

The meeting was called to order at 6:00 pm in the main floor of the Fremont Town Hall. Present were Committee members Mark Pitkin, Road Agent, Jack Downing, Steve Harms, Greta St. Germain Selectmen's Rep, and Town Administrator Heidi Carlson.

St Germain indicated she had spoken again with Milton Caterpillar and circulated an updated financing sheet using the full cost of the machine with the two needed attachments (angle broom and 48" ditching bucket). She said as a municipality, we would not be required to pay a down payment. There was general discussion about using the operating budget rental equipment line to fund some of the cost toward renting a machine (lease or rent to own). There was lengthy discussion about in the long run, what was the best and most cost-effective method for the Town. Some numbers were generated to grid the overall costs of ownership to include the cost of an operator, maintenance and insurance.

There was discussion about roadside mowing. Carlson indicated that Leon Holmes Jr had put together a tally of all the work done for summer 2010; as well as some information for use in budget planning in another year. This will be copied for all and presented when Holmes is at the next meeting.

A roadway condition evaluation from the Town of Newton's website was copied and circulated. St Germain had found this, and there was discussion about the cost of procuring such a document for use on Fremont roads. The Newton project includes seven road projects and an overall information piece. This will be further investigated in terms of cost and how Fremont might go about getting an RFP done for such work. This would be a great CIP and budget planning tool for Fremont. It was suggested that the Town's current engineer may also be able to prepare something similar.

There was again discussion about time spent in trucks plowing the school and the costs associated with this, including equipment hire, sand and salt. St Germain said she wanted to bring this up to the Budget Committee as well.

Several area towns budgets and Annual Town Reports were reviewed as the process began of building the 2011 Highway budget. This included Brentwood, Lee, Newton, Plaistow, and Danville. Much of the remainder of the meeting was a working session on the budget, reviewing other towns and going through each of Fremont's line items, discussing the Town's current needs.

A worksheet was prepared by Carlson showing the budget and expenditures for 2008 through the present date in 2010. This worksheet was used as a template for the budget work session.

**001 Winter Salt** **\$32,000**  
2010-2011 State bid price for salt cost is \$55.92/ton (up from 55.41/ton last winter) for estimated 570 tons. Includes all Town roads, Town and School parking lots, and roads that the Town maintains for winter (reimbursed by developers).

**002 Winter Sand** **\$21,000**  
Budget to purchase approximately 1,400 to 1,500 yards at \$14 to \$15 per yard to include trucking and stockpiling. Currently working on alternative pricing from local vendors.

**003 Winter Equipment Hire** **\$110,000**  
Includes all hired truck and equipment time for winter maintenance, plowing and treating Town roads and municipal lots. Used historical information to carry this forward. Winter Jan through March 2010 was very light.

**005 Plow/Sander Maint/Repairs** **\$7,000**  
The Town owns three sanders, a fourth being purchased in fall 2010 from existing Capital Reserve Funds (for the Town's one ton truck). Funds are used to hook up plow frames, lights to trucks. New cutting edges for Town-owned plows. Includes sander parts and repairs; small engine and tool repairs.

**006 Summer Equipment Hire**

**\$50,000**

Hired equipment time (loader, backhoe, dump truck) for ditching, washouts, shoulders, replacing and cleaning culverts; installing signs, cold patching, grading shoulders, seeding, sweeping, ledge removal (hammer to remove knobs of ledge); and general road repairs and maintenance on more miles of total roadway. A grader rental needs to be included to grade Tavern Road, Gates Lane, and Old Ridge Road 2-3 times annually. In 2010 we did replaced culverts on Chester and Martin Roads; ditching on many roads, re-ditched the entire of Shirkin Road in Fremont; patched hootop on Chester Road, shimming on Shirkin Road; Beede Hill Road project. There are many projects needed but the funds need to be appropriated to make progress on the road repairs.

**007 Labor**

**\$40,000**

Full-time laborer/equipment operator position throughout the year for maintenance and upkeep projects. Sign installation, shoulder and ditching, roadside cutting and cleanup, etc FT employee 2008 rate \$18.93. New pay matrix puts position at 6/19 \$19.15 per hour (\$39,832 annual w/o overtime).

There was discussion about wages and St Germain said she felt the Board wanted to do something to get Town employees a raise this coming year. Wage rates have been the same since 2008. There was discussion about this and the economy, and how it affects our residents as well as our employees.

There was discussion about Holmes Jr also supervising the part-time helper in the summer, adding to his job description.

**008 Labor – Overtime**

**\$5,000**

This line item reflects costs incurred when our full-time employee has to work over 40 hours for winter storms or emergencies. This is an estimate based on experience in past years. The Town's full-time employee must be paid at overtime rate for hours worked beyond 40. In some cases the work week may be adjusted when bad weather is anticipated, but in many cases, overtime will be unavoidable.

**009 Culverts**

**\$2,000**

Allowance for replacement of culverts. Barrell Run subdivision several culverts are rotten and in need of replacement.

**010 Cold Patch**

**\$2,500**

Allowance for repairs and patching potholes and other needed cold patch materials.

**011 Signs & Posts**

**\$2,500**

Includes new and replacement for damaged/stolen street name signs, town line markers, highway signal signs; signs for high water, barricades & highway cones as needed. Additional signage purchased for emergency use (such as floods and windstorms – detours, road closed, etc).

**012 Gravel Stone Loam**

**\$7,000**

General maintenance shoulder work, erosion, and reseeding. Have combined gravel roads and shoulder work all in this one line. Increased based on prior years usage.

**013 Hand Tools & Supplies**

**\$1,000**

Includes occasional hand tool (new) and replacement of worn or broken tools. Currently the Town does not own any tools to work on equipment. This line item to begin working on purchase of some basic tools for use at the garage.

**014 Power Tools**

**\$1,000**

Plan to begin purchasing items such as a laser; compactor; and a small allowance for broken or work power tools (chainsaws, etc).

- 015 Hottop Repair & Maintenance** **\$25,000**  
Budget line item for patch paving and shim and sealing as needed in various locations in town. The estimated cost of machine paving is approximately \$80 to \$90 per ton in place.
- 017 Communications** **\$1,400**  
Monthly phone charges averages \$100 – 110/month. This is for two Nextel telephones for Road Agent and full-time employee. Allowance for installing (repairing as needed) some old town radios into the Town one ton truck.
- 018 Engineering** **\$4,000**  
Allowance for assistance with engineering needs and field review of projects. This would allow professional assistance with some of the drainage projects; as well as work toward engineering estimates of the road projects to be done (in conjunction with CIP, budget, and work layout planning). Road Agent has been working on a list of priorities, and additional engineering could further those plans, allowing better decision-making on many projects. Many projects need this professional assistance before moving ahead.
- 022 Painting Lines** **\$0**
- 027 Tree cutting** **\$15,000**  
Cost to remove huge dead or dangerous trees, using a crane and tree service or a climber. There is continually more of this work to be done. There is a large project planned on Shirkin Road (\$5,600 estimate) to complete drainage improvements.
- 028 Roadside Mowing** **\$5,000**  
This line includes rental of a tractor mower for two full weeks, and fuel to run the tractor. 2010 budget allowed for rental of a tractor for 50 hours only; and about ½ the town roadsides were completed. In order to do the proper work on all roads, we need to mow for two weeks. This will save time and money over the long run on tree trimming (if maintenance is kept up annually).
- 035 Beaver Control** **\$500**  
Includes time for trapper as well as more frequent maintenance and work by log truck cleaning out culverts.
- 075 Road Agent Salary** **\$10,000**  
To account for time Road Agent spends doing town administration work; moving the full-time employee with equipment runs and some instruction. Includes such items as phone calls, calls for service to check trees & wires, water and road complaints, paving supervision, recommendations on subdivision road matters, paperwork, bill review and approval. Allows for training time to attend classes. Some allowance for Road Agent to work with town engineer on the on-going subdivision and development projects.
- 099 Training** **\$600**  
Cost to cover up to five workshops for town full-time highway employee offered regularly by the NH Roads Association and UNH education; additional requested funds for Road Agent to also be able to attend these trainings.
- 103 New Equipment** **\$**
- 105 Truck & Equipment Maintenance** **\$4,000**  
Oil changes, annual inspection, general maintenance to one ton truck, chipper, and sweeper
- 106 Truck Fuel** **\$ 5,500**  
Estimated at approximately \$100 per week.
- 110 General Supplies** **\$ 1,500**  
Includes erosion control measures, hay bales, grade stakes, grass seed, paint, tape measure, etc

**111 Safety Equipment** **\$ 200**  
Purchase needed safety equipment (chaps, helmets, ear protection, vests, etc)

**500 Seasonal Labor** **\$10,000**  
Includes winter snow plow operator (\$4,000 previously shown under line 007 Labor); and a new summer hire position to help during the busy season, an estimated 5 days per week for three months in the summer (June through August ) 12 weeks at \$10 per hour. Summer help is needed to assist the town's one full-time employee to work more efficiently and safely. Includes work such as flagging, assistance with brush cutting, chipping, cold patch, etc.

**800 Reclamation / Reconstruction / Paving** **\$150,000**  
Line item returned to the operating budget to cover larger projects on an annual basis; need to do substantial reconstruction on a few of the roads, and it would cover that reconstruction work, sealing, shim and overlay, (depending on what will work best for the particular roadway in question). The Town is behind in such work and now trying to catch up. The estimated cost to reclaim one mile of roadway is \$140,000 and that does not include the drainage and shoulder work.

**OPERATING BUDGET TOTAL REQUEST (to date)** **\$ 513,700**

**REVENUE** Estimated 2011 NH Highway Block Grant payment - \$98,000 estimated  
Estimated winter maintenance reimbursement \$

With some further work to be done, the budget request at this time is \$513,700.

There was again discussion about talking with residents and increasing the public awareness of highway needs in order to gain support for the proposed budget. There are significant changes underway with regard to all aspects of highway maintenance in an effort to catch up.

Minutes of the 19 July 2010 Highway Study Committee Meeting were discussed briefly. A motion was made to approve them by Downing, but all members had not yet reviewed them. They were tabled until the next meeting.

The next Committee meeting will be held on Monday August 16, 2010.

At 8:15 the meeting concluded.

Respectfully submitted,

Heidi Carlson  
Town Administrator