needed, approximately \$2,000 will be needed for printing. The plan must be completed by 2020, but funds will be needed for next year.
- Relocate Museum – going to Annual Town meeting to get resident input on what to do with the building.
- HVAC System: Library/Senior Center– The two separate systems are beyond normal maintenance life but have been running excellent. Mr. Cunningham recommended not delaying replacement as scheduled, but not necessarily a need to be replaced if they keep running as they are. Action Air took measurements in the community room for climate control and will give quote with recommendations for heating/cooling the room. May have another request for library too, may require replacing duct work also, Action Air recommends keeping them on their own system, more cost effective. Once quote comes in it may be added to the CIP Plan.
- Handicapped Access: Library/Senior Ctr - Handicapped access will be completed
- Chaplin 2022 Bicentennial Celebration – once group is formed assume proposal will be submitted to the Board of Finance. Funding may not be needed for CIP under a 6-year plan.

Public Safety

- CVFD Emergency Generator – Department of Public Works replaced the radiator and the unit has been working but beyond serviceable - no parts available.
- Ambulance Replacement – the Town reached out to Ben Brockett with no success. Volunteerism is down, paid services is becoming the new model.

Public Works Department

- Road Maintenance (inc. approx. 3%/yr) – David Stone reported that the priority is Singleton Road. It needs to be cut out in places, base redone, regraded, whole road floated with shim coat and 1 ½ “of pavement; about \$130,000. Davis Road was recycled 10 yrs. ago and 2-3” stone came up. It was chip sealed once, should have been done again and stones coming up; must chip seal again. Chaplin Street needs a chip seal – \$35,000 for Davis Road and Chaplin Street. Palmer Road and Tower Hill Road also need work. Collaborative square yardage is a savings with State bid, \$30,000 for each. The Committee discussed reinstated LoCIP funds from the State, total of \$225,000. Also discussed was North Bear Hill Road regarding fresh pavement between the bridge and drainage area; paving will be included in drainage project.

- Bedlam and England bridge – Initially these were under the 20' State bridge project but due to budget cuts the State pulled the inspection therefore we will now need to hire a firm to do this in the Spring. Checking on federal money for England Road bridge, not critical, more preventive maintenance.
 - North Bear Hill Road Drainage – should be fully funded.
 - Equipment replacement (mower) - \$6000 left in fund, have mowers and other equipment to do mowing but should not call this just replacement for mowers. This line item is not critical but should put away funds in the event something breaks; both backhoes have age. Dave Stone will prepare a report annually tracking what we may need for equipment replacement.
 - Vehicles Replacement – \$55,000 this year, pending purchase of used truck for \$25,000. The next purchase should be a brand-new truck and allow \$25,000-\$30,000 a year.
4. **Adjourn:** Meeting adjourned at 6:32pm

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

TOWN OF CHAPLIN

01/08/2018

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

SCHEDULE OF CAPITAL IMPROVEMENTS

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

CIP Committee Revwd:
Board Selectmen Revwd:

Board of Finance Revwd:
Board of Finance Apprvd:

CIP Project #	Project Title and Category	Department Requesting	Notes	Priority	Dept	CIP	2016-17 Audited FY 2016-17	2017-18 Approved Town Mtg FY 2017-18	2018-19 Proposed FY 2018-19	2019-20 Planned FY 2019-20	2020-21 Estimated FY 2020-21	2021-2022 Estimated FY 2021-22	2022-2023 Estimated FY 2022-23
# 3300	<u>Education - Chaplin Board of Education</u>												
# 3300.4	Classroom blinds replacement (security upgrade)		Complete	B	X		6,000	1,400	0	0	0	0	0
# 3300.5	Repair Damaged Curbs/Sidewalks		Complete	B	A		5,500	1,000	0	0	0	0	0
# 3300.7	Roof Tower Windows - Reseal & repair, close bottom part of vents.		Not needed	B	B		0	9,000	0	0	0	0	0
# 3300.8	HVAC Duct system service - Duct/Air handler cleaning		Complete	B	B		0	14,000	0	0	0	0	0
# 3300.9	Boiler circulation water supply/return piping - Correct piping deficiency (10) new folding Mitchell cafeteria tables			B	B		0	9,000	0	0	0	0	0
New	Replace all smoke detectors in school building			C	D		0	0	20,000	20,000	0	0	0
New	Replace two main boilers - original equipment when school was built			B	B		0	0	9,200	0	0	0	0
New	Replace safety windows			C	C		0	0	0	20,000	20,000	0	0
New	Replace carpets - hallways, classroom, office			C	C		0	0	0	5,100	0	0	0
New	Seal lavatory floors			C	C		0	0	0	0	8,900	0	0
New	Replace/repair gymnasium floor			C	C		0	0	0	0	0	19,500	0
N/A	Exterior Tiles-Repair & repaint		Not needed	C	C		0	0	12,000	0	0	45,000	Approximate
	Total Capital Improvement Plan (CIP):												
							349,860	377,800	388,450	408,850	383,600	376,375	309,250
							0	0	(31,590)	Unknown	Unknown	Unknown	Unknown
							Actual-12/16	Approved	Estimate				
							0	(18,990)	0	0	0	See NOTES B & K	
							0	(2,400)	0	0	0	0	0
							\$349,860	\$356,410	\$356,860	\$408,850	\$383,600	\$376,375	\$309,250
							Actual	Approved	Proposed	Planned	Estimate	Estimate	Estimate
							\$58,208	\$58,000	\$55,000	Unknown	Unknown	Unknown	Unknown
							Actual	Estimate	Proposed				

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 Gand 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 will take the Museum relocation 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 F: The Planning & Zoning Commission must be consulted about funding needed for revising the Plan of Development due in 2020. *****
NOTE G: North Bear Hill Road Bridge & Drainage: 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 2018; 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: Considered Urgent-cost to reseal & repair is estimated to be \$9,000. Funded by transfer from General Fund Re. 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 gbe replaced??? *****
NOTE M: *****

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							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