



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

**Board of Selectmen's Work Session Minutes**  
**November 22, 2022**

Present: Chairman Espie, Selectmen Kirkwood and Fuller, Town Administrator Fraizer, Budget Chairman Strauss and Admin.

**Chairman Espie called the meeting to order at 11:03 a.m.**

The Board discussed the **(4155) Payroll Expense 2023 Budget**. Town Administrator Fraizer explained how she calculated the Retirement for and FICA. Any changes to the retirement rates will occur in July 2023. Selectman Fuller asked Town Administrator Fraizer to check for new rates and update the budget as necessary.

**At 11:14 a.m. Chairman Espie made a motion to pass line 4155 "Payroll Expenses in the amount of \$106,550. The motion was seconded by Selectman Kirkwood; the motion passed (3-0).**

The Board discussed the **2023 (4196) Insurance Budget**. Town Administrator Fraizer explained the spreadsheet at the bottom of the budget reflecting how she calculated the various line items. There were a couple of questions about the changes that may occur due to open enrollment. The budget was tabled until the next Board meeting, November 29, 2022.

Selectman Fuller reported to the Board about a mediation meeting he attended for **Malo Property**:

- Mediation proposal to adjust the assessed market value, retroactive to 2020.
- Mediation proposal to refund interest to property owner for 2020, 2021, 2022.
- The board questioned what the total fees for attorney representing the Town in this matter? Town Administrator will report back to BoS.

**At 11:40 a.m. Chairman Espie made a motion to accept \$565,000 as the proposed amount for assessed market value for the Malo Property, per the Mediation meeting. The motion was seconded by Selectman Fuller; the motion passed (3-0).**

The Board discussed the proposed warrant article for a **Police Detail Revolving Fund**. A question was posed as to how the Revolving Fund would initially be funded. Does DRA allow use of General Funds for the Detail Fund? Town Administrator Fraizer will ask the auditor when he is here on Tuesday, November 29th. It also became evident that there is lack of clarity of what the police officers are being paid for detail; it will be discussed with Police Chief Duchesne. Town Administrator will clarify which benefits would be associated with the detail pay, she believes is only federal taxes and not retirement or health insurance.

**Tim Greene, the Town's Auditor will be present on Tuesday, 11/29/2022.**

- Town Clerk, Deanna Amaral, has resigned her position, effective 11/28/2022 and her books will be audited as of that date.
- BoS will convene, at 3:00pm on 11/29/2022 to participate in a meeting with the Treasurer, Elaine Chick and Mr. Greene.
- Town Administrator Fraizer will change BoS meeting time to 3:00pm on 11/29/2022.

The Board is going to update the **Animal Control Ordinance** which was last adopted in 2009. Selectman Fuller will provide his additions for the Board to review at the next meeting.

Chairman Espie reported to BoS about the ongoing **Road Paving** projects. He feels the Elm Street Paving RFP needs to go out to bid so the Board can have figures for a warrant article. Chairman Espie spoke with the Ron Evans related to the gravel estimate. Ron recommended the Town budget between \$100,000 to \$150,000. Chairman Espie recommends including the shouldering in the RFP as Evans wants to take on less work in the future. Selectman Fuller said the RFP should be updated to paving of 22' and reclamation of 25' and a length of 1.16 miles. Town Administrator Fraizer will update the RFP for the Board to review November 29, 2022.

Budget Chairman Strauss asked about the process for hiring **clerical support to transcribe Budget Committee Minutes**. The applicant, Heidi Stubbins, is willing to transcribe the recorded minutes from home. The Board discussed if a background check is necessary. She is known to Selectman Fuller for taking minutes for the Preservation Society. The position does not require working with the public or to deal with cash.

**At 12:04 p.m. Selectman Kirkwood made a motion to hire Heidi Stebbins, without a background check at this time. The motion was seconded by Chairman Espie; the motion passed (3-0).**

Town Administrator Fraizer presented an **adjustment to the income and asset thresholds for the Elderly Exemption for Property Tax**, in response to request for assistance by elderly resident(s) of the Town of Effingham. The Board reviewed Memorandum comparing current Town Elderly Exemption for Property Tax to a neighboring jurisdiction, Town of Ossipee. Based on the proposed update, BoS would like an estimate of the property tax impact to Town. Town Administrator Fraizer will follow up.

Town Administrator Fraizer recommends purchase of a **new computer server** for the Town offices. The cost of anew server with some accessory equipment, such as a dedicated monitor, will be approximately \$11,236. Selectman Fuller pointed out the existing server software has been unsupported for the past two years; new server software is estimated to cost approximately \$2,000. He also mentioned the cloud backup cost was a little high but reasonable if the vendor is familiar with it. Town Administrator Fraizer said there are funds in the computer line and other funds might be available in Capital Reserve line item.

Budget Chairman Strauss pointed out that the Town is currently at 85% of its Operating Budget. Selectman Fuller's preference is to take money out of the current operating budget rather than out of ETF. There was discussion about the various departments and the status of their budgets.

**At 12:25 p.m. Selectman Fuller made a motion to accept bid for new computer server, not to exceed the amount of \$11,236. The motion was seconded by Chairman Espie; the motion passed (3-0).**

There was brief discussion about funds to come from the Expendable Trust Funds and Capitla Reserve accounts. Town Administrator Fraizer said Town voted to close two accounts: 1) Professional Services, and 2) Cemetery.

Budget Chairman Strauss asks if Historic Town Hall fund will get have money left over from renovation? Selectman Fuller replied in the affirmative. Selectman Fuller said the Historic Town Hall renovation needs more bidders for work.

Town Administrator Fraizer reported on **New Hampshire Municipal Association (NHMA) conference** last week, some of her key take aways included;

- Bonding for large projects.
- Human Resources support services.
- Small Town Website support; the official Town website is out of date, there is extra work and expense for the official website to hyper-link directly to Town public documents.

**Waste Management** contract status. Town Administrator Fraizer's office will e-mail Primex Contract to BoS, for vote on Tuesday, 11/29/2022.

At the regional **Town Ambulance** meeting there was discussion about extending the ambulance contract. Town Administrator Fraizer commented that Town of Tamworth voted to accept an extension. She will send BoS hard copy of Ambulance Service contract.

There was discussion about the **grant for the Transfer Station**, the application deadline is 1/16/2023. Town Administrator Fraizer suggests a review of all Waste Management accounts. There are two Transfer Stations accounts, the expendable trust fund and the bank account from fees. Selectman Fuller commented, "If a compactor goes, we need to replace it for about \$40,000.

Budget Chairman Strauss suggested that the Town could, at end of this year 2022, ask the Trust Fund at a Town Meeting for a Warrant Article to request any funds needed for a specific expenditure.

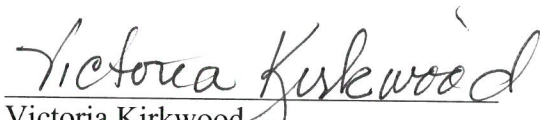
**At 12:46 p.m., Chairman Espie made a motion to adjourn the meeting. The Motion was seconded by Selectman Fuller; the motion passed (3-0).**

Respectfully Submitted,  
Livia Nicolescu, Office Assistant

  
Leonard Espie

Dated: December 13, 2022

  
Charles Fuller

  
Victoria Kirkwood