



Town of Dublin

Capital Improvement Program Committee

DRAFT Meeting Minutes

Wednesday, July 31, 2019

 A meeting of the Capital Improvement Program (CIP) Committee was called to order in the Dublin Town Hall at 4:00 pm. Members in attendance were Bill Goodwin (Chair), Dale Gabel, Sterling Abram, and Allen Hearn.

1. Allen was elected as Secretary of the CIP committee.
2. The meeting was held to review results of recent discussions with individual town departments concerning CIP planning for 2020 budget.
3. Dale moved to accept the minutes of the last CIP Committee meeting on June 26, 2019. Sterling seconded and the minutes were unanimously approved as presented.
4. The Committee next moved on to individual CIP sections with discussion as follows:
	1. Heavy Highway equipment: Dale’s discussions with the Road Agent confirm that within the next 6-year planning horizon the only replacements indicated would be the 6-wheel dump truck and the one-ton truck.  The amount of money set aside for this capital reserve account is adequate for those replacements as scheduled.
	2. Bridges:   Sterling’s discussions with the Road Agent indicate the only bridges requiring replacement within the 6-year planning horizon are the Old Troy Road bridge over brook and the Upper Jaffrey Road bridge over brook.  The Old Troy Road bridge qualifies for State funding.  Current capital reserve set-asides are inadequate for these replacements.
	3. Roads: Dale’s discussions with the Road Agent concluded that the 18 year capital repair cycle could be extended to 25 years.  This can be achieved with routine crack seal/chip seal maintenance.
	4. Fire Equipment: Only a loan payment is due in 2020.  The next item in 2021 is the reel truck. Availability of a replacement for this is questionable.  The reel truck will likely need to maintained for future usage.
	5. Police Equipment:  Dale reported that funding appears stable but requires the annual capital reserve funding be increased from $15k to $18k per year to stay in the black.
	6. Library: Bill reported that storm window replacement and some interior painting projects could have their cycles extended.
	7. Town Buildings: Sterling reported that there are no major issues with town buildings in 2020.
	8. Solid Waste Department:  Sterling reported that the swap shop roof will need to be addressed in 2020.  The storage trailers need to be addressed before their scheduled 2023 replacement date.  The need to replace the storage trailers suggests that a comprehensive plan for the future of the transfer station should be developed.

6. Dale will update the CIP spreadsheets to reflect today’s discussions.

7. The next meeting of the Committee was set for September 25, 2019 at 4:00 pm in Town Hall.

7. The meeting adjourned at 5:30 pm.

/s/ Allen Hearn

Secretary

(Note:  These are draft minutes and are not considered final until reviewed by the CIP Committee at the next Committee meeting and accepted as an accurate record.)