

**APPROVED 04/05/2010**

The meeting was called to order at 6:05 pm in the main floor meeting room at the Fremont Town Hall. Present were Mark Pitkin, Road Agent, Greta St.Germain Selectman's Rep, Leon Holmes Jr, and Steve Harms. Town Administrator Heidi Carlson was present to assist and take notes.

Copies of handouts and information from the Towns of Chester, Salem and Hampstead, the State of NH, were distributed for all to read. Additionally, information was available on equipment pricing.

There was general discussion about the number of cul-de-sacs and how much they cost to maintain and plow.

St Germain stated that in discussion with the Town's new Road Agent Mark Pitkin, the Selectmen have asked that the insurance and winter maintenance agreement and guidelines be the Committee's first task, so that the winter maintenance is taken care of now and everyone can make their plans for the upcoming season.

Specifically the Town of Hampstead's contracts were reviewed. They have separate agreements for sand/salt spreaders and for plowing. Each was reviewed and discussed to be used as a template for Fremont. The Committee worked on the items to be included with the goal to have documents to present to the Selectmen for a final review and use by the Town.

There was discussion about how the Fremont snow contractor's are called out to work; and how trucks go out to work at their specified route. There was discussion about the contractor's in Fremont, and how they have a vested interest in the Town. Pitkin said that he feels the people who work in Fremont are very fair about how they charge their time.

Items to keep in a proposed sanding/spreading contract:

- ❖ Insurance requirements specified (by type and amount of coverage)
- ❖ Date of term; recommended 5 months (November 1 through April 1)
- ❖ Guarantee term with four payments to be made, beginning November 1; broken up as one \$500 payment each month
- ❖ Use the amount of \$500 per month as the minimum to cover 8 hours. Anything beyond the first 8 hours would be paid at the hourly rate.
- ❖ This will guarantee that the trucks will be ready on November 1<sup>st</sup>
- ❖ Needs an opt-out clause

There was discussion about pricing out additional liability insurance policies prior to recommending the \$500,000 versus \$1,000,000. Committee members Holmes and St Germain took this as a follow-up research item to complete in the next week.

Items to keep in a proposed Plowing Agreement:

- ❖ Insurance is requirements specified (by type and amount of coverage)
- ❖ Date of term: November 1 through April 1
- ❖ Consider paying a one time stipend for the plow drivers or paying for cutting edges – discussion about this took place regarding cost and logistics
- ❖ Needs an opt-out clause

Carlson will work on typing up sample agreements with the items discussed to date, using Hampstead's contract as a guide.

With regard to insurance, there was discussion about the only exemption for Workers Compensation insurance being a sole proprietor (owner/operator). The only other exception is someone who has a business partner, legally established.

Pitkin discussed his research indicating that it was \$200 more to go to a \$1M general liability insurance policy, which he had received in a recent quote.

For background, Holmes explained that his truck was a 1900 series International (6 wheeler) with his hardware (plow frames and hardware, plow and sander controls) with Town plows (10' front plow and 9' wing plow); that Leon Holmes Sr had the same 1900 series International with his own hardware and Town plows (10' front plow and 9' wing); and that Guerwood Holmes' old truck was different in that the hardware belongs to the Town; as does the 11' front plow and 9' wing. It has been previously discussed at Selectmen's meetings that the value of that hardware is negligible once removed from the truck, and that it is too old that it would never go into a newer truck purchase by the Town. It is also estimated to cost substantial money to remove it.

Holmes said that the big spreader trucks do all of the main roads in their primary routes; and do some additional work within the subdivisions. Pitkin added that anything more than a four or five inch snow storm requires the big trucks get to all of the roads to remove the bulk of the snow.

There was lengthy discussion about having the Contractors all ready, with some advance payments, to get trucks ready for use exclusively with the Town, by November 1 annually. This is done in several other communities, including Hampstead and Chester. The State of NH also has a minimum payment for snow contractors of five hours per week (whether it snows or not). This provides for some protection that the Town/State has contractors ready and prepared in a timely fashion.

The 6 wheel spreader trucks are all prepped for winter use once the spreader is installed, and then the dump truck can't be used for anything else as it is too cumbersome to put the spreader in and out. The three currently contracted trucks by the Town are not used for anything else throughout the winter season. Holmes said he has the trucks ready by November 1 annually.

Harms said it was much more difficult to find these contractors than the smaller trucks with only plows. He said that in Hampstead the incentives are offered for the spreaders to secure them working for the Town for the winter season.

Holmes said that for equipment, the Town currently owns a one ton truck with plow (no sander); the plows and sanders mentioned above; a chipper, and a sweeper.

There was general discussion about the goals of the Committee and the discussion items thus far. There was continued discussion about what to do first, and how to best plan for the future purchase of equipment and build a building versus put some money into the road infrastructure.

The Committee discussed doing an inventory to determine the status and condition of all roads. Holmes will work on updating the road mileage information.

There was discussion about the worksheets used to track time and billing. Hampstead's were reviewed as a sample, as was the Town's newest worksheet, which may be able to be cut back slightly given the specified snow plow routes. It may be helpful to have the added information in work other than snow plowing, to provide additional details.

Holmes said that it takes about 15 loads of sand to sand all of Fremont roads.

With no further business to come before the Committee, the meeting was adjourned at 8:30 pm.

The next meeting will be held at 6:00 pm on Monday April 5, 2010 in the main floor meeting room at the Fremont Town Hall.

Respectfully submitted,

Heidi Carlson  
Town Administrator