

At 6:00 pm the meeting came to order in the main floor meeting room at the Fremont Town Hall. Present were Highway Study Committee members Mark Pitkin, Leon Holmes Jr, Steve Harms, Jack Downing, and Greta St Germain; and Leon Holmes Sr attending as a member of the public

The Committee reviewed minutes for the meeting of 19 July 2010. Leon Holmes Jr made a motion to accept the minutes as written. Jack seconded and the vote was unanimous by Committee members.

Committee members reviewed the mowing data information gathered by Leon Holmes Jr. There was discussion about the areas which were neglected because the line item budget allowed us to hire the mower for only one week. This resulted in several areas of the Town being passed over, due to the allotted funds available. The 2011 budget proposal reflects a request for two weeks of roadside mowing.

Beede Hill Road is scheduled for Sand sealing in approximately two (2) weeks.

The materials list and proposals for pole barn construction were discussed. A three (3) bay is the final decision by the Committee for the pole barn.

The newest revision to the Highway Building renovation RFP was reviewed. This includes recent updates Heidi Carlson did for administrative items. Thom Roy is reviewing it for some final input and questions.

The Committee reviewed the drafted RFP for the renovations of the Highway shed. The scope of work was reviewed and altered by the Committee as line by line was discussed. This took the majority of the Committee's time planned for this evening. Several changes were made. Pitkin feels that it should be all inclusive and would like it to be bid as such.

RFP UPDATES:

1. Remove 10 d) under slab
2. Remove 12 d & e
3. Add vents on each end of the building based on the overall cubic feet of the building. Committee noticed it in the RFP, but questioned the size and make of the unit.
4. Add paddle fans in ceiling to move the air.

Holmes Sr thought that the septic system design should not cost more than \$1,000.00. Pitkin stated the design should be in place and used to be bid out by the contractors. (Currently the septic system and site plan need revisions). This would mean that the Town would have to find the money now (prior to bidding) to redesign the site plan and septic system.

There was discussion about this, and ultimately the Board of Selectmen would need to reallocate the budget funds to get the design redone now versus wrapping it into the building cost. This led

to discussion about the potential that site work and the well drilling will be subbed out to the particular trades within the specification.

Pitkin and Holmes discussed the septic design. The Town Administrator (TA) will be contacted to see status of septic design.

5. Holmes Jr made reference to the current rot and removal of the steel beam. Pitkin decided that the areas that are currently rotted should be outlined within the RFP, however Holmes and Pitkin may remove the steel supports.

Additional changes were made. St Germain will revise with Heidi Carlson to prepare a final draft.

Pitkin questioned the turn around time frame on the updated RFP for the highway shed, St Germain will get the current revisions to the TA for the Board of Selectmen to review and authorize. The sense was that it could possible be sent out Monday if not sooner.

The ongoing consideration of equipment needs was tabled for a future agenda. Heidi Carlson is working on trying to complete a grid on expenses for owning versus renting equipment.

At Pitkin's request, Carlson had prepared additional information on winter expenses specifically what is needed in reserve at year end for the "winter" including October, November, and December months.

Pitkin reviewed the past three years of winter equipment hire costs that the TA had prepared. Calculated from 2007, 2008 and 2009 actual expenses for winter equipment hire costs (time period for each year is October 1 through December 31) were:

2007: \$43,709.32
2008: \$32,720.07
2009: \$27,815.33

Pitkin questioned the Highway budget line 4312-105 Truck and Equipment Repair. He asked if Holmes Jr could recollect why the one ton needed so much work or what was spent for these expenses. Holmes responded with tires, windshield, chipper repairs, and sweeper brushes, that he could recollect. St Germain suggested the file be pulled for Pitkin to review what was charged to that line item as he came into the budget three months into the new year.

The Committee asked Pitkin if he codes the Highway invoices, and he stated that Jeanne Nygren (Selectmen's Clerk) usually calls him with questions. The Committee suggested that Pitkin code and sign his invoices to familiarize himself with the vendors and expenses and proper account recording.

Other discussion items:

Vetter and Barrel Run Subdivision: Pitkin and Holmes estimate that anywhere between eight and ten culverts will need to be replaced that are currently in dire need, two are 80 feet long and rotted. Pitkin states that in some areas you can see the road collapsing. Budget constraints make it impossible to repair this year.

The Committee talked about adding approximately \$10,000 for a warrant article to plan for addition to the Equipment Capital Reserve Fund, to include trucks. There was discussion that long term planning needs to continue. Pitkin suggested that eventually he would like to research a truck for purchase, that the Town could put a wing plow on, to save the Town money.

Leon Holmes Sr left the meeting at 7:50 pm.

The Committee then discussed researching culvert grants, however felt that engineering needs to be budgeted for to draft the plans that are required to present for grants.

Future agenda items include:

- Drainage issues, Culverts etc.
- Building discussion will be ongoing.
- Truck replacement schedule

Next Meeting date: 27 September 2010 all members confirmed September date

Next Tentative date: 25 October 2010

With no further business, the meeting closed at 8:10 pm.

Notes taken by Greta St Germain.