

Board of Selectmen
2023 Budget Work Session Minutes
January 3, 2023

Present: Chairman Espie, Selectmen Fuller and Kirkwood, Town Administrator Fraizer, Budget Committee Chair Strauss,

Also in attendance were paving contractors: 1) Steven Goulas with All States Construction Inc., 2) Ron Vaillancourt with GMI Asphalt, 3) Joe Gasparro with Pike Industries, and 4) Gerry DuBreuil with R&D Paving Inc.

Chairman Espie called the meeting to order at 11:00 a.m.

There was discussion regarding the **Elm Street Paving RFP** between the Selectmen, Town Administrator and the representatives of four Paving Companies who were interested to bid on the Elm Street Paving 2023 RFP (bids due January 9th, 2023). The discussion included the following items:

- Is the Town requesting a Lump Sum Bid? The Town said “yes.”
- One contractor pointed out that there are approximately ten paved cuts off on Elm Street for this project, what does the Town want for the amount and/or depth of the gravel for the transition between Elm Street and the cuts? Everyone agreed it would vary on the cut.
- All of the contractors recommended that the RFP include the following clarifications for the transition between the Elm Street and the cuts: 1) “Offsets” for the driveways along Elm Street, 2) Minimum Material Thicknesses in the driveway transition areas, 3) The addition of a Line Item for “Hand Work” in the Bid, which may be required in the transition areas. The Town suggested that Unit Costs for Hand Work be included in the Bid.
- The Elm Street Paving 2023 RFP indicated that Town Contractor Evans Brothers LLC will furnish gravel for “rough grading”; therefore, there is an important coordination issue between the Bidder and Evans Brothers LLC, regarding the successful completion of this contract. The Town briefly described the sequence of new work as follows: a) the contractor will provide road reclamation, b) Evans Brothers LLC will furnish and install gravel for “rough grading,” c) the contractor will provide “fine grading.”
- The contractors wanted to confirm they are not responsible for Evans Brothers LLC’s work, they will only coordinate the timing.
- Discussion about who will provide flaggers during the project; The Town responded that each contractor provides their own. Evans Brothers LLC will provide Flaggers for their portion of the work.
- Town Administrator Fraizer said that she will provide contact information for the project manager at Evans Brothers LLC to the Bidders.
- One contractor asked the Town about liability for potential, future road failures? Chairman Espie and Selectman Fuller said that this has not been an issue for the Town in the past.
- Further discussion was regarding clarification by the contractors around transitioning to the bridge, the height of the paving will stop approximately 300 ft. before the edge of bridge and gradually transition, if fine grading should be a separate line item, the depth of gravel for the shoulder work and storage of equipment during the project.
- And finally, the Town was asked if this RFP has an “escalation clause”; the Town pointed out the statement of the then current price for asphalt.

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- As Bids are due on January 9th 2023, Town Administrator Fraizer said that she would update the Elm Street Paving 2023 RFP with clarifications discussed at today's meeting, and send the revised RFP to Bidders in the day.

Warrant Article for Effingham Conservation Commission Land Use Change Tax [LUCT]

- Emelyn Albert, Chair of the Effingham Conservation Commission, proposes to update Warrant Article #25 passed by the Town in 2005, in order to eliminate the \$2,500 cap on amount distributed to the Conservation Fund from the Land Use Change Tax. The 50% of the LUCT would remain. This change would allow the Conservation Commission to possibly purchase an easement, a deed, or development rights for an environmentally sensitive property, without any impact to taxes.
- Budget Committee Chair Strauss commented that the Land Use Tax is approximately 10% of market value, he would appreciate receiving approximate amounts of anticipated revenue for the Budget Committee.

Warrant Article for the Discontinuance of Southern Portion of Stillings Lane: Town Administrator Fraizer presented a proposal by Zoning Enforcement Officer Rebecca Boyden to discontinue a portion of the public highway located approximately 1,190 feet southwest of Route# 25. The ownership of the discontinued portion of Stillings Lane is proposed to revert to the abutting landowners.

11:37 a.m. a motion was made by Selectman Fuller to support the warrant article for the Discontinuance of the Southern Portion of Stillings Lane. The motion was seconded by Chairman Espie. The motion passed (3-0)

2023 Expendable Trust Fund (ETF) and Capital Reserve Fund (CRF) amounts were reviewed. Town Administrator Fraizer presented the various ETF's and CRF's and the funding mechanism from either taxation or from the unassigned fund balance. With the exception of the police cruiser CRF the Board was in agreement with her recommendations. Selectman Fuller stated that he prefers to not take funds for the Police Cruiser from the Unassigned Fund Balance. Budget Chair Strauss said that it was previously agreed, in a meeting on 12/13/2022, that the Police Cruiser could be funded by tax revenue. Chair Espie believes that the Police Cruiser could be funded differently. Budget Committee Chairman Strauss stated that he believes that the Town should pay for the Police Cruiser now, because he believes that a high balance is needed in the Unassigned Fund Balance to enable the Town to pay "big bills", especially for the ongoing roadwork projects. Selectman Fuller calculated that the Tax Impact Total in the 2022 Budget column should be \$35,000.00, not \$20,000.00 as shown in the CRF Budget Worksheet.

11:50 a.m. Motion was made by Chairman Espie to Approve Item# 4915 -Capital Reserve Funds. The motion was seconded by Selectman Fuller. The motion passed (3-0).

11:57 a.m. Motion was made by Chairman Espie to Approve Item# 4916 -Expendable Trust Funds. The motion was seconded by Selectman Kirkwood. The motion passed (3-0).

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Discussion about Item# 4901 -Other Warrants:

- Budget Chair Strauss requested changes to the 2023 Other Warrants budget worksheet: a) under Elm Street Paving, delete \$100,000 in the 2023 Budget Request column, add \$250,000; b) add "Police Detail" line item with a one dollar (\$1.00) amount.
- Selectman Fuller requested the addition of \$4,000 to the Elderly Exemption line item.
- The change resulted in a total of \$404,002, the tax impact would be \$254,002.00.

12:01 p.m. Motion was made by Chairman Espie to Approve Item# 4901 -Other Warrants in the Amount of \$404,002.00 with a Tax Impact in the Amount of \$254,002.00. The motion was seconded by Selectman Fuller. The motion passed (3-0).

12:05 p.m. Motion was made by Chairman Espie to approve the corrected Manifest of December 15, 2022 in the amount of \$160,457.18, an increase of \$97.62. The motion was seconded by Selectman Fuller. The motion passed (3-0).

12:06 p.m. Motion was made by Chairman Espie to approve additional Manifests of December 29, 2022: first Manifest in the amount of \$4,376.00 and a second Manifest in the amount of \$868.40. The motion was seconded by Selectman Kirkwood. The motion passed (3-0).

12:07 p.m. Motion was made by Chairman Espie to approve the Deposit Authority for the new Town Clerk / Tax Collector to have the ability to deposit funds. The motion was seconded by Selectman Fuller. The motion passed (3-0).

12:09 p.m. Motion was made by Chuck Fuller to Appoint Steve Regal as an Alternate Library Trustee. The motion was seconded by Chairman Espie. The motion passed (3-0).

Discussion about the proposed **BoS Meeting Schedule** from January until May, 2023: Town Administrator Fraizer presented a schedule reflecting Board meetings and Work Sessions. The Meeting would take place at 3:30 p.m. and the Work Sessions would take place at 9:00 a.m. with the exception of the January 18th work session which will take place on Wednesday.

12:14 p.m. Motion was made by Chairman Espie to approve the BoS Minutes of December 27, 2022. The motion was seconded by Selectman Fuller. The motion passed (3-0).

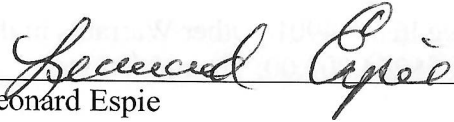
Zoning Enforcement Officer Rebecca Boyden is on an approved vacation this week; therefore, she will present her December report next month.

12:15 p.m. Motion was made by Chairman Espie to go Non-Public for a meeting with Fire Chief Harmon, per RSA 91-A:3, II(c). The motion was seconded by Selectman Fuller. The motion passed (3-0).

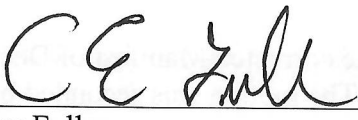
12:26 p.m. Motion by Chairman Espie to come out of Non-Public. The motion was seconded by Selectman Fuller. The motion passed (3-0).

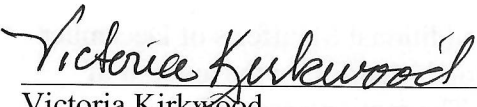
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Respectfully Submitted,
Livia M. Nicolescu


Leonard Espie

Dated: January 18, 2023


Charles Fuller


Victoria Kirkwood