



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

Board of Selectmen's Work Session Minutes
February 28th, 2023

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

Chairman Espie called the meeting to order at 9:01 a.m.

9:02 Motion by Chairman Espie to approve February 7th 2023 Meeting Minutes, seconded by Selectman Fuller, the motion passed (3-0).

Ron Evans of Evans Bros. Inc. not present today, due to snow removal responsibilities for the Town.

The Board had a discussion of Short Term and Long-Term Disability Benefits quoted from HealthTrust. Town Administrator Fraizer will reach back out to see if they offer another variety of long-term before the Board approves changes.

Discussion of Transfer Station Sign for non-profit organizations. The Board is supportive of the sign but wants a couple of changes to the wording of the document.

Public Comment: Gerry DuBreuil of R&D Paving Inc. asked about the status of the Elm Street Paving Bid. He feels R&D is being penalized because they offered true measurements and true quantities. He stated that R&D has had a good relationship with the Town, they have been competitive and have done good work in the past. Chairman Espie informed Mr. DuBreuil that the Board is meeting with Town Counsel later in the morning and will inform the bidders of the status as soon as a decision has been made.

The Board discussed the Manifest Process that Town Administrator Fraizer had drafted. Selectman Fuller asked that the NH Retirement and the credit card process also be reference in the Accounts Payable section. There was discussion about the credit card billing and process. The credit cards were managed by the Town Administrator but when Town Administrator Fraizer asked the Treasurer to sign off on a form to remove the prior TA and have a card issued in her name the entire account changed. The Treasurer took it upon herself to change credit limits, cancel cards, and take control of the account access. The card through the Bank of New Hampshire is not terrific, if a payment is late, they not only charge a fee but also freeze all cards. The Board will review the credit card account with the Treasurer after the elections. Selectman Fuller asked Town Administrator Fraizer to look at the agreement with the Bank of New Hampshire and see if the Town is required to have a credit card through them.

Town Administrator Fraizer read an email from Budget Chairman Strauss regarding her year-to-date payroll. Her concern was that he asked if she had applied the 2023 hourly salary increase to herself. Town Administrator Fraizer explained the extra hours to meet deadlines this time of year (i.e. Town Report and Manifest) and to keep the BoS office running when clerical help is not available. Town Administrator Fraizer stated the Budget Chairman's question was jumping to an unethical reason instead of asking the question differently.

At 10:28 the Board went into a non-meeting with Attorney Serge regarding the Elm Street Paving bid and award process.

At 10:54 the Board returned to regular session.

There will be a promotion ceremony for Patrolman Tyler Eldridge to Sergeant on Monday March 6, 2023 at noon.

Selectman Kirkwood will not be available March 9th and 10th.


Town Administrator Fraizer will be on vacation from March 22nd through March 29th. She will return on Thursday the 30th.

Chairman Espie made a motion to adjourn at 11:15 a.m. The motion was seconded by Selectman Kirkwood. The motion passed (3-0).

Respectfully Submitted,
Livia M. Nicolescu


Leonard Espie

Dated: March 7, 2023


Charles Fuller


Victoria Kirkwood