

CIP COMMITTEE
Chaplin Senior Center Meeting Room
January 12, 2023
MINUTES

1. **Call to Order:** Meeting was called to order at 7:00 pm.
2. **Members Present:** Andrew Baralari, School Maintenance Supervisor; Kevin Chavez, Chaplin Elementary School Principal; Richard Weingart, Chairman Board of Finance; Ken Fortier, Selectman; Joe Pinto Fire Chief; Dave Stone, DPW Supervisor; Lisa Kegler, Senior Center Director.
3. **Audience of Citizens:** None
4. **Discuss and Act on CIP Plan:** Dick Weingart began the meeting by expressing his desire to re-engineer the CIP Request process beginning with looking at what issues were present last year and what can be corrected in the present year. He stated that, as of January, three important sets of numbers were still not available to the Committee: the Grand List will be available early February; The State Budget will be available in early February and the contribution of Parrish Hill HS has yet to be stated. D Weingart suggested that this CIP Committee should assist the Board of Selectmen and the Board of Finance with prioritizing their CIP requests. He would like to see the CIP Committee present requests to the BOS and allow them to ask questions.

D Weingart then asked the Committee to review the forms used to submit requests and identify any additions which may be necessary to help make the forms and language more specific e.g., replacing the term 'FY 2024-2025' with the actual dates of July 1, 2024 – June 30, 2025. He is also considering making changes to the cover letter and instructions which go out with the requests to include more specific directions.

Before reviewing the incoming requests, D Stone, DPW, passed out a list of public works vehicles and a list of equipment that detailed a potential schedule of replacement. Joe Pinto to produce a similar list for the Fire Department. The combined Rec Department/Senior Center request was reviewed as a good example of what D Weingart is looking for in a request. The request for Community Room Acoustic Improvement to be added to the program was accompanied by a price quote and a narrative of the project. A discussion occurred about the difficulties present in obtaining realistic quotes for various services and materials for future projects.

The General Government line items were reviewed next with a focus by the BOS on the upgrading of restrooms and the moving of the Chaplin Museum. Again, estimating costs were discussed. It was suggested by J Pinto and A Baralari that estimates and quotes be kept to project proposed in the upcoming year only. D Weingart added that project proposals should also consider how the project may be

received by the residents according to information and feedback received at meetings, etc.

The Chaplin Fire Department is requesting adding a new line item to their requests which is a new skid unit for the back of the UTV that will include water transport with \$8,500 being requested for 2025-2026. The FD also submitted a modification to the existing project for the replacement of fire fighter gear.

The Chaplin Elementary School submitted added CIP projects for 2023-2024 to include work in the pump house (\$25,000), Secondary Electrical Room classroom wing (\$25,000), and Heating Pumps and Controls (35,000). The BOE has removed from Planned column FY 2022-2023 two completed projects and one completed project from estimated column FY 2023-2024.

D Weingart has requested that all submitted requests be prioritized in a list of #1, #2, #3 and to remember that projects approved will be among many other requests from other departments.

The Department of Public Works is requesting an ongoing increase to the tree removal line after performing a tree work survey which shows that approximately 135 hours of tree work over three years is still needed. Raising the number of \$5,000 yearly to \$30,000 ongoing. Modification requests were also submitted for Vehicle replacement, Equipment replacement, Nutmeg lane drainage, sander roof rack. There is an addition of a facility generator and facility communications. Line item # 3325.4 to be changed to sidewalk project or similar. Should not include term "POCD".

The next meeting of the CIP Commission will be February 16, 2023 at 6 PM in the Senior Center Meeting Room.

Adjournment: MOTION to Adjourn at 8:44 PM was made by J Pinto and seconded by D Stone. All in favor. Motion carried.

*Respectfully submitted by
Susan Welshman, Administrative Assistant/Recording Clerk*