

CAPITAL IMPROVEMENT PLAN COMMITTEE

Special Meeting

Chaplin Senior Center Meeting Room

March 13, 2025

MINUTES

1. **Call to Order:** Meeting was called to order at 6:00 pm.
2. **Members Present:** Juan Roman, First Selectman; Richard Weingart, Chairman Board of Finance; Dave Stone, DPW Supervisor; Andrew Skarzynski, Superintendent of Schools; Jobina Miller, Central Office Business Manager; Cyrus Blake, School Maintenance.
3. **Audience of Citizens:** None
4. **Approval of Minutes:** *J Roman made a MOTION to accept the Minutes of the January 30, 2025 Meeting. D Stone seconded the MOTION. All in favor, MOTION carried with an abstention from A Skarzynski and J Miller.*
5. **Discuss and Possible Action on CIP Plan:** The CIP Committee discussion began with a short description by Dick Weingart of the process and structure of the Town of Chaplin Capital Improvement Plan for Superintendent Skarzynski. The discussion also included descriptions of how the CIP Fund balance, CIP unassigned Fund balance and the General Fund Unassigned Fund Balance function within the planning.

First Selectman Juan Roman led the line-by-line discussion of the General Government section of the draft CIP plan. He explained that the funds for the revaluation are currently shown in both the CIP plan and the budget of the Town Assessor. It has been decided that the funds will show in the CIP and not the assessor's budget. Line # 14 "Relocate Museum" contains a balance of \$35,000. J Roman suggested that since any relocation of the museum is years down the road, half of that balance (\$17,500) be repurposed to the Department of Public Works CIP plan. There are no further requests for FY 2025-2026 under "General Government".

The Public Safety section of the CIP draft discussion was deferred until Fire Chief Joe Pinto could be present and contribute to the discussion.

The discussion of the Public Works section of the CIP was led by DPW Supervisor Dave Stone. He explained how project scheduling (engineering, bidding and material procurement) can be difficult to pinpoint and that there is a need to keep funds within the Road Maintenance line at certain levels. He stated that increasing the CIP line for Road Maintenance by 3% each year works well. J Roman suggested that he would like to schedule an informational meeting to educate residents about the process of how CIP funds are planned and how they are used particularly within the Department of Public Works line items. Each of the line items under this section was touched upon by D Stone with brief explanations as to the need for the requested funding.

The Chaplin School/RD 11 Supervisor of maintenance Cyrus Blake led the discussion of the Education Capital Improvement requests. FY 2025-26 CIP plan is requesting funding for the replacement of heating pump and controls (\$35,000) and the CES Roof Replacement (\$65,000 this fiscal year and \$65,000 each fiscal year for the following 3 years). He updated the CIP committee on the status of all other BOE line-item projects. The remaining balances for the pump house repair line item (\$4,882) and the secondary electrical room upgrade line item (\$11,700) can now be repurposed. Superintendent Skarzynski explained that he has reached out to the State to inquire about external funding for the CES Roof replacement project. DAS grants may take at least two years to accomplish due to the need for building committee, board of education and Town level resolutions to be established and provide approvals. He stated that the school attorney is looking into what the best steps should be in beginning this process.

A Skarzynski and C Blake discussed the unfunded State mandate requiring HVAC inspections every five years and how they will need to be funded. It is possible that unexpended fund balances may be earmarked for this however, pricing for the inspections has yet to be determined by the schools.

D Weingart stated that the next action will be to reconvene early to mid-April.

Adjournment: MOTION to Adjourn at 8:16 PM was made by D Stone and seconded by J Roman. All in favor. Motion carried.

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