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 Dale Gabel, Sterling Abram, Bill Gurney, and Allen Hearn.

2. Sterling nominated Dale Gabel to be chairman to replace Bill Goodwin. Dale was unanimously elected chairman of the CIP Committee.

3. The stated goal of this meeting was to finalize the recommended annual contributions for the town’s capital reserve accounts for 2020.

4. Dale reported limited success in obtaining six year cost updates from the various town departments. It will likely take a few years to fully implement this approach. In the absence of the cost updates, Dale presented some annual contribution figures designed to keep the various capital reserve accounts in the black. After extensive discussion the following annual capital reserve contributions were recommended:

   a. Highway Heavy Equipment: Reduce annual contribution from $80k to $60k.

   b. Bridges: Work on Old Troy Road Bridge will be postponed until 2028 when state aid becomes available. Since the work on the Upper Jaffrey Road Bridge originally planned for 2020 faces an uncertain time frame, Roger Trempe needs to price and plan for a later date. These two delays will allow for an annual capital reserve contribution of $25k.

   c. Roads: Updating to a 25 year replacement interval with no change to inflation estimate results in a $130k annual contribution. Dale thinks we can realistically reduce this to a $90k annual contribution.

   d. Fire Equipment: M2 will likely push out beyond the 2023 replacement date. Its light and irregular usage should allow it to last significantly longer. Dale recommended a $70k annual contribution to stay in the black.

   e. Police: No change in the $18k annual reserve account contribution.

   f. Library: No change in the $5k annual reserve account contribution.

   h. Town Buildings: A $32k annual reserve account contribution keeps it in the black.

   i. Solid Waste Equipment: A $12k annual contribution.

5. Sterling suggested that justification for minor maintenance with town properties be simplified. He felt that someone such as the code enforcement officer could do basic inspections and authorize minor repairs and maintenance. This would greatly expedite minor and emergency repairs. This would require that the Board of Selectman be agents of most of the capital reserve funds. Currently the Board of Selectman are agents for 8 of the 13 funds. Dale will bring this up at the next Board of Selectman meeting.
6. Dale moved that the minutes for the 25 September meeting be approved without change. Sterling seconded. Minutes approved.

7. The CIP Committee will meet with Budget Committee during their regular meeting on 3 December 2019 at 7 pm in Town Hall.

8. Bill moved to adjourn, Sterling seconded. Meeting adjourned at 5:06 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.)