



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

Board of Selectmen's Meeting Minutes

April 18, 2023

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

Chairman Espie called the meeting to order at 4:00 p.m.

The Board of Selectmen reviewed their packets.

At 4:40 Chairman Espie had the public join the Board in the Pledge of Allegiance.

Chairman Espie made a motion to approve the Minutes of April 4, 2023, BoS meeting. The motion was seconded by Selectman Fuller. The motion passed (3-0).

In the signature folder was the Tax Warrant for the new Tax Collector, two elderly exemptions, and three timber tax warrants.

Chairman Espie made a motion to approve the April 20, 2023, manifest in the amount of \$117,424.63. The motion was seconded by Selectman Seamans. The motion passed (3-0).

Review of Mail:

Watershed News and two letters for the Lakes Region Planning Commission regarding representatives from the Town. One of the roles is appointed by the Planning Board, the Board of Selectmen appoint the Transportation related position. Selectman Fuller recommended putting it on the website looking for volunteers.

Chairman Espie asked about appointments to the Historic District Commission. Town Administrator Fraizer will print the email for the Board.

Chairman Espie asked the Board if they approve the Budget Committee's recommended meeting schedule. Chairman Espie made a motion to approve the schedule. The motion was seconded by Selectman Fuller. The motion passed (3-0).

Department Reports:

Chief Duchene presented the February and March statistics for the Police Department. As is typical, February was a quieter month but March calls for service and motor vehicle stops increased.

Appointments:

Evans Brothers LLC: Mr. Ron Evans spoke to the Board about the condition of the road. They discussed the various roads and their conditions. Selectman Seamans asked if there is any intention to spread additional cold patch. Selectman Espie asked about Green Mountain near Davis Farm, the edge of the pavement is broken. Chairman Espie asked about Route 153 and the bridge near Chase Mill, if the dirt/gravel can be spread differently so the mail vehicle doesn't get stuck it would be appreciated. Selectman Seamans asked that they pay attention to Pine River

Road the potholes near the PK motel seemed to have been missed. Ron will try to address it this week. One of the slips doesn't have a road name, Ron will check it against the timecards. It may have been on Moody Road.

Selectman Seamans asked about the cold patching near #77 Pine River Road. He asked if the road crew could rake it back to the ditch. Selectman Seamans met with the resident and explained the difficulties of having the lawn abutt the road, normally there is 2-3 feet of a shoulder. The resident will establish a ditch line.

Lenny asked about Elm St and if Ron had been in touch with GMI. Town Administrator Fraizer said May or June was the goal to complete the paving so it would be completed before the summer season.

Selectman Seamans discussed the inspection he and Ron had with the resident on Champion Hill Road. There was a paved swale that the top had worn off. Evans Brothers will repair the paved swale to redirect the water down. Selectman Fuller expressed the necessity to stay on the timeline.

Selectman Fuller asked about cleaning the sides near the library, there is old broken pavement that needs to be cleared.

Chairman Espie asked Ron to express tanks to his crew for all that they do.

HEB Engineers: Chris Fournier of HEB discussed his email of April 3, 2023 with the Board. First, he covered the Bailey Road Culvert and the additional budget being requested for the additional time. Chairman Espie disagreed with the add-on of \$15,000. Selectman Seamans agreed if the project wasn't delayed the extension wouldn't be necessary. Mr. Fournier explained the contract is not a fixed price contract, it is time and materials. Selectman Fuller pointed out that Snow Road bridge was also time and materials. Mr. Fournier went over the details of the project including the prior change orders. The original contract had an estimate of 24 visits over the 60 days performance. HEB spread the visits out of 90 days to stay within the scope. There were two change orders that were reviewed that contributed to utilizing the entire budget earlier than planned. The design and scope are fixed price, but the construction administration is time and material. Selectman Seamans asked about HEBs' visit to the site over the past few months. Mr. Fournier described HEB's responsibilities for oversight. He also pointed out that only one of the three overflow culverts are operating. Selectman Seamans asked for a review of what is necessary to complete the project. Mr. Fournier explained the contractor has to remobilize, box cutting, gravel, pavement, guardrail, and stabilize the shoulders. Selectman Seamans asked about the amount of pavement required and why it may have been miscalculated originally. Mr. Fournier explained not as much paving was disturbed as originally thought but it was calculated at a high price per ton because it is a small job. Mr. Fournier thought if they could piggy-back on the Elm Street paving the cost may be significantly less. There may be potential to team with GMI. The Board expressed that the work should remain under Dawson teamed with GMI. If it can be coordinated, the May 19th contract date may need to be extended. Mr. Fournier reviewed what the scenario might look like. Selectman Seamans recommended that the Board wait until they can meet with both Mr. Fournier and the contractor before the Board sign an extension. He would prefer the discussion take place in a non-public to protect the reputation of the vendors. Selectman Seaman's will coordinate the meeting.

Next Mr. Fournier brought the Board up to date on the High Watch Road Culverts. FEMA had a grant opportunity for hazardous mitigation projects. It was a 90% grant opportunity, HEB assisted the Town in the application. It was not accepted. The project didn't rank high in the criteria requirements. There are other rounds of funding, one is open right now. HEB will help the Town reapply. The Town should just ask FEMA to consider the application in the next round. The Board agreed that Town Administrator Fraizer should work with Mr. Fournier to resubmit the application.

Similarly, HEB helped the Town submit for a grant to the State Culvert Replacement program. There were 38 applicants, three and half were awarded a grant. Wilkinson Swamp Culvert was number 3 and received \$400K. The project meeting needs to be scheduled. Town Administrator will coordinate a kickoff meeting with the Board, HEB, and the State.

HEB's last item was the DoT notification of the funding for the Granite Road Bridge. Town Administrator Fraizer responded to the State that the Town is still interested. Granite Road Bridge was listed at number 45. Based on the funding dates the work may occur in 2031. The Grant is a 80/20 match. There was a conceptional plan originally submitted as part of the process.

Conservation Commission: Emelyn congratulated Selectman Seamans on winning the open Selectman seat. She thanked the Board of Selectmen and Evans Brothers for cleaning up Larry Leavitt Preserve. The crew did an excellent job ensuring there was no damage to the platform or benches. The Preserve will be open to the public soon. This Friday April 21, 2023 there is a discussion by the Carroll County Forester, Wendy Scriber about the Birds, Bats and Butterflies at the Municipal Building. Wendy is a forester and biologist. On Saturday the 29th there is a roadside cleanup with a BBQ at noon.

Lakes Region Planning Commission: Dave Jeffers of Lakes Region Planning Commission (LRPC). Mr. Jeffers gave an overview of LRPC. Mr. Jeffers explained the Hazardous Waste Collection that occurs in the summer. Effingham has participated for over 20 years. There are eight different collections in the region. In 2023 Ossipee would like to take a break from hosting the collection. Mr. Jeffers would like to know if Effingham would host the collection in 2023. Selectman Fuller confirmed that LRPC would coordinate the school and the insurance with the school. The Town would arrange the dumpster but would be reimbursed by LRPC. It usually takes six to eight staff and volunteers to support the day. Mr. Jeffers would reach out to surrounding Towns for help. The Selectmen were unanimously in favor of hosting the Waste Collection. Chairman Espie will talk to Mr. Wrabel, Effingham's volunteer. Selectman Fuller made a motion to have the Town of Effingham host the Hazardous Waste Collection on the first Saturday of August. The motion was seconded by Chairman Espie. The motion passed (3-0).

Zoning Enforcement Officer: Rebecca Boyden provided her March 2023 report to the Board. There was a brief discussion on a few properties. Ms. Boyden reviewed a couple of properties and asked for approval to pursue legal action on the property owners. The Board agreed.

The ZEO questioned getting updated maps onto the website. Town Administrator Fraizer will take action to make sure the website is updated.

Administrator Comments and Selectmen's Reports:

Town Administrator:

Administrator Fraizer reported the auditors were in the office on April 13th to audit the Tax Collector's books for the transition to the new Tax Collector. As a result, the Tax Collector portion of the 2022 Town Audit is complete. The 2022 audit takes place on May 9th through the 12th. The departments have been sent their list of information required for the audit.

Town Administrator Fraizer drafted a roadside mowing request for proposal. She also drafted a job description for a Health Officer for the Board's consideration.

The Transfer Station Supervisor, Mark Bussiere provided two additional names who service compactors. Waste Management has yet to schedule the maintenance. The Board asked her to follow up with Waste Management before proceeding with the other firms.

The computer vendor, Lenharth Systems, provided a quote for both a refurbished and a new laptop. Town Administrator Fraizer asked for approval to purchase the refurbished laptop for \$350. The purpose is to run the Zoom at the BoS meeting and take minutes using Word. The Board approved the purchase.

There is an abandoned trailer on Town Property. There is no VIN number. The Town Administrator asked how to proceed in having it disposed of. There is also a refrigerator and a couple of batteries that need to be cleared up. The Town will pick up the refrigerator and batteries. Town Administrator Fraizer will order a dumpster and Evans Brothers will crush the trailer and put it in the dumpster.

Town Administrator Fraizer explained the process to have a "Special Meeting" to fix a procedural defect based on RSA 31:5-b. The Board of Selectmen did not want to move forward with a special meeting.

The Town Clerk / Tax Collectors office will be closing at 2:00 until the new Town Clerk is up to speed.

Town Administrator Fraizer will be out of the office from Wednesday the 19th and will be back in the office on Thursday the 27th. She will be attending a webinar and working on a few other items while she is out of the office.

Town Administrator Fraizer will be at the NHGFA conference on May 4th and 5th. The conference will cover several pertinent items including GASB accounting, cybersecurity, and the NHDRA portal.

On June 20, 2023 PRIMEX is offering HR for the non-HR Manager that the Town Administrator is attending.

Selectman Fuller:

The LCHIP final check for approximately \$33K should arrive any day. The Team is working on a \$650K grant which required an updated building permit which was issued. There is an outstanding grant for an ADA restroom. Two other grants in the works are with Moose Plate and LCHIP.

The library doors will be removed next week and fully refurbished. The vendor believes he will be able to complete the work for \$3K less than quoted.

The Board discussed the arrival of the Zeus the new Police K9. The donors have been very generous. There has also been over \$3K in raffle ticket sales.

The Carroll County Communication District needs the document from the Town Clerk authorizing the Town to be part of the District. Also, Mr. Rich Coleman is willing to be the second volunteer for Effingham on the District.

Selectman Seamans:

Selectman Seamans met with 77 Pine River Road resident, see above discussion with Evans Brothers.

Selectman Seamans met with Ron Evans on Champion Hill Road at noted above.

The Town has a quote from Bellemore to clean catch basins. Selectman Seamans will coordinate with Ossipee to have the company do culvert and draining flushing. Selectman Fuller said Bellemore was used in Effingham a few years ago.

Selectman Seamans is going to try to coordinate more with Ossipee to get cost savings by buying in bulk, lining roads, paving, etc.

Selectman Seamans is going to attend "Hard Road to Travel" on May 17, 2023 with New Hampshire Municipal Association.

Selectman Seamans also asked if the Municipal building has installed a new carbon monoxide. Town Administrator replied in the negative. Selectman Seamans will follow-up with the Fire Chief.

Chairman Espie:

Chairman Espie discussed sweeping at the Transfer Station, the Municipal building, and the fire stations. Chief Harmon said his staff would take care of the bridges and the fire stations. Selectman Seamans will investigate getting the sweeping complete.

Town Administrator Fraizer will reach out to Todd Nason to do work on the Municipal building lawn.

A beaver Town House Road was irradiated. Ossipee has hired a new trapper who may be available to help when needed.

Business:

Chairman Espie tabled the business items until a work session.

Town Administrator Fraizer asked the Board to address the Short-Term and Long-Term Disability quote. She read the response from HealthTrust regarding a request to increase it to 66 2/3% and \$5,000 max. Selectman Fuller said the Town should still get the requested quote.

Treasurer

The Treasurer asked to put the money from the Transfer Station bank account into a Money Market account so there will be interest earned on the funds. The Treasurer is also working with the Conservation Commission to do the same with their account.

She is also working with the bank to change the Sweep Account to a "cash" Sweep Account so the Town's money will be insured and earn a higher interest.

She also discussed warrant article to open the Police Detail for \$1. The minimum balance has to be \$100 otherwise fines are incurred. The account will be set up after a detail takes place and funds have been received.

Town Administrator Fraizer asked the Treasurer about setting up a separate account for the Police K9. Town Administrator Fraizer confirmed it wouldn't take a warrant article. The Treasurer confirmed it wouldn't and she would set up a savings account and transfer funds as necessary to pay items out of the general account.

Chairman Espie asked if the Bank of New Hampshire can handle the Trustees accounts. Town Administrator Fraizer confirmed the Bank could manage the multiple subaccounts now, she had confirmed it when the Trustees visited the office in December.

Fire Chief, JT Harmon

Chief Harmon presented the statistics for March. Most of the calls, 71%, were outside of the daytime calls.

Public Comment:

Ms. Victoria Kirkwood pointed out the minutes on the website were labeled incorrectly. March 13th versus March 15th, Town Administrator Fraizer will review the minutes on the website. Town Administrator Fraizer asked that Ms. Kirkwood put discrepancies in an email to her. Ms. Kirkwood also asked about videos on the website. Town Administrator pointed out that she is using a different laptop for minutes because the one she was using was not functioning correctly and a several files were lost. She noted the BoS approved the purchases of a laptop for future meetings.

Non-Public:

At 7:05 p.m. Chairman Espie made a motion to go into non-public under RSA 91-A:3, II(a). The motion was seconded by Selectman Fuller. The motion passed (3-0).

At 7:36 p.m. Chairman Espie made a motion to come out of non-public. The motion was seconded by Selectman Fuller. The motion passed (3-0).


The Board decided not to seal minutes.

The Board called a work session for Friday April 28th at 9:00 a.m.

Chairman Espie reminded the Board he is meeting with NRRRA at the Transfer Station at 9:00 a.m. April 19th.


Selectman Fuller made a motion to adjourn at 7:52 p.m. The motion was seconded by Chairman Espie. The motion passed (3-0).

Respectfully Submitted,
Audrey Fraizer


Leonard Espie

Dated: May 2, 2023

Charles Fuller



Chris Seamans