



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

Board of Selectmen's Work Session Minutes
February 15, 2024

Present: Chairman Espie, Selectman Racine, Selectman Seamans, Finance Administrator Couris, and Administrative Assistant Pitts

Chairman Espie called the meeting to order at 11:00 am

Weekly Manifests:

Administrative Assistant Pitts and Finance Administrator Couris had a discussion with the Board about processing weekly manifests for Accounts Payables and Payroll.

Finance Administrator Couris explained payments are being received late and costing the Town late fees and issues with the Town credit cards.

Administrative Assistant Pitts explained how other towns that process a weekly manifest still have bi-weekly meetings and the Selectman would sign on the non-meeting weeks then approve it during the regularly scheduled weeks.

The Board of Selectmen agreed.

Signature Folder:

The signature folder contained; one intent to cut, a corrected manifest, an abatement, and a letter from Roberts & Greene.

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

Meeting adjourned at 11:40 am

Respectfully Submitted,
Caitlyn Pitts

Dated: February 29, 2024

Leonard Espie

Chris Seamans

Leo Racine