Town of Dublin
Capital Improvement Program Committee
Meeting Minutes
June 21, 2019

1. 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 and Sterling Abram. Allen Hearn was absent.

2. The meeting was held to initiate the 2019 review of CIP information and to make assignments for work to be completed to facilitate CIP planning for 2020 budget development.

3. Sterling moved to accept the minutes of the last CIP Committee meeting on Sep 5, 2018. Dale seconded and the minutes were unanimously approved as presented.

4. The Committee next moved on to individual CIP sections with discussion and tasking as follows:

   a. Heavy Highway Equipment: Acquisition of the ¾ ton truck for the Hwy Dept. was discussed. Sterling asked if there was a policy in place to ensure the truck was only used on town business. Dale replied that he will check with Sherry and if there wasn’t one in place, a policy would be developed. The Committee noted that some of the equipment cycle times appear a bit short. Dale will discuss with the Road Agent and update as needed. Within the next 6-year planning horizon the only replacements indicated are for one of the 6-wheel dump trucks and the 1-ton truck. The amount of money set aside for this capital reserve account is adequate for those replacements as scheduled.

   b. Bridges: There is only one bridge requiring replacement within the 6-year planning horizon – the Page Road bridge over Stanley Brook. Current capital reserve set-asides are inadequate for this replacement. Sterling will evaluate the condition of all bridges with the Road Agent, including the bridge over Stanley Brook, to determine if the scheduled replacement cycles are realistic.

   c. Roads: Dale will review the CIP information with the Road Agent, including the per mile costs of repairing the scheduled roads in 2018. It is becoming clear that the current replacement schedule is not sustainable and the Town needs to be looking at a 20 or 22-year replacement cycle. There are two roads scheduled for repair in 2020, but the capital reserve account is inadequate at the current set-aside level.

   d. Fire Equipment: Dale will review the CIP information with the Fire Chief. The 6-year planning horizon anticipates replacing the M2 engine, the reel truck, and the rescue vehicle. The amount of money set aside in the associated capital reserve account is inadequate to support replacement of these vehicles.

   e. Police Equipment: Dale will review the CIP information with the Police Chief to ensure that the current plan is adequate for future needs. Within the 6-year planning horizon, two cruisers will be replaced and the associated capital reserve account is generally adequate for the planned replacements.

   f. Library: Bill will review the CIP information with the Library Trustees. There are a number of projects scheduled during the 6-year planning horizon and the associated capital reserve account is generally adequate for the planned projects.
g. Town Buildings: Sterling will review the CIP information, inspect Town buildings and meet with respective Dept Heads as needed. He will focus in fine detail on the 2020-2025 projects identified in the CIP. The amount of money set aside each year into the associated capital reserve account is not adequate for projects at the end of the planning window. It may be necessary to increase the set-aside at next Town Meeting.

h. Solid Waste Equipment: Dale will review the CIP information with the Solid Waste Dept Head. There is currently an issue with the storage trailers. The CIP has them scheduled to be replaced in 2023 but the condition of the existing storage trailers may necessitate action before that date. The Dept Head has spoken of a storage building rather than trailers but, given the expected cost of that solution, it makes more sense to take another stab at getting a committee together to develop a plan for changes to the entire transfer station rather than doing individual upgrades to facilities.

5. The next meeting of the Committee was set for July 31, 2019 at 4:00 pm in Town Hall.

6. The meeting adjourned at 4:30 pm.

/s/ Dale Gabel
Co-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.)