



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

**Board of Selectmen's Meeting**  
**January 11, 2022**

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 9:03am followed by the Pledge of Allegiance.

**Signature folder:**

Chairman Fuller made a motion to approve and sign the Selectmen's minutes dated January 4, 2022. 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 January 4, 2022. The motion was seconded by Selectman Espie and passed (2-0).

Chairmen Fuller made a motion to approve and sign the manifest dated January 13, 2021, in the amount of \$115,290.68. The motion was seconded by Selectman Espie and passed (2-0).

**Mail Folder:**

- NH DES, acknowledgement of 2020 Post-Closure Landfill Report.
- Letter from Conservation Commission concerning Phillips Brook.
- JP Pest Reports for the 2 fire stations.

**Administrator and Selectmen's Comments:**

**Town Administrator Fraizer:**

- Town Administrator Fraizer reported she had completed a draft of the Municipal Building Snow Clearing/Shoveling description.
- She also created a 2-page summary handout of the Transfer Station Ordinance.
- Town Administrator Fraizer drafted the 2022 Warrant Articles providing descriptions from the associated Capital Reserve or Expendable Trust Fund.
- A draft MS737 was created for the budget committee.
- The 2021 Town Report is in process, most departments or committees have provided their reports.
- She met with Assessing and the Zoning Enforcement Officer to review the new process of accessing property files.

**Selectman Espie:**

- Selectman Espie reported on the Historic District Commission, Susan Slack will provide a report for the 2021 Town Report. He asked about public hearing process for the HDC. He also confirmed the cost of mailing the BoS had requested would come out of their budget.

- Selectman Espie confirmed a key for the Oil Containment shed had been provided to the Transfer Station supervisor. He checked with Chairman Fuller about programming the cash register. Chairman Fuller had discussed it with the staff and they are going to try to program it themselves. He also expressed concern about the containers not being emptied timely. Town Administrator Fraizer will follow up with NRRA and Waste Management.

#### **Announcements:**

- The Town Offices will be closed Monday January 17<sup>th</sup> in observance of Civil Rights Day.
- The Town Clerk has posted vacancies for the upcoming elections. Sign up is between January 19<sup>th</sup> and January 28<sup>th</sup>. Please sign up, instructions are on website and posted out front.

#### **New Business:**

- Updated 4312 Highway and Streets. The Road reconstruction amount of \$250,000 was moved to a Warrant Article for Green Mountain Road Paving. Chairman Fuller made a motion to approve a revised total of \$528,750. The motion was seconded by Selectman Espie and passed (2-0).
- Updated 4415 Health Agencies to include White Mountain Community Health. Chairman Fuller made a motion to approve a revised total of \$22,530. The motion was seconded by Selectman Espie and passed (2-0).
- Following up to a inquiry from Mr. Edwards regarding the rules for public comment. The Selectman's Rules for Procedures detail the public comment rules in detail. They are available on the website or upon request.
- Warrant Articles were reviewed and voted on. See attachment.

#### **Public Comment:**

- David Garceau asked if the "missing" property file had been returned. Town Administrator Fraizer said to the best of her knowledge all files are in the files, she had never been informed of the map and lot number and recommended he speak to the Assessing Technician. He also asked if the personnel files had been removed from the property closet. Chairman Fuller explained a place has not been identified for them to date.
- Resident Vicki Kirkwood asked if the property and personnel files locked. She also clarified who had access to the files. Chairman Fuller verified that the Town Administrator, the Town Clerk and the Assessing Technician are the only people with access. He also clarified any other person must request the files during business hours from Assessing. Ms. Kirkwood also asked about the granite being moved from Hobbs Road to the Transfer Station. The road contractor is coming into the meeting and will be asked the question.

#### **Contractors Meeting Green Mountain Road Paving 10:00 a.m.**

Attendees: Jeff Perry with GMI Asphalt, Scott Boyes with All States Materials, Gerry DuBreuil, R&D Paving and Ron Evans, Evans Brothers.

- Chairman Fuller asked if the contractors had any questions or if Mr. Evans the Town's Road Contractor wanted to share any information. Ron wanted to confirm there is enough time between the grinding, rough grading and compacting for his firm to lay the gravel and do a rough grading.

- A contractor clarified the process and that when they return, they would do a fine grading, there was not need to follow Evans. Ron agreed.
- A contractor asked who would be responsible in that time frame if there was a weather event that created wash outs.
- A contractor asked about the width of the road, a portion of the road is closer to 25' wide but the specifications call for 21' wide. Chairman Fuller had Mr. Cahalane address the question. Mr. Cahalane confirmed the Town is standardizing at 21' for the back country roads.
- A contractor asked about the award, the bid sheet had total cost and unit cost. Award will be on total project price and the invoiced on a unit cost due to the then current price of asphalt. It was further clarified that the number of tons were consistent between bids. Mr. Cahalane pointed out the Town is cognizant the price of asphalt may vary between bid and actual price.
- Town Administrator asked Mr. Evans how much notice his firm would need to provide the gravel. Ron suggested a meeting prior to the grinding.

**Contractors adjourned at 10:13 a.m.**

Mr. Evans stayed to address a few questions from the Selectmen. Chairman Fuller asked about moving the granite from Hobbs Road to the Transfer Station. Ron anticipated it would be moved this week. It will be added to the existing pile.

Chairman Fuller asked about Huntress Bridge Road. Ron has addressed it, it's in good shape right now.

There was a discussion about the pot holes. Ron felt it would be a waste to address the pot holes now. Selectman Espie agreed it would be a waste of money to try to repair them now.

Selectman Espie confirmed the tree on Plantation Road was taken care of, Ron confirmed it had been taken care of.

Chairman Fuller asked about the basin on Champion Hill Road. Ron has to investigate if there is an air pocket. It will be addressed when the weather warms.

Town Administrator Fraizer confirmed the fire station is being maintained. Ron confirmed it hasn't needed in the past.

Selectman Espie asked if the plow can make a pass to the sand pile at the Transfer Station, the residents are having to trudge through the snow. Chairman Fuller asked if the sand was at the salt shed. Ron confirmed he would address the Transfer Station and sand is dropped at the Salt Shed.

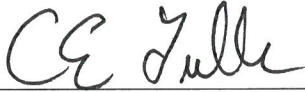
**Department Report:** Chairman Fuller covered the police statistics for December in Chief Duchesne's absence. He pointed out the activity is up approximately 30% over last December. Chairman Fuller is working with Sergeant Welch to put together a non-charitable status for grants and donations to the Police Department. There is also a new K9Fero.com website for merchandise. A percentage will be given to the Police Department.

**Public Comment:** David Garceau asked about the air quality in the conference room. Town Administrator said she would check the filter on the air purifier. She also explained that Chief Burbank has a spray for Covid and she will ask him to come weekly.

**Adjournment:** At 10:26am, Chairman Fuller made a motion to adjourn the meeting. The motion was seconded by Selectman Espie and passed (2-0).

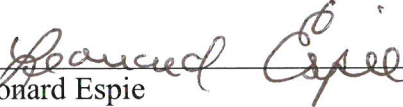
**Next Meetings:** Budget Committee, Tuesday, January 11<sup>th</sup> 6:00 p.m.  
Board of Selectmen Wednesday, January 19<sup>th</sup> 9:00 a.m.

Respectfully Submitted,  
Audrey Fraizer

  
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Charles Fuller

Dated: January 19, 2022

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Thomas Hart

  
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Leonard Espie