

Town of Effingham

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Board of Selectmen's Minutes for May 18, 2021

PRESENT: Chairman Fuller, Selectmen Hart and Espie, Town Administrator Fraizer, Police Chief Duschesne, Fire Chief Burbank,

Minutes transcribed by Darlene McWhirter
Meeting available to the public via Zoom

Meeting called to order by Selectman Fuller at 9:00am followed by the Pledge of Allegiance. Selectman Fuller offered to serve as chairman this year. The motion was seconded by Selectman Hart and passed (3-0).

Selectmen reviewed mail, signature and manifest folder.

Chairman Fuller made a motion to approve and sign the Selectmen's minutes of May 13, 2021. The motion was seconded by Selectman Hart and passed (2-0-1).

Chairman Fuller made a motion to approve and sign the manifest dated May 20, 2021 in the amount of \$50,966.29. The motion was seconded by Selectman Hart and passed (3-0).

Chairman Fuller made a motion to approve and sign the non-public minutes of May 13, 2021. The motion was seconded by Selectman Hart and passed (3-0).

The signature folder contained Veteran's Tax Credits, Notice of Intents to Cut, Yield Tax Assessments and Personnel Action Forms. The board reviewed and agreed to sign the JP Pest contract for treatment at the Historic Town Hall.

The read folder contained Charter Communication/Spectrum Price Increases, a road complaint on Champion Hill Road which the Police Department is handling, GWRSD Town Assessment and a letter regarding 2021 opening of Camp Marist.

91-A Request from Mr. Edwards requested contract with Contractors for the Snow Road Bridge

Town Administrator Comments:

- Darlene and I have worked on an Employee Change Form to track personnel changes. This is information that should be part of the employees' permanent record and required by the Department of Labor.
- A & B Lock submitted a quote for \$1,500 for computer wiring in the conference room and in the BoS office for Barbara. They will also label old and new computer wires.
- The electrician has been called to fix some of the overhead lights in the offices.
- The Dept of Revenue has been contacted for guidance regarding the Elder Exemption warrant article that passed at town meeting.

- Administrator Fraizer is meeting with the new and prior treasurer on Wednesday. A representative from the Bank of NH will attend the meeting and process necessary paperwork. Still waiting to hear if an assistant treasurer has been chosen.
- Because of Memorial Day the Selectmen's meeting has been changed to Wednesday, June 2nd.
- Administrator Fraizer will be on vacation next Wednesday and Thursday.

Selectmen's comments and reports:

Selectman Hart:

- Selectman Hart has ordered the sealer for the Transfer Station.

Selectman Espie:

- Selectman Espie questioned the ditching that was done on Snow Road.
- He stated that the stonewall was destroyed in several places. The Board will research the situation. Evan Brothers was contacted to clean up sand piles along some roadsides.
- Selectman Espie stated that the legal expenses listed in the town report on pages 43 & 72 are different and asked for clarification.
- Selectman Espie asked if the town was still providing certificates to the 6th graders for the collection boxes. \$288 was donated. He will follow-up for next year.

Chairman Fuller:

- Snow Road Bridge will be closing on Thursday. The contractor will be providing all the detour signage.
John Hatch of Action Ambulance will attend next weeks meeting.
- Chairman Fuller extended a thank you to Mike Cahalane for his years serving as a Selectman and all the years serving on multiple boards. He also congratulated all the elected people who won their respective races and to all the volunteers. The board is looking forward to working with Lenny and continue all the positive ongoing projects. He stated that the board will work on more transparency.

Old Business:

- Office Reopening was reviewed over the last couple of weeks. The Town Clerks office will be open Monday to Thursday. Monday and Wednesday opening at 8am and Tuesday staying open until 6pm with confirmed appointments. The offices will continue to be open for appointments only. Selectmen's office will be open Monday to Thursday. Both offices will be closed on Friday. Masks are still required to be worn and residents are only allowed in the lobby. These requirements will be revisited in July. The new hours will be May 24th.
- Minutes will be posted on the website in a timely manner. The meeting video will also be published on YouTube as soon as possible. Government Oversight, Wolfeboro Public Access TV and YouTube will be looked at to see which would be more efficient and affordable to post meeting videos.
- Administrator Fraizer discussed the process for purchasing Transfer Station stickers and seasonal stickers. This will be discussed further at next week's work session.
- The board agreed to sign a contract with JP Pest Services for quarterly treatments at the fire stations.
- The staff will provide the Selectmen monthly budget vs actual reports, revenue reports and unpaid taxes report.

New Business:

- A template for a generic BoS agenda will be on the website.
 - The board discussed work assignments: Historic Town Hall/Library project – Chuck Fuller; Transfer Station – Lenny Espie; Roads & Bridges – Tom Hart; Capital Improvement Plan – Chuck Fuller; Historic District Commission, Town Cemetery – Lenny Espie; Budget Committee – Tom Hart; Planning Board – Lenny Espie; Carroll County Broadband Committee – Chuck Fuller and an additional volunteer appointment, Health Officer – Mike Cahalane.
 - Audrey and Darlene will work on a process to send meeting packets out early to the board.
 - Chairman Fuller discussed with NHMA the process to retain Mike Cahalane in a non-paid, non-consulting status to continue his work and oversee multiple road projects and other projects. There should be Selectmen oversight, defined scope of work and reporting. The board would like a weekly or biweekly reporting.
- Chairman Fuller made a motion to use the Selectmen’s operating guideline for citizens to work with the board on town projects. The motion was seconded by Selectman Hart and passed. (3-0).
- The Selectmen will use town issued email addresses.
 - A work session will be scheduled for after next weeks’ meeting. Discussion items to include: Transfer Station Stickers, seasonal stickers, pricing at Transfer Station, personnel policy, safe for the Town Clerk’s office, Our Town Energy Alliance.

Appointment:

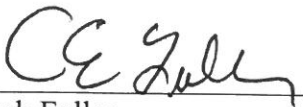
- Fire Chief Burbank reported interest from other towns for daytime coverage. Fire Department applications will be completed along with town employment forms and background checks.
- Police Chief Dushesne reported that the department is busy. They responded to a 2-car accident involving road rage.

Public Comment:

- No comments from the public.

At 10:34, Selectman Hart adjourned the meeting. The motion was seconded by Selectman Espie and passed. (3-0).

Respectfully Submitted,
Darlene McWhirter




Chuck Fuller

Dated: May 25, 2021



Tom Hart



Lenny Espie