

**TOWN OF COLEBROOK  
CAPITAL IMPROVEMENT PROGRAM COMMITTEE**

RECEIVED

**MINUTES**

**Thursday 19 August 2021**

AUG 23 2021

**Land Use Office  
Floor 1**

COLEBROOK TOWN CLERK

**Special Meeting**

**Members:**

**Present:**

Thomas McKeon – First Selectman  
Chris Johnstone – Public at Large  
Ben Bartlett – Fire Department

**Absent:**

Jim Millar – Board of Finance

**Others:**

Sarah Robichaud – Board of Education

**Vacancy:**

Board of Education  
Planning and Zoning

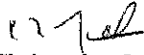
1. The meeting was called to order at 7:00PM by Chairman Johnstone.
2. New Member: Johnstone explained that the Board of Education (BOE) has a vacancy on the CIP due to the resignation of Amy Gardner. Sarah Robichaud was introduced as a member of the BOE however, for this meeting she is only representing the BOE. The BOE will need to appoint a member to replace Amy Gardner as a representative for the BOE. Appointment letter should be sent to the Board of Selectman.
3. Minutes of 26 May 2021 meeting: The minutes cancelling the meeting were distributed, no motion to approve or vote was required.
4. Ordinance: Chairman Johnstone will schedule a special meeting for the purpose of discussing a new CIP Ordinance.
5. Review Status of Current Projects: Chairman Johnstone and 1<sup>st</sup> Selectman McKeon discussed the status of the 2020-21 Capital Improvement Plan. McKeon explained that although the Campbell Road Bridge project is completed, the balance of funds must remain as a line item until the State of Connecticut completes the audit of the project. See Attachment 1,
6. Review Year End Closeouts: Chairman Johnstone discussed the CIP Closeout report, the following projects have been completed: CCS Windows. Funds for the CCS Mechanical room will be removed as that project was not completed. Air packs were purchased for the Colebrook Fire Department, and the Center Firehouse interior repair and paint project was completed. See Attachment 2.
7. Discuss Future Projects: Robert Gilbert (CCS Superintendent) provided a listing of current and future projects, 5 year master plan which Sarah Robichaud discussed. See Attachment 3

8. Develop 2022/23 CIP Meeting Schedule: Johnstone will develop a new schedule for FY 22/23. See Attachment 4.

9. Next meeting date to be determined.

10. Motion to adjourn by Chris Johnstone, seconded by Ben Bartlett, meeting adjourned at 7:25.

Respectfully Submitted,



Christopher L. Johnstone  
Chairman

**Town of Colebrook  
2020-21 Capital Improvement Plan**

Report Date: August 18, 2021

	2020-21 Capital Plan			Grants Received	YTD Activity Project Expenditures	Current Balance
	Balance Forward	Approved CIP & SA	Funds Available			
<b>Board of Education</b>						
Windows		20,000	20,000		19,224	776
Smart Boards	-	10,000	10,000	-	7,739	2,261
CCS floor repairs	-	60,000	60,000	-	-	60,000
Security vestibule	-	-	-	-	-	-
Mechanical room	25,408	-	25,408	-	-	25,408
Interior attic access	3,000	-	3,000	-	-	3,000
Subtotal BOE	28,408	90,000	118,408	-	26,963	91,445
<b>Fire Department</b>						
Gear replacement	-	12,000	12,000	-	12,073	(73)
Air packs		56,965	56,965		56,965	
Repair & paint firehouse interior		16,000	16,000		16,900	(900)
Subtotal Fire Department	-	84,965	84,965	-	85,938	(973)
<b>Highway Department</b>						
Campbell Road bridge	8,540	-	8,540	-	4,769	3,772
Pinney Street bridge	50,300	300,000	350,300	-	58,435	291,865
Old Creamery & Sandy Brook bridges	75,000	-	75,000	128,533	131,297	72,236
Subtotal Highway Department	133,840	300,000	433,840	128,533	194,501	367,873
<b>Selectmen</b>						
Town Hall furnace	35,331	-	35,331	-	34,330	1,001
Truck replacement	-	35,500	35,500	200	38,651	(2,951)
New town garage	-	50,000	50,000	-	-	50,000
Ordinance codification	-	8,700	8,700	-	2,399	6,302
Subtotal Selectmen	35,331	94,200	129,531	200	75,379	54,352
<b>Reserves &amp; Due To</b>						
Vehicle reserves	-	-	-	-	-	-
Unallocated reserves	-	-	-	-	-	-
Subtotal reserves	-	-	-	-	-	-
<b>Town Funded Projects</b>	197,579	569,165	766,744	128,733	382,780	512,697
<b>Prefunded Grants</b>						
None	-	-	-	-	-	-
Subtotal prefunded	-	-	-	-	-	-
<b>Total Projects</b>	197,579	569,165	766,744	128,733	382,780	512,697
<b>Iron Bank + STIF</b>						
Cash balance per QB			387,367			
Designated after closeouts			490,437			
Undesignated/(Shortfall)			(103,070)			

**Town of Colebrook  
2020-21 Closeout Report**

Report Date: August 18, 2021

Project Name	Balance Forward	2020-21 CIP	Grants Received	Project Expenditures	Closing Balance
Windows	-	20,000	-	19,224	776
Mechanical room	25,408	-	-	-	25,408
Air packs	-	56,965	-	56,965	-
Repair & paint firehouse interior	-	16,000	-	16,900	(900)
<b>Net Closeouts</b>	<b>25,408</b>	<b>72,965</b>	<b>-</b>	<b>73,865</b>	<b>24,508</b>

## Colebrook Consolidated School

### Five Year Projected Capital Projects – March 3, 2021

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LOCATION	AREA	ISSUE	EST. COST
EXTERIOR	Parking Lot		
	Asphalt and lining	In need of repair/repaint	\$300,000
	Grounds		
	Courtyard	Remove Broken asphalt	\$30,000
	Well	Monitor/Inspect	
	Septic System	Monitor/Inspect	
School Building			
	Siding/Trim	Repaint	\$5,000
	Roof/Chimney	Monitor/Inspect	
Outbuildings			
	Siding/Trim	Repair/Repaint	\$10,000

LOCATION	School Building	AREA	ISSUE	EST. COST
INTERIOR		Attic	Access&insulate	\$24,000
		Teacher's Room	Renovate	\$25,000
		Technology	Replace cycle: Servers, chrome books, laptops	\$50,000 (\$10K per/yr)
		Kitchen	Appliances	\$10,000
		Furniture	Desks/chairs	\$8,000
		Gym	RePaint	\$5,000
		Phone System	Replace (Installed 2005)	\$20-35,000
MECHANICAL		HVAC REPLACE	Safety/age	1.7 million
		Plumbing/Heat	Water Valves & Heating Pipes	\$30,000
			Water Ingress	\$100,000
			Boiler/Burner Piping/Pumps	\$85,000
			Sewer Pipe Repl	\$15,000
		Lighting	LED Conversion	\$25,000 (after Reimb)

**Town of Colebrook  
Capital Improvement Committee  
2022 - 2023 Meeting Schedule**

RECEIVED  
AUG 23 2021  
COLEBROOK TOWN CLERK

Time & Date	Purpose
7:00 PM., Thursday, 27 January 2022	Review Requests Discuss new projects Develop 2022/23 CIP Review CIP Ordinance.
7:00PM., Thursday, 10 February 2022	Finalize 2022/2023 CIP Recommend 2022/2023 CIP to Selectman
7:00PM., Thursday, 24 February 2022	Review vehicle/asset schedules. Develop 5YR Plan
7:00PM., Thursday 19 May 2022	Discuss future projects.
7:00PM., Thursday, 11 August 2022	Review year end closeouts and status of current projects. Develop 2023 meeting schedule
All meetings will be in the Land Use Office of the Colebrook Town Hall.	