

At 6:08 pm the meeting came to order in the main floor meeting room at the Fremont Town Hall. Present this evening were Mark Pitkin, Fremont Road Agent, Steve Harms, Jack Downing, Leon Holmes Jr, and Greta St.Germain, Selectmen's Rep.

Holmes questioned update job descriptions and felt it to be conflict of interest for him to re-write the content especially his own. St. Germain explained that the BOS had desired to update all job descriptions as Elected Officials, Seasonal Employees have changed and specific duties may have changed also. The current job descriptions on file for the Road Agent, Highway Full Time Laborer/Equipment Operator, and Seasonal Laborer are dated from Dec 2007 to July 2008. Whereas the Town currently has a new Road Agent that works in a different capacity then the previous RA, the job description should reflect this difference. There was talk that the original job descriptions were written by LGC based on each individual employees and elected officials input, back in 2007. No changes or updates have been done since then. St. Germain mentioned that job descriptions should be reviewed annually and adjusted accordingly.

The **Part-Time/Seasonal Laborer job description** was reviewed and updated. The changes listed below reflect the scope of work and the level of experience expected.

Removed Items:	Modify the following Duties
Controls hornets and bees nest along roadways to eliminate danger to motorist and pedestrians	Assists in clearing rocks, dirt, fallen limbs and trees or other road hazards
Tracks Beaver dams which can cause road damage	Assists in clearing and maintaining catch basins and culverts to keep water flowing properly
	Assist in other Highway Department needs and requests by the Road Agent

Committee members reviewed the Full-time Laborer/Equipment Operator Job Description. Holmes felt there were no updates to be made. Harms thought the title should be changed to reflect that Leon acts more in the capacity of an Assistant to the Road Agent than a Highway Laborer/Equipment Operator. More discussion on this will be brought to the Board of Selectmen for clarity. Holmes stated that his duties have not changed from what was written, therefore no changes were made.

The Committee reviewed the 2007 Road Agent job description. Harms felt that this description should be re-written and used as a standard requirement or template for any Road Agent elected to the position, There was additional talk about how that could be possible as individual Road Agents may come with or without equipment. There was additional conversation about restructuring the Road Agent's income to reflect potential decrease in income should the Town decide to purchase their own equipment. There was mention that this had already been proposed to the Town last election and the increase failed the vote. The Board of Selectmen had no superseding power to dismiss that vote. Adjustment and updates were made to the Road Agent's job description and the job summary was redrafted to state that:

Road Agent, First Revision for Job Summary: This is an elected position, responsible for a wide variety of all-season maintenance, access and construction tasks pertaining to Town roadways, insuring their safe conditions at all times. This position is served at a part time administrative capacity with minimal time spent within the Town. This position requires 24 hour, 7 days a week availability to assist Town residents and Officials. This position requires immediate availability for and during emergency situations. Duty revisions are outlined below.

Removed items:	Added items or modified to read:
Makes out payroll	Oversees scheduling of Hired Trucks, authorizes timesheets for payroll processing
Place road signs and Paint lines	Approve invoices for supplies and services
Replace culverts	Culvert maintenance
Inspects Class 6 Roads during Logging operations	Meets with Town Engineers when needed
Replace damaged signs	
Unplugs culverts	
Works recycle day with backhoe to crush containers	
Prepares recycle on Bulky day by placing containers with backhoe	
Picks up signs and barricades	
Paints rusty signs	
Meets with engineers on town roads for drainage problems	
Mows side of road	

Trail Crossing: Questions arose concerning the crossing of Trails on North Road and South Road. Holmes will research and proper wording and order appropriate signage. Four signs will be needed.

Winter Plow Contracts: The Committee discussed the extending of preparation time for 6 wheel dump trucks. The Committee would like to extend this time from November to April. The Committee felt that they should be distributed in September and returned by the end of October. There was discussion and follow up from Pitkin on an additional allowance to address the rising fuel costs. There was review of other town plow contracts including the State contracts to see if there was an allowance for fuel price increases. The Committee liked the verbiage as stated:

Fuel Inflation Surcharge:

In order to reduce the impact of fuel price increases while stabilizing the hourly contract rate, any increase in fuel price over \$3.59 per gallon will be paid an increase based upon the usage of (4) four gallons per hour i.e. \$3.60 per gallons equals .04 per hour additional pay. The benchmark price is the posted pump price for 89 octane.

This will be adjusted for the 6 wheel dump trucks only and sent to the Selectmen for final approval. There was additional discussion concerning any decision made to replace the failing Town one ton pickup truck.

St.Germain asked if Holmes would speak to the BOS concerning the use of the Town truck, and the current stress load on this vehicle. The BOS has been presented with a proposal to replace the current one

ton before additional repair work is done. Downing confirmed that Holmes would be the best advocate to explain the workload of this vehicle, and more knowledgeable to speak to the repair issues. St. Germain will request he be added to the BOS agenda. The Committee felt that this vehicle should be on a replacement schedule much like the Town's Police Department vehicles. All agreed.

Holmes went on to say that he felt there may be a future need for another full time Highway Department employee to cover all the work that should be getting done within the Town.

A tractor for roadside mowing tractor has been reserved and scheduled for the last week in July and the first week in August. Holmes is hoping the 100 hours is enough time to complete the entire town.

There was discussion about upcoming road work. Pitkin stated that portions of Sandown Road and Chester Road are scheduled for shim and overlay to be done by Bell & Flynn.

Nicom has completed crack sealing in Mast Tree Estates (Deer Run, Kelsey Drive and Kirsten's Landing) and Walker Lane.

Minutes from April 25, 2011 were amended by Holmes. A motion to approve them as amended was made by Downing and seconded by Harms. The vote was approved 5-0.

Action list:

- Pitkin inquired about the RFQ for Bridge work
- Date of scheduled public hearing to adopt the amended Through Trucking and Frost Ban Ordinances
- Roadside Memorial Policy will be passed to Planning Board for review
- Inquire with TA for Oil Tank removal
- Adopt a Highway research

Additional Items or Business discussed:

There was additional talk about the towns purchasing equipment. The Committee asked if the discussion to do so had been made by the BOS as of yet. St. Germain stated it had not been determined. The BOS is anticipating some form of report from the HWSC to identify specific costs. St. Germain said that it will be difficult to come up with an exact cost without going through each invoice to break out backhoe rental. She stated that she explained to the other members that the Committee had deviated to erecting the Highway shed to house and maintain any Town owned equipment. The Town shed was researched, put out to bid and rejected at the March Town election. The Board of Selectmen and Budget Committee asked for a formal draft last year that spoke to that issue. Whereas the Committee changed focus this was never compiled for presentation.

The Committee revisited the ongoing discussion concerning the pay structure of the current Road Agent and that if equipment is purchased his pay structure should be changed to reflect the revenue lost, as equipment rental is how most Road Agents make their income. If that is taken away then his pay rate should reflect this change. Pitkin stated that his minimal stipend has no incentive to warrant the amount of work or the hours he needs to be available to any Town resident, official or emergency situation. The Committee again discussed that the Road Agent carries a phone and can receive calls in the middle of the night for an emergency.

There was discussion that this concept had been proposed to the Townspeople at last election and was also rejected by town vote. St. Germain stated that the BOS does not have the authority to supersede the elected vote and therefore increase any elected officials income.

Pitkin talked about the Cooperage, and his required multiple ongoing inspections of this property. Downing suggested talking with Planning Board to discuss this issue further. Downing felt that the Planning Board should be aware and involved in some of this process.

The next meeting of the Highway Study Committee was scheduled for July 25, 2011 at 6:00 pm.

Downing made a motion to adjourn at 8:15 pm. Harms seconded and the vote was 5-0 in favor.

Respectfully submitted,

Greta St. Germain