

Date Approved \_\_\_\_\_

Date Approved with changes \_\_\_\_\_

Town of Effingham  
Trustees of Trust Funds  
Minutes of May 25, 2017

Meeting called to order at 3:20pm.

Present: Karen Payne (chair), Carol Pfister, Theresa Swanick

Minutes were approved for January 10, 2017 and January 17, 2017.

This is the first meeting after receipt of the official minutes of town meeting (attached). Some articles approved direct the Trustees to take certain actions. Statute that govern trustees of trust funds states that funds moving into trust funds from tax revenues must be completed by December 15 of the year of town meeting. Funds from the general fund balance must be transferred within 10 days of town meeting vote.

Article 8: Change of purpose of Police Cruiser Capital Reserve Fund, previously established, to the Police Cruiser and Police Cruiser Equipment Capital Reserve Fund. → A copy of the warrant article will be kept on file and placed in the public binder.

Article 9: Change of purpose of Fire Truck Capital Reserve Fund, previously established, to the Fire Truck and Fire Truck Equipment Capital Reserve Fund. → A copy of the warrant article will be kept on file and placed in the public binder.

Article 10: Town voted to appropriate \$40,000 for purchase of a police cruiser from the Police Cruiser and Police Cruiser Equipment Capital Reserve Fund. Karen executed a check (#1018) to the Town of Effingham for \$40,000 and delivered it to the Office Assistant.

Article 12: Establish a new fund: The Fire Department Equipment Expendable Trust Fund. → A copy of the warrant article will be kept on file and placed in the public binder. Karen will establish the fund account with TD Bank.

Articles 13, 14 and 15: Voters approved funds to go into trust accounts. The Trustees will complete these transactions upon receipt of request from the Town.

Article 21: Establish a new fund: Bridge Maintenance Expendable Trust Fund. → A copy of the warrant article will be kept on file and placed in the public binder. Karen will establish the fund account with TD Bank.

Referring back to earlier minutes, we had agreed to release funds to the Effingham Elementary School from the Abigail Drake School Scholarship Fund, upon approval from the Atty. General's Office. Carol did receive email approval to release the interest from this fund that has \$500 original principal. Balance today is \$906.87. Trustees approved release of \$406.87 upon written receipt from the Effingham Elementary School with stated proposed use of funds. The chair is authorized to release these funds without the need for a meeting.

It was noted that the trust funds overall seem to be accruing better interest with the move to TD Bank Municipal Choice Solutions.

**Meeting adjourned at 4:50pm.**

*Minutes are considered DRAFT until approved at a future regular meeting of the Trustees of Trust Funds.  
Any changes or corrections will be noted in the next meeting minutes.*

Town of Effingham  
Annual Town Meeting Minutes  
March 21, 2017

The following are the results from the Town Election, which was held on Tuesday, March 14, 2017. The checklist listed 1083 registered voters. 285 ballots were cast, including 87 absentee ballots.

**Article 1.**

Selectman, 3 year term	John Meisner Lawrence Edwards	<b>154</b> 128
Trustee of Trust Funds, 3 yr term	Karen Payne	<b>231</b>
Trustee of Library, 3 yr term	Maureen Spencer Dennis Vienneau Avril Belisle	<b>185</b> <b>181</b> 63
Planning Board, 2-3 yr terms	Theresa Swanick Michael Cahalane Avril Belisle	<b>188</b> <b>140</b> 65
Budget Committee, 2-3 yr terms	Leo Racine Jory Augenti Michael Cahalane	<b>162</b> <b>169</b> 101
Zoning Board of Adjustment, 2-3 yr terms	Tim White Jory Augenti	<b>199</b> <b>181</b>
Zoning Board of Adjustment, 2 yr term	David Strauss	<b>214</b>

**Article 2.** Are you in favor of the adoption of Amendment 2017-1 as proposed by the Planning Board for the Town Zoning Ordinance as follows: To include Article 23 Accessory Dwelling Units, which complies with RSA 674:71-73 mandated by the State of New Hampshire that all towns shall allow Accessory Dwelling Units? **Yes 214 No 50**

**Article 3.** Are you in favor of the adoption of Amendment 2017-2 as proposed by the Planning Board for the Town Zoning Ordinance as follows: Add the following to Section 302 Definitions of the Zoning Ordinance?

Accessory Dwelling Unit, Attached/Interior: A residential living unit that is within or attached to a single family dwelling, and that provides independent living facilities for one or more persons, including provisions for sleeping, eating, cooking and sanitation on the same parcel of land as the principal dwelling unit it accompanies. RSA 674:71.

Accessory Dwelling Unit, Detached: An Accessory Dwelling Unit that is detached from a single family dwelling, and that provides independent living facilities for one or more persons, including provisions for sleeping, eating, cooking and sanitation on the same parcel of land as the principal dwelling unit it accompanies.

Footprint: The area of a building or structure to be measured by the exterior dimensions of the structure including concrete slabs, chimneys, steps, attached or detached decks, carports, balconies, roofs or overhangs that extend more than 2 feet. **Yes 193 No 74**

**Article 4.** Are you in favor of the adoption of Amendment 2017-3 as proposed by the Planning Board for the Town Zoning Ordinance as follows: Revise Article 10 and Table 1 to include Accessory Dwelling Units, Attached/Interior and Accessory Dwelling Units, Detached, and renumber the subsequent conditions of permitted uses?

*This is a housekeeping item.*

**Yes 203 No 55**

**Article 5.** Are you in favor of the adoption of Amendment 2017-4 as proposed by the Planning Board for the Town Zoning Ordinance as follows: Amend Article 10 Section 1016 to read:

**Section 1016 Home Occupation**

- (a) Lot is primarily residential
- (b) Structure must be kept primarily residential
- (c) No employees other than persons living in the home
- (d) Restricted public access
- (e) No noxious use as defined in Section 902 of the Zoning Ordinance
- (f) Does not involve construction of new structure or expansion of existing structure
- (g) Is not dangerous or hazardous to public safety
- (h) Has received Special Exception, if located in the Province Lake District

**Yes 195 No 68**

**Article 6.** Are you in favor of the adoption of Amendment 2017-5 as proposed by the Planning Board for the Town Zoning Ordinance as follows: Remove the requirement from Article 10 Section 1028 that a restaurant must be located in an existing building?  
**Yes 183 No 83**

**At 7:00 pm, The Moderator announced that the polls were closed. Ballot clerks and counters were: Theresa Swanick, Thomas Hart, Erik Jones, David Strauss, Jim Morris, Carol Pfister and Cheryle Feirick. When we were finished counting, Moderator Slack called for a recess and announced that the meeting would reconvene on Saturday, March 18, at 9:00 am.**

**The town meeting was called to order at 9:04 am on Saturday, March 18. Moderator Susan Slack went over the Rules of Procedure. She also explained her decision to proceed with voting on Tuesday, March 14, 2017 despite the snow storm. She explained the difficulty in letting people know ahead of time if voting had to be cancelled and did not want anyone to miss out on voting should they not receive the notice.**

**Article 7.** To see if the town will vote to adopt the Effingham Procurement Policy as presented by the Board of Selectman. This requires a majority vote.

**The article was moved and seconded. A motion was made and seconded to amend the wording on Page 2, #3, last sentence in the paragraph, instead of twenty-one(21 days), replaced with *thirty(30) days*. Amendment passed.**

**A motion was made and seconded to amend the wording on page 4, #10, h and i, to add the words: *accept that* before each sentence. Amendment passed.**

**A motion was made and seconded to amend the wording on page 5, after the words *all future purchases*, add:*within that contract* and after the words *bid/proposal process*, add:*or after a 5 year period whichever is sooner*. Amendment passed.**

**Attached is an addendum of The Procurement Ordinance as amended.**

**A motion was made and seconded to move Article 16 prior to Article 8. Motion passed. In keeping with the order of the Warrant, Article 16 results will be placed after Article 15.**

**A motion was made and seconded to restrict reconsideration of Articles 7 and 16. Motion passed.**

**Article 8.** To see if the town will vote to change the purpose of the Police Cruiser Capital Reserve Fund previously established to the Police Cruiser and Police Cruiser Equipment Capital Reserve Fund. The purpose of this fund will be to purchase, refurbish or equip police cruisers. This is a special warrant article. This requires a 2/3 vote. Budget Committee and Selectmen recommend this appropriation.

**The Article was moved and seconded. A hand count was taken. Motion passed with 93 to 0.**

**Article 9.** To see if the town will vote to change the purpose of the Fire Truck Capital Reserve Fund previously established to the Fire Truck and Fire Truck Equipment Capital Reserve Fund. The purpose of this fund will be to purchase, refurbish or equip fire trucks. This is a special warrant article. This requires a 2/3 vote. Budget Committee and Selectmen recommend this appropriation.

**The Article was moved and seconded. A hand count was taken. Motion passed with 95 to 0.**

**Article 10.** To see if the town will vote to raise and appropriate the sum of \$40,000 for the purchase of a police cruiser and police cruiser equipment. Further, to authorize the withdrawal of \$40,000 from the Police Cruiser and Police Cruiser Equipment Capital Reserve Fund created for that purpose. This is a special warrant article. This requires a majority vote.

The Budget Committee and Selectmen recommend this appropriation.

**The Article was moved and seconded and passed as read.**

**Article 11.** To see if the town will vote to raise and appropriate the sum of \$25,000 for the purpose of road reconstruction. This special article is a special warrant article. This requires a majority vote.

The Budget Committee and Selectmen recommend this appropriation.

**The Article was moved and seconded and passed as read.**

**Article 12.** To see if the town will vote to establish a Fire Department Equipment Expendable Trust Fund per RSA 31:19-a, for the purpose of purchasing or refurbishing fire department equipment and to raise and appropriate \$9,000 to put in the fund, further to name the Selectmen as agents to expend from said fund. This is a special warrant article. This requires a majority vote.

The Budget Committee and Selectmen recommend this appropriation.

**The Article was moved and seconded and passed as read.**

**A motion was made and seconded to restrict reconsideration of Articles 8-12. Motion passed.**

**Article 13.** To see if the Town will vote to raise and appropriate the sum of \$36,250.00 for payments to the following Capital Reserve Accounts previously established:

<b>Invasive Aquatic Plant CRF</b>	<b>\$4,250</b>	<b>\$10,836.54</b>
<b>Fire Truck &amp; Truck Equip. CRF</b>	<b>\$20,000</b>	<b>\$33,730.84</b>
<b>PD Cruiser &amp; Cruiser Equip CRF</b>	<b>\$10,000</b>	<b>\$60,282.82</b>
<b>Transfer Sta/Recycling Ctr CRF</b>	<b>\$2,000</b>	<b>\$14,252.75</b>

This is a special warrant article. This requires a majority vote.

The Selectmen and the Budget Committee recommend this appropriation.

**The Article was moved, seconded and passed as read.**

**Article 14.** To see if the Town will vote to raise and appropriate the sum of \$17,000.00 for payments to the following Trust Fund Accounts previously established:

<b>Police Safety Gear Exp TF</b>	\$2,000.00	\$4,799.75
<b>Municipal Buildings Exp TF</b>	\$10,000.00	\$34,371.92
<b>Town Hall Restoration TF</b>	\$5,000.00	\$45,206.03

This is a special warrant article. This requires a majority vote.  
The Selectmen and the Budget Committee recommend this appropriation.

**The Article was moved, seconded and passed as read.**

**Article 15.** To see if the town will vote to raise and appropriate the sum of \$1,000 to be added to the Fire Truck and Fire Truck Equipment Capital Reserve Fund previously established. This sum to come from the unassigned fund balance (which represents money received from the Town of Parsonsfield for Fire Department Mutual Aid). No amount to be raised from taxation. This is a special warrant article. This requires a majority vote.  
The Selectmen and the Budget Committee recommend this appropriation.

**The Article was moved, seconded and passed as read.**

**Article 16.** To see if the town will vote to raise and appropriate the sum of \$160,000 to replace the bridge on Snow Road. This is a special warrant article. This requires a majority vote.  
The Selectmen and the Budget Committee recommend this appropriation.

**The Article was moved, seconded. Moderator Slack introduced David Eckman of Eckman Engineering who spoke about Snow Rd bridge and answered questions. Motion passed.**

**Article 17.** To see if the town will vote to raise and appropriate the sum of \$6,000 for phase one of a project to purchase and install equipment to provide fire protection at the Town Hall/Library and to authorize the withdrawal of \$6,000 from the Town Hall Repair and Restoration Trust Fund created for that purpose. This is a special warrant article. This requires a majority vote.  
The Budget Committee does not recommend this appropriation.  
The Selectmen do recommend this appropriation.

**The Article was moved and seconded. Selectman Leonard Espie asked that this be indefinitely postponed. Motion passed to be indefinitely postponed.**

**Article 18.** To see if the town will vote to raise and appropriate the sum of \$35,000 for a maintenance/restoration project for the Elm Street Bridge. This is a special warrant article. This requires a majority vote.  
The Budget Committee and Selectmen recommend this appropriation.

**The Article was moved, seconded and passed as read.**

**A motion was made and seconded to restrict reconsideration of Articles 13, 14, 15, 17, 18. Motion passed.**

**Article 19.** To see if the town will vote to raise and appropriate the sum of \$15,000 for paved road resurfacing and repair. This requires a majority vote.  
The Selectmen and the Budget Committee recommend this appropriation.

**The Article was moved, seconded and passed as read.**

**Article 20.** To see if the town will vote to raise and appropriate the sum of \$25,680 to contract the services of Avitar Associates of New England, Inc. for the year 2017. This sum represents payment for the second year of a five-year level funded contract that provides for a full update of property values to market rate in 2020 as required by RSA 75:8-a, as well as general assessing services throughout each of the five years and field data verification of information appearing on property tax cards. This requires a majority vote.  
The Selectmen and the Budget Committee recommend this appropriation.

**The Article was moved, seconded and passed as read.**

**Article 21.** To see if the town will vote to establish a Bridge Maintenance Expendable Trust Fund per RSA 31:19-a, for the purpose of maintaining town owned bridges and to raise and appropriate \$5,000 to put in the fund, further to name the Selectmen as agents to expend from said fund. This is a special warrant article. This requires a majority vote.  
The Budget Committee and the Selectmen recommend this appropriation.

**The Article was moved, seconded and passed as read.**

**Article 22.** To see if the town will vote to raise and appropriate the sum of \$1,525,123 for the ensuing year for general operations. This requires a majority vote.

Executive	102,408
Election & Registration	32,865
Financial Administration	51,935
Assessing	6,125
Legal	45,000
Payroll Expenses	57,500
Planning & Zoning	19,756
Municipal Buildings	67,000
Cemeteries	2,500
Insurance Fees	105,500
Advertising & Regional Dues	3,000
Police	179,159
Fire/Rescue Department	133,378
Emergency/Forest/911	6,010

Highways & Streets	452,000
Street Lighting	7,250
Solid Waste Collection	56,989
Solid Waste Disposal	90,000
Solid Waste Clean Up	3,750
Dog Officer Expenses	500
Health Agencies & Hospitals	15,358
General Assistance	14,000
Meals on Wheels	4,500
Parks & Recreation	5,000
Library	58,193
Patriotic Purposes	650
Conservation Commission	3,796
Town Forester	1,000
Debt Service	1

The Selectmen and the Budget Committee recommend this appropriation.

**The Article was moved, seconded and passed as read.**

**Article 23.** To see if the Town of Effingham will vote to remove the Selectmen as agents to expend from the Town Owned Bridges Capital Reserve Fund, previously established in accordance with RSA 35:1 and direct that future expenditures from this fund will be made by the legislative body? This is a special warrant article. This requires a majority vote. This article is petitioned by Michael Cahalane and others.

**The Article was moved, seconded and failed as read.**

**Article 24.** To see if the Town of Effingham will vote to establish a Capital Reserve Fund, in accordance with RSA 35:1 for the purpose of constructing and/or reconstructing the “Snow Road bridge” and to raise and appropriate the sum of \$1,000 toward this purpose? This is a special warrant article. This requires a majority vote. This article is petitioned by Michael Cahalane and others.

The Selectmen and the Budget Committee recommend this appropriation.

**The Article was moved, seconded and asked to be indefinitely postponed. Motion passed to be indefinitely postponed.**

**Article 25.** To see if the Town will vote to change the advertising requirements for special projects, passed by the Town at the 1995 Town meeting, Article #24 and amended at the 2014 Town meeting Article #21 to read as follows. To require advertising for special projects, costing fifteen thousand (\$15,000) dollars or more, in at least two (2) internet publications as well as one (1) State wide and one (1) local newspaper for request for proposals/bids. Requiring no less than thirty (30) days from the original advertised date in all publications, prior to closing the competitive RFP/bidding process.

This is considered a “binding requirement” per vote of the legislative body and is to be included in any purchasing ordinance and/or purchasing policy adopted by the Town of Effingham.



This is a special warrant article. This requires a majority vote. This article is petitioned by Michael Cahalane and others.

**The Article was moved, seconded and asked to be indefinitely postponed. Motion passed to be indefinitely postponed.**

**Article 26.** To see if the Town will vote to accept the reports of its agents and auditors.

**The article was moved, seconded and passed as read.**

**A motion was made and seconded to restrict reconsideration of Articles 19-25. Motion passed.**

**Article 27.** To transact any other business that may legally come before said meeting.

Meeting adjourned at 12:46 PM.

Respectfully submitted,

Deanna Amaral,  
Town of Effingham  
Town Clerk