

**TOWN OF EFFINGHAM**  
**BOARD OF SELECTMEN**  
**MEETING MINUTES**

April 23, 2013

Selectmen present: Henry Spencer  
Timothy Eldridge (absent)  
Theresa Swanick

Minutes transcribed by: Claudia Lamphier

Meeting called to order: 5:00 pm

The Mail, Manifest and Signature folders were reviewed.

**PUBLIC COMMENT**

Randy Burbank reported that the Hazard Mitigation Plan is under review. He presented the Board with a proposed fire vehicle replacement schedule and the department's revised SOP's and SOG's as requested by the Selectmen. It was reported that new members have joined the department. Randy has also reviewed the documentation at the fire station to find what agreements are in place with property owners who have allowed a dry hydrant to be installed.

**SELECTMEN'S COMMENTS AND REPORTS**

Susan Slack will be making a presentation on town roads for the Timber Owners Association.

Selectman Spencer requested that he be notified when Mr. Douglas places the memorial flags on graves throughout town. He plans to map where the gravesites are.

Selectman Spencer met with the road agent for Freedom for guidance about crack sealing roads. He was told that if the crown of the road is in good condition, it is worth crack sealing.

Selectman Swanick would like to have a road assessment for maintenance planning. She suggested having an ad hoc committee for this, or hiring a consultant.

Selectmen will be looking into adding a hot water source at the Municipal Office Building. The system put in with the wood pellet heating system does not provide sufficient hot water to the sinks in the building.

Selectmen have decided that they will purchase a container to store electronics at the transfer station. The present container is rented.

**REVIEW AND APPROVE MINUTES and WEEKLY MANIFEST**

The Board approved the Minutes of April 16<sup>th</sup> and the weekly manifest.

**OLD BUSINESS**

Selectman Swanick has inquired about installation costs related to bringing in a rental compactor at the transfer station if the current compactor fails. The cost would be about \$1000. She reported that she has contacted other disposal facilities with a like design to the plan for improvements to be made to the Effingham transfer station. The feedback indicated some leakage of liquid solid waste could be expected, but it is insignificant and could be hosed off the pad the containers are placed on.

Selectman Swanick will be attending a mediation session with the town’s attorney for a case regarding town deeding of a property. She requested authority to act as the Board’s representative in those negotiations. Selectman Spencer, the only other selectman present agreed that she could.

Selectman Spencer spoke to the Carroll County Forest Ranger about current personnel in Effingham. He was told that the Forest Ranger is satisfied with the current town Fire Warden and his subordinates. Members of the Board will be looking into the responsibilities of the Board of Selectmen as it relates to a fire warden.

Selectman Swanick is working on a job description for the Administrative Assistant’s position. She is also working on the road maintenance contract.

**NEW BUSINESS**

With the recent resignation of Ms. Maughan as tax collector and town clerk, a recomittal audit must be done. An auditing firm has been suggested by John Lyford and they will be contacted to arrange for a date for the audit.

Selectman Spencer has invited a member of the solid waste committee in Madison to attend a meeting for discussion. That discussion has been arranged for May 7<sup>th</sup>.

**PLANNED DISCUSSION**

The meeting adjourned at 7:30 pm.

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Henry Spencer, Selectman

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Date

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Theresa Swanick, Selectman

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Timothy Eldridge, Selectman