Present: Jim Morris, Paul Bartoswicz, Mike Pilkovsky, Leo Racine, Dave Strauss & Mellisa Seamans. Excused:

Select Board Present Lawrence Edwards

Other(s) Present: (Fire) Randy Burbank, (ZBA) Mike Cahalane, (Plan) Joanna Bull, Mike Cahalane, (Hist) Elaine Chick, Sandy Flynn, Erik Jones, (Conservation) Emelyn Albert.

| 1. Meeting                  |            | Called to order 6:45 p.m.  |
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| 2. Approval                 | Motion     | Approved minutes of 11/15/16.  |
|                             |            | Majority approved  |
| 3. Planning<br>Board Budget | Discussion | Planning Representative (PR) was asked to justify the \$1000<br>increase. The PR covered reasons for needing legal counsel<br>separate from towns counsel. The costs for capital<br>improvement plan work/replacement and for recording<br>secretary were discussed. Professional services such as grants,<br>legal and survey would be desired. |
|                             |            | Question regarding dues. PR stated the dues are paid to Lakes<br>Region Planning. She also covered how the budgeted amounts<br>are expended and the dues increase. It is expected that one or<br>two warrant article hearings will be next year.   |
|                             |            | Question on the increase affecting the town legal line. PR responded that the board infrequently uses the town legal counsel and they would not expect a noticeable reduction.   |
|                             |            | Question why the trust fund which is over \$14,000 could not<br>cover the desired Professional services. The trust fund is<br>authorized to be expended by the Select Board and a request to<br>the board for disbursement would be required.  |
|                             |            | PR was in favor of using the trust fund for this purpose.  |
|                             |            | Question on wage line item. PR responded it covered the recording secretary and meeting minute's taker.  |
|                             | Motion     | To amend the proposed budget from \$6055 to \$5055.  |
|                             |            | Majority approved  |
|                             | Motion     | To accept amended budget   |
|                             |            | Majority approved  |
|                             |            |  |

| 4. Conservation<br>Commission<br>Budget | Discussion | Conservation Commission Representative (CCR) was asked to<br>discuss the proposed budget which has a \$66 increase. She<br>covered the increase in the water testing and dues.<br>Question about savings amount. CCR responded it currently<br>has \$17,400 and is for land purchase only.<br>Question about water testing and does it overlap with other<br>testing being done. CCR stated the testing was for lakes and<br>rivers and the Commission donates this amount to the Green |
|---|------------|---|
|   |            | Mountain Conservation group as Effingham's contribution.<br>Green Mountain does all the physical water testing.   |
|   | Motion     | Accept budget as submitted.   |
|   |            | Majority approved   |
| 5. Fire Warden<br>Budget                | Discussion | Due to Fire Wardens absence the Fire Chief represented the<br>submitted budget. Chief was asked to discuss the proposed<br>budget which has a \$1000 increase. Chief noted that an Army<br>surplus truck became available which is four wheel drive and<br>fifty years newer that the existing truck (2003). The increase<br>would cover the transport of the truck to Effingham and no fee<br>for the truck would be required.   |
|   |            | Question on truck fitting in Fire house #1. Chief noted the new truck would not fit but they could move the utility truck from Bld#2 to Bld#1 and house the surplus truck in Bld#2. He also stated the existing Forrest fire truck is state owned and would have to be transferred back to the state if not used. The surplus truck after one year would become Effingham's property.   |
|   |            | Question on heating Fire house one if the utility truck was in<br>it. Chief responded it would require heat as the medical<br>equipment stored in the truck would require it.   |
|   |            | Select Board Rep. covered the benefits of having the surplus truck.   |
|   | Motion     | Accept budget as submitted.   |
|   |            | Majority approved   |
|   |            |   |

| 6. Historic          | Motion     | To accept budget for discussion  |
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| District             |            |  |
| Commission<br>Budget |            | Seconded   |
|                      | Discussion | Historic District Representative (HDR) was asked to discuss<br>the proposed budget which has a \$1445 increase. HDR stated<br>that past budgets did not accurately reflect the required<br>amounts. The expected postage and printing is greater than<br>50% of the prior year's budget. Trying to accurately predict<br>the public hearings is a hard science as the number fluctuates<br>year to year. |
|                      |            | Question on service the Historic District provides. HDR detailed the districts regulations and procedures.   |
|                      |            | Question if it was required to have a Historic District<br>Commission. HDR responded that by state rule if our town did<br>not have one the duties would fall on the planning board.   |
|                      |            | Question on the need of a laptop. HDR covered the usage of digital files for the commission. Alternate methods were suggested for providing storage.   |
|                      |            | Question concerning travel for training. HDR stated four<br>people are on the board with one vacancy. Three members<br>have attended training this year and felt the five trips requested<br>might not be required next year.  |
|                      |            | Question concerning existing savings account amount. HDR replied the account currently has \$504.60. The commission will be transferring the balance to the town to cover 2016 budget overruns.  |
|                      | Motion     | To amend the proposed budget from \$1945 to \$1145.  |
|                      |            | Majority approved  |
|                      | Motion     | To accept amended budget   |
|                      |            | Majority approved  |
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| Motion                      | To accept budget for discussion   |
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|                             | Seconded  |
| Discussion                  | ZBA Representative (ZBA) was asked to discuss the proposed<br>budget which has a \$0 increase. ZBA covered the fact the<br>recording secretary was leaving and would need a<br>replacement. He also discussed the fact a line item in the<br>budget for professional services would be desired. |
|                             | Question on adding a line item to the budget that the ZBA board had already approved. After discussion it was determined that the line could be added for \$1.  |
| Motion                      | To amend the proposed budget from \$2140 to \$2141 adding a new line item for professional services at \$1.   |
|                             | Majority approved   |
| Motion                      | To accept amended budget  |
|                             | Majority approved   |
| Discussion                  | Fire Chief noted that he has submitted a grant for \$186,550 of<br>which if approved the town cost would be \$8,883. This is for<br>equipment replacement such as Self Contained Breathing<br>Apparatus's.  |
|                             | It was discussed this would best be funded from the Capital reserve fund via a warrant article.   |
| Discussion                  | Covered the Budget to Actual numbers and overages. It was<br>noted legal was 240% over budget. The road budget was noted<br>to be over budget but final numbers were needed.  |
|                             | Select Board member covered the overall road budget and felt<br>it was not over budget but a current balance sheet was needed<br>to confirm this.   |
|                             | Question on Select Board Representative on Committee. It<br>was determined research was needed and subject would be<br>discussed at next meeting.   |
|                             | Adjourned at 8:08 p.m.  |
| November 29, 2016 6:45 p.m. | Police, Dog officer, Supervisor of the check list, Trustee of the trust fund budgets will be discussed.<br>Any other business which may arise.  |
|                             | Discussion<br>Motion<br>Motion<br>Discussion<br>Discussion  |