

**APPROVED 05/17/2010**

The meeting was called to order at 6:00 pm in the main floor of the Fremont Town Hall. Present were Mark Pitkin, Road Agent; Greta St. Germain Selectmen's Rep; Steve Harms and Jack Downing. Leon Holmes Jr arrived at 6:35 pm.

Copies of the current working drafts were handed out: They are the Snow Plow contracts, Sand and Salt Policy, Mailbox and Salt & Sand at the Highway Garage.

The Committee discussed Insurance Coverage of limits and liabilities, it was agreed to add these limits to both the Plowing and Sanding Contracts.

Number 5. of the Snow removal Agreement will be changed to allow either party to terminate. This verbiage should be added to the Spreader Contract as well.

After these changes the final documents can be presented to the Board of Selectmen for approval.

The April 19, 2010 meeting minutes were reviewed. Downing made a motion to accept them as amended. Harms seconded vote was unanimous 4 - 0 as amended.

Pitkin presented his equipment price list for the Town's records.

Leon Holmes Jr came into the meeting @ 6:35 pm.

Holmes presented the sign verbiage to add to the Sand and Salt at the Town Highway garage Policy (Pink). This is a sign that is posted outside the gate with information for residents.

Holmes informed the Committee of a fax that was sent, St. Germain retrieved from the Selectmen's Office machine and copied for all. The fax from the Raymond Public Works Department displayed their height and width requirements for mailbox placement.

This document was discussed in length as there are many variable situations whereas these requirements would not be applicable for our Town. Holmes presented notes from a seminar he had attended stating that "Municipalities are authorized to regulate the placement of mailboxes in the right-of-way."

Pitkin asked if the Town Building Inspector had any documentation on file to hand out for new construction. Pitkin believes this should be enforced by the Building Inspector upon issuing an occupancy certificate at the end of construction, to ensure proper placement. Holmes and Pitkin will continue to research measurements to establish a Town diagram modeled after the Town of Raymond.

The conversation went back to plows and repairs. The current budgeted amount for plow and sander repairs were discussed. St. Germain stated that when reviewing last year's expenditure for that line item it appeared that we are spending a lot on repairs and maintenance. Pitkin went on to discuss the he would like to number the spreaders that way the invoices would reflect that piece of equipment, all agreed.

The Committee went onto to discuss plow routes. Holmes Jr will spend time on this in detail and present at the next meeting.

The Committee discussed the dire need for Town road repairs and given the current budget amount, all agreed that it appeared unattainable to stay ahead of. There was discussion about bonds to do a large portion of the roads. St. Germain will inquire with the Town Administrator about this process, as she was not familiar with the requirements.

There was discussion about sealing the cracks of the pavement. Holmes mentioned that he had seen a demonstration of the process by MA Seal Coating Inc. Chip sealing is being researched with Pitkin.

There was discussion about presenting to the Budget Committee the need to increase the Highway Department funding to allow for road repairs. Harms presented a chart of local towns and their current budget amounts, all agreed Fremont's Highway budget in comparison, was extremely small.

Pitkin talked of reconstructing Sandown Road, some 20 years ago when he worked for Guerwood Holmes. He stated that to repair these roads it will be costly and should be done right. Shim and overlay will require drainage repairs as well. The drainage requirement should have a 2-3% grade, so there is no quick fix to our road problems.

Pitkin will call to quote Seal Coating Inc. for Sandown Road, as well as research the cost to repair one mile of road as a base estimate.

The Committee discussed the current lack of Town equipment. Pitkin stated that Town laboring cost is \$25.00 per hour which he felt was low. Also as it relates to the cost of fuel and maintenance to his equipment, other towns have Road Agents that have their own equipment, this allows those Road Agents to make money. He is concerned that if the Town buys their own backhoe he will have to rely solely on his Town stipend for a source of income, and does not feel the time requirements to fulfill his position as Road Agent would not be worth his while. Pitkin referenced tending to the need to remove trees from a Town road at 9:30 pm on a Friday night, as well as the need to be available to respond to any situation 24 hours a day.

There was further discussion about Elected and Appointed Road Agents; Pitkin would like to see the Position remain as elected by the voters; the Committee discussed a 3 year term to allow for him or anyone to plan for future projects. Pitkin stating it would be hard to plan ahead knowing it could all change at election time. All agreed 3 years would serve the Town best.

- St. Germain will obtain the equipment rental costs (summer and winter) for the last 3 years.
- Obtain previous Site Plan for Highway Area.
- Pitkin will contact MA Seal Coating to Quote Sandown Road.
- Holmes will draft list of Plow routes.

The meeting adjourned at 8:30 pm. The next meeting will be held on Monday May 17, 2010.

Respectfully submitted,

Greta St. Germain