

At 6:00 pm Highway Study Committee members arrived, two gentlemen entered and asked for time with the Committee to give a brief presentation of a recycled Asphalt Shingle product. St. Germain asked members if they felt it acceptable to listen to their presentation, all members accepted.

Rob Hoffman (Product Manager) and Christopher Zickell from RAS-Tech Technology went on to give the committee members a presentation of their product, a Cold Patch Product Data Sheet was handed to each member for review Pitkin and Harms had several questions concerning the product as well as cost. Upon the conclusion of the presentation Rob Hoffman offered a 400lb. sample of their product to Pitkin for testing. The Committee members thanked both gentlemen as they departed.

At 6:13 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, Steve Harms, Jack Downing, and Greta St Germain.

Agenda and Talking Points:

Subcontractor's Insurance requirements  
Letter from Leon Holmes Jr.  
Beede Hill Road repairs  
One-Ton Town Vehicle  
Excess funds left from Budget

The Committee began with updating Downing and Harms of the recent concerns presented to the Board of Selectmen on Thursday September 23<sup>rd</sup>, by all Sub-contractor's who will be plowing and salting roads for the Town. The topic focused on the verbiage of the insurance requirements General vs. Liability of the current contracts in place. It was expressed that while designing these contracts the Highway Study Committee reviewed the contracts from The State of NH DOT, the Towns of Newton, Danville, Chester, Sandown, Merrimac, MA, Hampstead, Auburn, and Salem. Heidi Carlson had left an additional package of information this evening with contracts and insurance requirements from Raymond and Epping; as well as updated information from Chester and Sandown.

It was concluded that upon completion of these contracts and after review by Town counsel and approval of the Board of Selectmen, these contracts would be distributed to the sub-contractors for signatures and proper Town insurance requirements. The break down has come with many insurance agencies offering differing opinions on drivers that plow for municipalities.

Pitkin stated that he has learned a great deal of information concerning the word "General" when added to Liability, and how the meaning is very different. St. Germain also shared that she had spent the day contacting and speaking with other Towns; Bruce Caillouette Road Agent from Danville, Paul Deschaine, Town Administrator, from the Town of Stratham, Phil Smith, Town Administrator, from Atkinson. Atkinson had sent her their contract for review,

St. Germain shared that she had spoke with Town Counsel today and was informed that a one million dollar Commercial Vehicle Policy listing the vehicles that will be used should be sufficient. Mr. Ryan (Town Counsel) also offered that it would be acceptable to have a base policy of \$500,000 liability "with" an umbrella policy of the same \$500,000. The Committee decided to keep the contract revisions as simple and straight forward as possible.

There will be re-drafted to read under insurance requirements:

A. A *Commercial Vehicle Policy* of not less than \$1,000,000 covering all vehicles used in the course of the work, including owned, non-owned and hired: (Subject to the following limits)

- i. Bodily injury, including accidental death - \$ 500,000 each person
- ii. Bodily injury, including accidental death - \$ 500,000 each occurrence
- iii. Property Damage - \$ 1,000,000 each occurrence

B. Workers Compensation Insurance in an amount prescribed by law.

St. Germain will meet with Heidi Carlson (Town Administrator) to revise these contracts and send to Town Counsel for approval, as well as the Board of Selectmen for final review.

A letter from Leon Holmes Jr was opened and addressed by the Committee members. Holmes Jr had questioned some of the wording of the August 30<sup>th</sup> minutes that are still in draft form and not yet approved by the Committee members. Holmes stated that he had not made a motion to accept the minutes of the August 2<sup>nd</sup>, 2010 meeting as he was not present. At the time of this writing it was researched and Holmes inquiry found to be true as he was not present at the August 2<sup>nd</sup> meeting. Currently the Fremont Highway Study Committee has 2 sets of minutes not yet approved. They are August 2, and August 30<sup>th</sup>, as well as this set dated September 27<sup>th</sup>. The next meeting is scheduled for October 25<sup>th</sup>. At that time, all will be finalized.

The Beede Hill Road Project was rescheduled due to weather conditions. The road needs to be dry to apply the intended material.

Pitkin discussed the current condition of the Town's one-ton pick up truck and the recent repairs to that vehicle. At present the truck is at McFarland Ford after the check engine light had come on. Pitkin went on to share that it was a turbo issue and that the uncine ring had to be replaced at the cost of \$1,600.00. Pitkin was informed by the Service Department at McFarland Ford that this type of a vehicle needs to be pushed harder to achieve optimal performance. Pitkin went onto explain that after picking up the truck and driving it on Route 101 it had died two more times. The truck has been brought back to McFarland Ford to research the current condition.

There was discussion about trucks gasoline source Diesel vs. Gas, and Committee members shared opinions. Pitkin and Harms believe that the vehicle may still have a few more years of life left in it but future plans for replacement should be discussed. The Committee has agreed to continue talks about future equipment purchases such as the Town owning their own backhoe.

The Committee discussed the grid that was to be drafted to show the actual cost to the Town of employing an operator for a piece of Town equipment such as a backhoe. This is still a work in progress and will be revisited next meeting.

With no other business or discussion Downing made a motion to adjourn, Harms seconded and the meeting concluded at 7:30 pm.

Respectfully submitted,

Greta St. Germain  
Fremont Highway Study Committee Member