



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

**Board of Selectmen's Work Session Minutes**  
**October 24, 2023**

Present Chairman Espie, Selectman Seamans, Selectman Racine, Budget Committee Chair Strauss, and Administrative Assistant Caitlyn Pitts

Chairman Espie called the Work Session to order at 4:00 pm

Budget Discussion:

Health Administration:

The Board of Selectmen reviewed the budget for Health Administration. Selectman Racine mentioned the increase of the salary at 20%. Chairman Espie stated that there is no need for a Deputy and that the Board will act as the Health Officer's deputy. Administrative Assistant Pitts stated in the past the health officer would use the line-item for equipment to buy a camera but used examples of buying muck boots. Administrative Assistant Pitts also mentioned the added line-item of Association Dues, which pays for dues and training. Chairman Espie made a motion to approve the budget for Health Administration in the amount of \$4,050.00.

General Assistance:

The Board of Selectmen reviewed the budget for General Assistance, Chairman Espie stated the figures have been consistent and doesn't see the need to make changes. Selectman Seamans mentioned the cold months are coming which could add more expenditures. Selectman Racine questioned adding a line-item for Administration, David Strauss stated it doesn't need to be an additional line-item as it's separated in the Budget to Actual. Chairman Espie made a motion to approve the budget for General Assistance in the amount of \$12,000.00, seconded by Selectman Seamans. Motion passed (3-0).

Selectman Seamans asked Administrative Assistant Pitts if the dues for Lakes Region Planning Committee have been posted to the correct account.

Advertising and Dues:

The Board reviewed the budget for Advertising and Dues. Chairman Espie recommended level-funding the budget.

Chairman Espie made a motion to approve the budget for Advertising and Dues in the amount of \$3,500.00, seconded by Selectman Seamans. Motion passed (3-0).

Payroll Expenses:

Administrative Assistant Pitts explained the decrease in the budget for Payroll Expenses. The retirement for the Police percentage decreased to 31.28% and the retirement for the

Administrative Assistant decreased to 13.53%. The figures that were gathered were based off of a projected 3% increase in salaries.

Administrative Assistant Pitts explained the figures for FICA. The percentage for FICA in the upcoming year is 7.65%, figures were based on a projected 3% increase in salaries.

The Board increased each line-item by \$300.00 to provide safety with salary increases of over 3%.

Chairman Espie made a motion to approve the budget for Payroll Expenses in the amount of \$104,501.00, seconded by Selectman Seamans. Motion passed (3-0).

#### Insurance:

Administrative Assistant states this is for Primex and HealthTrust.

Administrative Assistant Pitts explains Health Insurance increased by 15.6%. Administrative Assistant Pitts suggested making the line-item \$63,300.00 to remove the pennies. Chairman Espie agreed.

Administrative Assistant Pitts stated the numbers for Liability, Workman's Comp, Short-Term and Long-Term Disability were provided by Primex. David Strauss asked if percentages were provided, Pitts explained Workman's Compensation increased by 25.1% with a total amount of \$11,689.00, Property and Liability increased by 9% with a total amount of \$24,304.00, and Unemployment decreased by 6.4% with a total amount of \$1,697.00. Pitts explained the rates for Short-Term, Long-Term, and Life was different. Short-Term decreased by \$0.01, long-term decreased by \$0.04, and Life decreased by \$0.03. Chairman Espie made a motion to approve the budget for Insurance in the amount of \$103,152.00, seconded by Selectman Seamans. Motion passed (3-0).

#### Municipal Buildings:

The Board reviewed the budget for Municipal Buildings. Chairman Espie expressed concern with lowering the budget for Heating Fuel and that the price could change. The Board agreed to have the budget for Heating Fuel back to \$15,600.00. The Board discussed the line-item for Maintenance and Supplies being currently under budget. Selectman Seamans asked Strauss if the Lord Hill's Fire Department doors could be purchased under this budget, Strauss confirmed. Pitts mentioned the purchase of mini splits for the Police Department and Land Use office and asked if those would be purchased out of this budget. Chairman Espie made a motion to approve the Municipal Buildings budget in the amount of \$75,600.00, seconded by Selectman Seamans. Motion passed (3-0).

#### Executive:

The Board reviewed the Executive budget. Selectman Racine asked if the salaries were based on a 3% increase. Pitts stated all positions were based on a 5% increase. Strauss asked the Board if they were continuing the 39/13 rule and have the budget voted on during Town Meeting. The Board confirmed. Selectman Racine expresses having Assessing at the 3% raise The Board discussed making the Assessing salary at \$19,060.00. Selectman Racine asked about the line-

item for Office Equipment being over \$1,000.00. Strauss mentions a computer being listed under Office Equipment. Chairman Espie made a motion to approve the Executive Budget in the amount of \$168,809.00, seconded by Selectman Seamans. Motion passed (3-0).

Public Comment:

On Zoom, Mellisa Seamans asked if she heard correctly about the Transfer Station and Assessing getting 3% and everyone else at 5%. Chairman Espie explained that it was projected salaries for the insurance budget at 3% and that it was 2 employees that had gotten the 5%. Mellisa asked for the two positions; Pitts explained it was for the Bookkeeper and Administrative Assistant.

Selectman Seamans talks about an emergency on Hobbs Road due to a sink hole and culvert failure. Selectman Seamans stated a 12-inch culvert was purchased through Water Industries in Alton and it was planned to be worked on today.

Selectman Seamans mentions an email that was received about the bus stop on Champion Hill Road and the danger it brings trying to see with vehicles parking for student pick up. Chairman Espie states they have tried contacting the Transportation Director and Selectman Racine recommends signage at the bus stop. The Board agreed to wait until talking with Law Enforcement.

The Board of Selectmen discuss the Annual Action Ambulance meeting and agreed to have Selectman Racine as the Board of Selectman Representative.

Selectman Seamans apologizes to his fellow Planning Board members for his absence during the site walk.

Chairman Espie made a motion to adjourn the meeting, seconded by Selectman Seamans. Motion passed (3-0).

Regular meeting adjourned at 5:01 pm.

Respectfully Submitted,  
Caitlyn Pitts

Dated: November 6, 2023

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Leonard Espie

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Chris Seamans

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Leo Racine