



Town of Effingham
Selectmen's Office
68 School Street
Effingham, New Hampshire 03882

Board of Selectmen's Meeting
December 28, 2021

Present: Chairman Fuller, Selectman Espie, Town Administrator Fraizer, and several members of the public.

Meeting available to the public via Zoom.

Meeting called to order by Chairman Fuller at 9:00am, after completion of reviewing the folders Chairman Fuller asked everyone to join him in the Pledge of Allegiance.

Signature folder:

Chairman Fuller made a motion to approve and sign the Selectmen's Minutes dated December 20, 2021. The motion was seconded by Selectman Espie and passed (2-0).

Chairman Fuller made a motion to approve and sign the Selectmen's Minutes dated December 21, 2021. The motion was seconded by Selectman Espie and passed (2-0).

Chairman Fuller made a motion to approve and sign the Selectmen's Non-Public Minutes dated December 2, 2021. The motion was seconded by Selectman Espie and passed (2-0).

The Board approved and signed the following items.

- Personnel Action Forms for the police department
- Forest Warden Appointment Recommendation to the State
- Appointment forms for Carroll County Broadband Committee
- Avitar – DRA Preliminary Assessment to Sales Ratio
- Transfer Station Facility Ordinance.

Chairmen Fuller made a motion to approve and sign the manifest dated December 30, 2021, in the amount of \$38,877.26. The motion was seconded by Selectman Espie and passed (2-0).

Mail folder:

GWRSD Finalized Town Contribution 2021/2022 School Year. The amount for Effingham decreased over \$200K.

Administrator and Selectmen's Comments:

Town Administrator Fraizer:

- Town Administrator Fraizer reported the Town has collected of 85% of 2021 taxes.
- Working on Snow clearing job description.
- Met with Zoning Enforcement Officer, Rebecca, and David on process.
- Covering General Assistance this week.
- The Avitar notice is preliminary, once DRA receives it they will determine if a new Town valuation is required.

Selectman Espie:

- Selectman Espie asked Town Administrator Fraizer if she had heard back from the Trustees regarding the trust fund descriptions of the funds, they BoS is considering dissolving. She stated she had a response and agreed to meet with Selectman Espie after the meeting.
- Selectman Espie asked Chairman Fuller about programming the cash register at the Transfer Station. Until it is complete, citizens will be charged the old rates.
- Selectman Espie covered the quote for two concrete pads at the Transfer Station. One company replied, East Coast Foundation provided a quote for two 10' x 24' pads of 8" reinforced concrete for the amount of \$4,975.00. Selectman Espie made a motion to approve the purchase. The motion was seconded by Chairman Fuller and passed (2-0).

Chairman Fuller:

- Chairman Fuller reviewed the Fire Chief position with Brian Duggan from MRI. Mr. Duggan made the board aware that in the 2005 Town Meeting, article 5, the Town approved having a 3-person review board. Mr. Duggan has identified 2 qualified former chiefs in addition to himself to participate on the review board. One is David Holton from Moultonborough New Hampshire and the other is David Maclean from Limerick Maine. Both have a depth of qualifications. The review board will recommend the top 3 candidates to the BoS. Chairman Fuller made a motion to appoint Brian Duggan, David Maclean, and David Holton to the Fire Chief Review Board. The motion was seconded by Selectman Espie and passed (2-0).
- Chairman Fuller announced a work session on December 29th at 10:00 a.m. The first portion will be a public session in which Mr. Duggan will present the process for the public information. The second portion will be non-public to review specific candidates.
- Chairman Fuller also noted a work session is being scheduled with HEB to review the process for Bailey Road bridge.
- Chairman Fuller asked Town Administrator Fraizer to modify the language of the warrant articles. This will be done with the Budget Chairman in a work session after the meeting.
- Chairman Fuller asked Town Administrator Fraizer regarding her about the Health Officer having access to the Property Record and what she had come up with. Ms. Fraizer spoke with the Assessing Technician and several other Towns. It is highly unusual for anyone to access the files directly; the concern is with maintaining the integrity of the files. Ms. Fraizer also expressed a concern with the entire process between assessing, zoning enforcement, and the health officer. Chairman Fuller feels the positions need 24 x 7 access to review the records and doesn't understand the concern. Ms. Fraizer explained that with any files limited access is preferred using personnel and accounts payable files are not available to the treasurer or auditor. Another point Ms. Fraizer made is that most files are online. Chairman Fuller disagreed and felt that access was needed. Selectman Espie disagreed and felt that access should be limited to business hours. Chairman Fuller recommended that the Zoning Enforcement Officer also be limited to business hours. Ms. Fraizer said she would recommend to the ZEO to change her hours to fit the public's needs. Selectman Espie found this acceptable.

New Business:

- Encumbrances: Chairman Fuller reviewed items to encumber in the following amounts:

- Road Reconstruction – 2021 Warrant Article 19 \$159,000 (includes remaining contract value with HEB in the amount of \$44,460)
- Bailey Road Bridge – 2021 Warrant Article 18 \$10,000
- Avitar Contract – 5-year contract \$24,118
- Emergency Outfitter – Fire New Equipment \$1,598
- Admiral Uniform & Supply – Police - \$1,150
- Furniture and Shed – Library - \$9,792.12

Total amount to encumber from the 2021 budget \$205,658.12

Chairman Fuller made a motion to encumber \$205,658.12 from the 2021 budget. Selectman Espie seconded the motion and is passed (2-0).

Warrant Articles: Chairman Fuller clarified these would be covered in a work session after the regular meeting.

Department & Committee Updates:

Health Officer Cahalane expressed his concern with not having access to the property records and that when he has been here a few files have been missing. He has been to a few properties brought to his attention. He found when visiting one property there was another property in close proximity bringing his list of properties to inspect to over a dozen properties. Mr. Cahalane is waiting on information from the Assessing office on some septic and RV inquiries. He is reaching out to the Town Attorney regarding the interpretation of some of the ordinances. Chairman Fuller asked Town Administrator Fraizer about the missing property cards. Ms. Fraizer explained the process, the cards for active files are held by the Zoning Enforcement Officer when she is working on them. They are in a locked cabinet on site. Chairman Fuller said they need to be returned to the property card closet. Ms. Fraizer said she understands that.

Announcements: The Transfer Station will be closed on Saturday, January 1, 2022

Public Comment:

Dave Garceau: Concerning in the dumpster pad, Mr. Garceau asked about a plan for the future. He has been hearing about paying by the pound. Chairman Fuller said a scale is a long time off. Mr. Garceau also asked if a roof or facility should be addressed when the pads are poured. Chairman Fuller described the problem of a wall being issue so basically the pads are to address a specific problem. Mr. Garceau was also concerned with the limitation of the property records. He feels it is inefficient and the State has already vetted the Health Officers, more than any other department in Town. He doesn't see a reason to restrict it further. Chairman Fuller said it could be revisited in the future.

Steve Regal expressed concern over files being missing. Town Administrator Fraizer clarified there are sign out sheet. All property files are accounted for. Mr. Regal asked if copies could be made. He recommends that whoever is working on them works from a copy.

Vicki Kirkwood feels copies could make more confusing because of multiple copies are floating around.

Victoria Garceau asked if the Selectmen have 24 x 7 access in the event a file had to be accessed in an emergency.

Mr. Cahalane didn't envision any concerns needing 24 x 7 access. He said the access is for research purposes only. He felt an opinion from Town Council would be helpful.

Mr. Cahalane also spoke about the Transfer Station. The oil containment was built with a pad. The white shed is rotting out and going away. The wall needs to be moved out 5' – 6'. He provided an overview of a long-term plan for the containers. The five-year contract had a reduction of costs. The Town should anticipate costs to increase because of the increased difficulty of disposal.

Mr. Cahalane also brought up line items in the budget to actual:

1. Snow Road \$233,338.40 cost to Town, correction to Chairman Fuller's figure, budget vs actual isn't reflecting all costs. \$20,400 is reflecting more than the Town has.
2. Snow Road Grant showing money coming in but not being spent. It should be zeroed out.
3. Moose Plate Grant – looks like it's coming out of the budget. It shouldn't be.

Lawrence Edwards expressed a concern about people having access to the property records. He suggested if the Health Officer can't do their job maybe they are not right for the job. He also wanted to know what the public speaking instructions noted in the agenda were. Town Administrator Fraizer will get a copy.

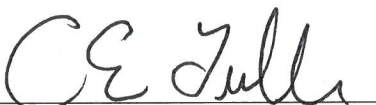
The regular meeting ended at 10:03, a break was called before the work session.

The Board of Selectmen worked with the Budget Chairman, David Strauss, on language for the 2022 Warrant Articles.

Adjournment: At 10:45am, Selectman Espie made a motion to adjourn the meeting. The motion was seconded by Chairman Fuller and passed (2-0).

Next Meetings: Board of Selectmen Tuesday, January 4, 2022 9:00 a.m.

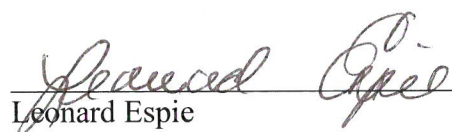
Respectfully submitted,
Audrey Fraizer



Charles Fuller

Dated: January 4, 2022

Thomas Hart



Leonard Espie