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# ANNUAL REPORTS 2002



## TOWN OF EFFINGHAM NEW HAMPSHIRE



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# TOWN OF EFFINGHAM ANNUAL REPORTS OF OFFICERS

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## TOWN OFFICERS AND OFFICIALS

### SELECTMEN

John Meisner	Term Expires 2003
William Piekut	Term Expires 2004
Marilynn Maughan (resigned)	Term Expires 2005
Claudia Lamphier	Secretary

Selectmen's Meeting: Tuesday at 5:00 PM

Secretary's Office Hours: Monday/Tuesday/Wednesday 9:00 AM - 2:00 PM

Thursday/Friday 9:00 AM - Noon

Office Telephone: 539-7770 Office Fax: 539-7799 Email:toe@worldpath.net

### TOWN CLERK AND TAX COLLECTOR

Andrea S. Hubbard	Terms Expire 2003
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Office Hours: Monday/Tuesday/Wednesday 9:00 AM - 2:00 PM

Tuesday 7:00 PM - 9:00 PM

Office Telephone: 539-7551 Office Fax: 539-7799

### TREASURER

Laurie J. Caldwell	Term Expires 2003
Marcia Leonard, Deputy	

### MODERATOR

Stephen H. Schofield	Term Expires 2004
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### TRUSTEES OF TRUST FUNDS

Joyce Van Tassel	Term Expires 2003
Deirdre G. Byers	Term Expires 2004
Neil Eric Potter	Term Expires 2005

## TRUSTEES OF THE LIBRARY

Carol Johnson	Term Expires 2003
Frank Keville	Term Expires 2004
Maureen Spencer	Term Expires 2005

## TRUSTEES OF THE CEMETERY

Peter Case	Term Expires 2003
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## SUPERVISORS OF THE CHECKLIST

Laurie Carroll	Term Expires 2003
Sheila T. Jones	Term Expires 2004
Nancy Surette	Term Expires 2008

## BUDGET COMMITTEE

Arthur Surette	Term Expires 2003
Mellisa Ferland	Term Expires 2003
Andrew Hubbard	Term Expires 2004
Stanley Drelick	Term Expires 2004
Donald LaChance	Term Expires 2005
Michael Pilkovsky	Term Expires 2005

## PLANNING BOARD

Maureen Spencer	Term Expires 2003
Henry Spencer	Term Expires 2003
Lee Spiller	Term Expires 2004
George Brown	Term Expires 2005
William Stewart	Term Expires 2005

## ZONING BOARD OF ADJUSTMENT

Henry Spencer	Term Expires 2003
Donald LaChance	Term Expires 2004
David Seamans	Term Expires 2004
Lyle Thurston	Term Expires 2005
Jory B. Augenti	Term Expires 2005

## HISTORIC DISTRICT COMMISSION

Andrew Hubbard	Term Expires 2003
William Stewart	Term Expires 2003
Frank Keville	Term Expires 2004
Paul Potter	Term Expires 2004
Grace Applei	Term Expires 2005
Arleen Gertsen	Term Expires 2005

## CONSERVATION COMMISSION

Larry Leavitt	Henry Spencer	Fred vanCor	Emelyn Albert
George Mueller	Steven Gauthier		
Alternates:	John Edwards	Mark Ritchie	David Nicholson

THE STATE OF NEW HAMPSHIRE

TOWN WARRANT

To the inhabitants of the Town of Effingham in the County of Carroll in said State, qualified to vote in town affairs: Polls not to close before 7:00 P.M.

You are hereby notified to meet at Town Hall in said Effingham on Tuesday, the 11<sup>th</sup> day of March 2003, next at 11 o'clock in the forenoon to act upon the following subject:

**Article 1.** To choose all necessary town officers for the year ensuing.

1 Selectman	3 year term
1 Selectman	2 year term
1 Tax Collector	3 year term
1 Town Clerk	3 year term
1 Treasurer	3 year term
1 Trustee of Trust Funds	2 year term
1 Trustee of Trust Funds	3 year term
1 Trustee of the Library	3 year term
2 Budget Committee Members	3 year terms
1 Planning Board Member	1 year term
2 Planning Board Members	3 year terms
1 Supervisor of the Checklist	3 year term
1 Cemetery Trustees	1 year term
1 Cemetery Trustees	2 year term
1 Cemetery Trustees	3 year term
1 Zoning Board of Adjustment Members	3 year term

**Article 2:** Are you in favor of adoption of Amendment 2003-01 as proposed by the Planning Board for the town zoning ordinance as follows: In the Town of Effingham Zoning Ordinance, all occurrences of the phrase "certificate of zoning compliance" shall be replaced with "building permit".

The Planning Board is in favor of this article.

YES

NO



**Article 3:** Are you in favor of adoption of Amendment 2003-02 as proposed by the Planning Board for the town zoning ordinance as follows: Its purpose is to add the phrase "and not for human habitation" into section 302 Definitions, Accessory Building/Use.

The Planning Board is in favor of this article.

YES

NO

Adjourn meeting as per vote until Saturday, March 15, 2003 at 9 o'clock in the forenoon.

**Article 4.** Passage of this article shall override the 10 percent limitation imposed on this appropriation due to the non-recommendation of the budget committee.

To see if the town will vote to purchase the old Effingham Elementary School including the portable classroom space from the Governor Wentworth Regional School District;

to authorize the selectmen to have the property appraised by an independent appraiser that is mutually agreed upon by the selectmen and the GWRSD School Board with the town responsible for the payment of said appraisal;

to authorize the selectmen to consider in said purchase the value of the town's portion of the property which may be used for reduction of the final purchase price;

to authorize the Board of Selectmen to negotiate the purchase of the property under such terms and conditions that the Board of Selectmen deem appropriate;

and further to raise and appropriate up to \$245,000.00 for this purpose; and to authorize the issuance of not more than \$145,000.00 of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33) and to authorize the municipal officials to issue and negotiate such bonds or notes and to determine the rate of interest thereon; the balance of not more than \$100,000.00 to be transferred from the unreserved fund balance as of 12/31/02. This is a special warrant article. This requires a 2/3 ballot vote.

The Selectmen recommend this appropriation. The Budget Committee does not recommend this appropriation.

**Article 5.** If Article 4 fails, To see if the town will vote to establish a Capital Reserve Fund to be known as the Municipal Offices Building Capital Reserve Fund in accordance with RSA 35:1 for the purpose of building a new facility for the town, and to raise and appropriate One Hundred Thousand Dollars (\$100,000.00) from the general fund balance for this purpose. This is a special warrant article. This requires a majority vote.

The Selectmen and the Budget Committee recommend this appropriation.

**Article 6.** To see if the town will vote to raise and appropriate the sum of \$265,000 to purchase a fire truck and to authorize the withdrawal of \$85,000 from the general fund surplus, authorize the withdrawal of \$150,000 from the capital reserve fund created for that purpose and appropriate \$30,000 from general taxation. This is a special warrant article. This requires a majority vote.

The Selectmen and the Budget Committee recommend this appropriation.

**Article 7.** To see if the town will vote to raise and appropriate the sum of \$25,000.00 to be added to the Fire Truck and Equipment Capital Reserve Fund previously established. This is a special warrant article. This requires a majority vote.

The Selectmen and the Budget Committee recommend this appropriation.

**Article 8.** To see if the town will vote to raise and appropriate \$2,000.00 from the undesignated fund balance to be added to the Fire Truck and Equipment Capital Reserve Fund previously established. The \$2,000.00 was received from the Town of Parsonsfield in 2002 for Fire Department Mutual Aid. This is a special warrant article. This requires a majority vote.

The Selectmen and the Budget Committee recommend this appropriation

**Article 9.** To see if the town will vote to raise and appropriate the sum of \$51,000.00 to correct the base map inaccuracies on the Effingham Tax Maps. This will not lapse until project is completed or until December 31, 2005 per RSA 32:7, VI. This is a special warrant article. This requires a majority vote.

The Selectmen and the Budget Committee recommend this appropriation.

**Article 10.** To see if the town will vote to approve the proposed three-year contract to employ a full-time police chief which calls for the following in salaries and benefits:

Year	Estimated Salary & Benefits	Year	Estimated Salary & Benefits
2004	\$69,629.00	2005	\$74,384.00

and further to raise and appropriate the sum of \$37,500.00 as the salary and benefit package for the full-time police chief beginning June 1, 2003. This requires a majority vote.

The Selectmen and the Budget Committee recommend this appropriation.

**Article 11.** To see if the town will vote to establish the Transfer Station/Recycling Center Capital Reserve Fund in accordance with RSA 35:1 for the purpose of constructing, reconstructing, repairing buildings, site improvements and acquisition of equipment for recycling and to raise and appropriate \$1,000.00 to be placed in this fund. This is a special warrant article. This requires a majority vote.

The Selectmen and Budget Committee recommend this appropriation.

**Article 12.** To see if the town will vote to establish the Salt Shed Capital Reserve Fund in accordance with RSA 35:1 for the purpose of constructing or reconstructing the town shed and to raise and appropriate \$1,000.00 to be placed in this fund. This is a special warrant article. This requires a majority vote.

The Selectmen and Budget Committee recommend this appropriation.

**Article 13.** To see if the town will vote to establish the Municipal Maintenance Garage Capital Reserve Fund in accordance with RSA 35:1 for the purpose of constructing a facility for the storage, maintenance and repair of town equipment and to raise and appropriate \$1,000.00 to be placed in this fund. This is a special warrant article. This requires a majority vote.

The Selectmen and Budget Committee recommend this appropriation.

**Article 14.** To see if the town will vote to establish the Town-owned Bridges Capital Reserve Fund in accordance with RSA: 35:1 for the purpose of constructing and/or re-constructing Town-owned bridges and to raise and appropriate the sum of \$1,000.00 toward this purpose. This is a special warrant article. This requires a majority vote.

The Selectmen and the Budget Committee recommend this appropriation.

**Article 15.** To see if the town will vote to abolish the Effingham Fire Station #2 Expendable Trust established in the year 2000 in accordance with RSA 31: 19-a, II. The current balance in the Trust of \$7409.30 as of December 31, 2002, plus accumulated interest to date, to be placed in the general fund.

The Selectmen and the Budget Committee recommend this appropriation.

**Article 16.** To see if the town will vote to establish a Capital Reserve Fund to be known as the Public Safety Buildings Capital Reserve Fund in accordance with RSA 35:1 for the purpose of the construction, reconstruction or acquisition of buildings to be used by public safety agencies of the town and to raise and appropriate \$7,500.00 from the undesignated fund balance toward this purpose. This is a special warrant article. This requires a majority vote.

The Selectmen and Budget Committee recommend this appropriation.

**Article 17.** To see if the town will vote to raise and appropriate the sum of \$5,000.00 to be added to the Public Safety Buildings Capital Reserve Fund previously established. This is a special warrant article. This requires a majority vote.

The Selectmen and Budget Committee recommend this appropriation.

**Article 18.** To see if the town will vote to raise and appropriate the sum of \$5,000.00 to be added to the Fire Station #2 Expendable Trust Fund previously established. This is a special warrant article. This requires a majority vote.

The Selectmen and the Budget Committee do not recommend this appropriation.

**Article 19.** To see if the town will vote to raise and appropriate the sum of \$5,000.00 to be added to the Police Cruiser and Equipment Capital Reserve Fund previously established. This is a special warrant article. This requires a majority vote.

The Selectmen and the Budget Committee recommend this appropriation.

**Article 20.** To see if the town will vote to raise and appropriate the sum of \$5,000.00 to be added to the Rescue Unit Vehicle and Equipment Capital Reserve Fund previously established. This is a special warrant article. This requires a majority vote.

The Selectmen and the Budget Committee recommend this appropriation.

**Article 21.** To see if the town will raise and appropriate the sum of \$5,500.00 for a personal allotment for the Effingham Fire Department members. This requires a majority vote.

The Selectmen and Budget Committee recommend this appropriation.

**Article 22.** To see if the town will vote to raise and appropriate the sum of \$5,000.00 for a personal allotment for the Effingham Rescue Squad. This requires a majority vote.

The Selectmen and the Budget Committee recommend this appropriation.

**Article 23.** To see if the town will vote to raise and appropriate the sum of \$1,500.00 to be added to the Emergency Management/Disaster Expendable General Fund Trust previously established. This is a special warrant article. This requires a majority vote.

The Selectmen and the Budget Committee recommend this appropriation.

**Article 24.** To see if the town will vote to raise and appropriate the sum of \$10,000.00 to contract with Med Star Ambulance Service for backup ambulance service in the town for 2003. This requires a majority vote.

The Selectmen and the Budget Committee recommend this appropriation.

**Article 25.** To see if the town will vote to raise and appropriate the sum of \$1,000.00 to be added to the Municipal Buildings Expendable Trust previously established. This is a special warrant article. This requires a majority vote.

The Selectmen and the Budget Committee recommend this appropriation.

**Article 26.** To see if the town will vote to raise and appropriate the sum of \$1,000.00 to be added to the Community Center Expendable Trust previously established. This is a special warrant article. This requires a majority vote.

The Selectmen and the Budget Committee recommend this appropriation.

**Article 27.** To see if the town will raise and appropriate the sum of \$26,100.00 to contract the services of Avitar Associates of New England, Inc. for the year 2003. This contract will provide general assessing services throughout the year, do field data verification of information on property tax cards for 20% of all town parcels and assist in the conversion process to the new assessing software to assure accurate and current updated values are available for tax billing purposes. This requires a majority vote.

The Selectmen and the Budget Committee recommend this appropriation.

**Article 28.** To see if the town will vote to raise and appropriate the sum of \$60,000 to paint Huntress Bridge and authorize the withdrawal of \$56,500 from the Capital Reserve Fund created for that purpose and appropriate the balance of \$3,500 from general taxation. This is a special warrant article. This requires a majority vote.

The Selectmen and the Budget Committee recommend this appropriation.

**Article 29.** To see if the town will vote to raise and appropriate the sum of \$95,000.00 for road resurfacing and sealing. This requires a majority vote.

The Selectmen and the Budget Committee recommend this appropriation.

**Article 30.** To see if the town will vote to raise and appropriate the sum of \$50,000.00 for road reconstruction. This requires a majority vote.

The Selectmen and the Budget Committee recommend this appropriation.

**Article 31.** To see if the town will vote to raise and appropriate the sum of \$6,125.00 a total made up of \$5,150.00 for the engineering services for monitoring the landfill site and \$1,300.00 for water quality analysis of the landfill site. This requires a majority vote.

The Selectmen and the Budget Committee recommend this appropriation.

**Article 32.** To see if the town will vote to raise and appropriate the sum of \$10,000.00 for roadside clearing, brush cutting and mowing. This requires a majority vote.

The Selectmen and Budget Committee recommend this appropriation.

**Article 33.** To see if the town will vote to abolish the Woodland Cemetery Trust Fund and place the current balance of \$8921.44 as of December 31, 2002, plus accumulated interest to date in the general fund. This is a special warrant article. This requires a majority vote.

The Selectmen and Budget Committee recommend this appropriation.

**Article 34.** To see if the Town will vote to establish The Woodland Cemetery Expendable Trust pursuant to RSA Chapter 31:19-A and appoint the Selectmen as agents to expend and further, to raise and appropriate \$9,000.00 from the undesignated fund balance to place in this fund. This is a special warrant article. This requires a majority vote.

The Selectmen and Budget Committee recommend this appropriation.

**Article 35.** To see if the town will vote to raise and appropriate the sum of \$865.00 to enable the town to participate in the Lakes Region Planning Commission's 2003 Hazardous Waste Collection Program. This requires a majority vote.

The Selectmen and the Budget Committee recommend this appropriation.

**Article 36.** To see if the town of Effingham will vote to raise and appropriate the sum of \$380.00 (based on .40 cents per resident) for disaster relief, community health and safety services, and military communication and disaster preparedness programs provided by the American Red Cross, Greater White Mountain Chapter. This is a petitioned special warrant article. This requires a majority vote.

The Selectmen and the Budget Committee recommend this appropriation.

**Article 37.** To see if the Town will vote to accept the reports of its agents and auditors.

**Article 38.** To see if the Town will vote to raise and appropriate the sum of \$721,528.00 for the ensuing year for general operations. The Budget Committee does not recommend \$6,000.00 of this appropriation.

	Selectmen Recommend	Budget Committee does not recommend
Executive	54,180	
Salaries:		
Selectmen	15,000	
Trustee of Trust Funds	250	
Moderator	500	
Secretary	24,205	
Clerical support	5,000	
Equipment & Supplies	2,250	
Maintenance of Equipment	1,600	
Postage	1,200	
Telephone	2,000	
Mileage	350	
Registry expenses	125	
Workshops	500	
Town Report printing	1,200	
Election, Registration, Vital Statistics	10,840	
Salaries: Town Clerk	2,750	
Deputy Town Clerk	550	
Sup. of Checklist	900	
Ballot Clerks	400	
Equipment & Supplies	500	
Postage	300	
Telephone	200	
Mileage	150	
Advertising	50	
Association dues	40	
Town Clerk fees	5,000	
Financial Administration	34,520	
Salaries: Tax Collector	2,750	
Deputy Tax Collector	550	
Treasurer	1,500	
Deputy Treasurer	600	
Bank service charges	500	
Equipment & Supplies	2,500	
Postage	3,000	
Telephone	200	
Mileage	150	
Registry expenses	750	
Association dues	20	
Tax Collector fees	7,000	
Auditor	15,000	



	Selectmen Recommend	Budget Committee Does not Recommend
Revaluation of Property	1,800	
Legal Services	30,000	5,000
Personnel Administration (employer share of federal taxes)	9,680	
Planning & Zoning	6,730	
Historic District Commission	233	
ZBA	2,800	
Planning Board	3,697	
General Government Buildings	18,450	
Salaries	1,700	
Building Maintenance & Supplies	2,350	
Sanitation	1,200	
Electricity	5,700	
(town hall, fire station, transfer station)		
Heat	7,500	
(town hall, fire station, transfer station)		
Cemeteries	2,000	
Insurance	20,800	
Property/Liability	9,500	
Health Trust	9,800	
Worker's Compensation	1,500	
Advertising/Association Dues	3,500	
Police Department	52,125	
Salaries: Police Officers	32,635	
Secretary	6,110	
Digital radio	3,500	
Supplies	1,700	
Uniform/protective gear	1,500	
Postage	60	
Telephone	1,800	
Cruiser maintenance	2,500	
Fuel	1,500	
Association dues	20	
Radio maintenance	500	
Training	250	
Radar Certification	50	

	Selectmen Recommend	Budget Committee Does not Recommend
Fire Department	31,050	
Supplies	1,000	
Equipment	9,500	
Radio purchases/repairs	3,500	
Fuel	800	
Disease prevention	500	
Dues	3,850	
Telephone	900	
Training	1,500	
Apparatus maintenance	9,500	
Rescue Squad	10,650	
Code Enforcement Officer	5,000	
Emergency Management/Forest Fires/911	6,000	1,000
Highways & Streets	267,600	
Summer roads	68,000	
Calcium Chloride treatment	15,000	
Winter roads-contract	131,000	
Winter roads-materials	50,000	
Street Lighting	3,600	
Solid Waste Collection	21,150	
Salaries	17,000	
Certifications	150	
Repairs & maintenance	1,500	
Supplies	2,000	
Telephone	500	
Solid Waste Disposal	77,820	
Waste Management Contract	76,320	
Tire & Metal disposal	1,500	
Pest Control	7,900	
Health Agencies	6,018	
Visiting Nurse Assoc/Hospice	3,018	
Tri-County CAP	3,000	

	Selectmen Recommend	Budget Committee Does not Recommend
Direct Assistance	15,000	
Vendor Payments/meals on wheels	4,000	
Recreation/town of Ossipee	3,500	
Library	12,615	
Patriotic Purposes	1,000	
Conservation Commission	600	
Town Forester	1,000	
TAN interest (line of credit)	6,000	

**Article 39.** To see if the town will vote to send the following resolution to the New Hampshire General Court: Resolved, in its first two years of operation, the Land and Community Heritage Investment Program (LCHIP) has helped communities throughout New Hampshire preserve their natural, cultural and historic resources and, therefore, the State of New Hampshire should maintain funding for LCHIP in its next biennial budget.

**Article 40.** To transact any other business that may legally come before said meeting.

Given our hands and seal the 18<sup>th</sup> day of February, in the year of our Lord, Two Thousand and Three.

John Meisner  
William Piekut

## Proposed 2003 Budget

Account #	Account Name	2003 Budget
4130	Executive	54,180.00
4140	Election, Reg., VS Town Clerk Budget Sup of Ck List Sal	9,940.00 900.00
4150	Financial Admin. Tax Collector Treasurer Auditor	16,920.00 2,600.00 15,000.00
4152	Revaluation of Property Software Maint. Agrmt SWA - Avitar Contract SWA-Tax Maps	1,800.00 26,100.00 51,000.00
4153	Legal Services	30,000.00
4155	Personnel Admin.	9,680.00
4191	Planning & Zoning Historic District Comm. ZBA Planning Board	233.00 2,800.00 3,697.00
4194	Gen. Gvt. Buildings	18,450.00
4195	Cemeteries	2,000.00
4196	Insurance	20,800.00
4197	Advertising/Assoc. dues	3,500.00

Proposed 2003 Budget

Account #	Account Name	2003 Budget
4210	Police Dept Op. Budget SWA-Full Time PO	52,125.20
4215	Ambulance Op. Budget - Rescue SWA-Pers. Allotment SWA-MedStar Contr.	10,650.00 5,000.00 10,000.00
4220	Fire Department Op. Budget - Fire Dept SWA-Pers. Allotment SWA-Fire Truck	31,050.00 5,500.00 30,000.00
4240	Building Inspection Enforcement Officer	5,000.00
4290	Emergency Mangmnt	1,000.00
4312	Highways & Streets  Special Warrant Art:  Summer Roads:  Winter Roads:	  10,000.00 50,000.00 95,000.00  15,000.00 68,000.00  131,000.00 50,000.00
4313	Bridges	3,500.00
4316	Street Lighting	3,600.00

Proposed 2003 Budget

Account #	Account Name	2003 Budget
4323	Solid Waste Collection	
	Op. Budget	21,150.00
	SWA-HHW Day	865.00
4324	Solid Waste Disposal	77,820.00
4325	Landfill Monitoring	4,400.00
4414	Pest Control	7,900.00
4415	Health Agencies	
	VNA/Hospice	3,018.00
	Starting Point	
	Tri County CAP	3,000.00
	CCMH	716.00
	Center of Hope	300.00
4441	Direct Assistance	15,000.00
4445	Meals on Wheels	4,000.00
4520	Recreation	3,500.00
4550	Library	12,615.00
4583	Patriotic Purposes	1,000.00
4619	Conservation Comm.	600.00
	Town Forester	1,000.00
4723	TAN Interest	6,000.00

## Proposed 2003 Budget

Account #	Account Name	2003 Budget
4915	Capital Reserve Funds	
	Fire Truck CRF	25,000.00
	Police Cruiser CRF	5,000.00
	Ambulance CRF	5,000.00
	Trans Sta/Recycling Ctr CRF	1,000.00
	Salt Shed CRF	1,000.00
	Municipal Maint Garage CRF	1,000.00
	Public Safety Bldg CRF	5,000.00
4916	Expendable Trust Fund	
	Emergency Mgmt	1,500.00
	Municipal Buildings	1,000.00
	Community Center	1,000.00
	Fire Station/Public Safety	5,000.00
	Bridges	1,000.00
	TOTALS	1,061,409.20
	Bond/school purchase	145,000.00

## SUMMARY INVENTORY OF VALUATION

### LAND:

Current Use (at Current Use value)	674,135
Residential	26,968,600
Commercial	1,746,600

### BUILDINGS:

Public Utilities	946,220
Manufactured Housing	3,137,500
Commercial	4,010,100
Residential	47,943,610

Total valuation before exemptions: 85,426,745

### Exemptions:

Wood (8)	15,487
Solar/Windpower (1)	1,500
Blind (1)	15,000
Elderly (20)	310,000

Total Exemptions from Valuation 341,987

Net Valuation on which Tax Rate is computed: **85,084,758**

## CERTIFICATION

This is to certify that the information contained in this report was taken from official records and is correct to the best of our knowledge and belief. (RSA 41:15).

February 11,2002

John Meisner  
William Piekut



Summary of the 2002 Town Meeting  
 Tuesday, March 12, 2002  
 Saturday, March 16, 2002

Voting results:

Selectman (3 year term)	Marilynn Maughan	108
Trustee of Trust Funds (2 year term)	Deirdre Byers	57
	Neil Eric Potter	10
Trustee of Trust Funds (3 year term)	Deirdre Byers	24
	Neil Eric Potter	7
Trustee of the Library (3 year term)	Maureen Spencer	156
	Joyce Van Tassel	9
Moderator (2 year term)	Stephen H. Schofield	182
Supervisor of the Checklist (6 year term)	Nancy Surette	68
Budget Committee Member (3 year term) (vote for 2)	Michael Pilkovsky	173
	Donald LaChance	5
	Frank Keville	4
Planning Board Member (2 year term)	Maureen Spencer	134
Planning Board Member (3 year term) (vote for 2)	William Stewart	157
	George Brown	19
Cemetery Trustee (2 year term)	Geneva Thompson	5
	Neil Eric Potter	5
Cemetery Trustee (3 year term)	Neil Eric Potter	5

## Zoning Board of Adjustment (1 year term)

Henry V. W. Spencer

152

## Zoning Board of Adjustment (3 year term) (vote for 2)

Jory B. Augenti

156

Lyle C. Thurston

167

## Article #2 eliminate "E. Classification of Facilities" from Telecommunications Ordinance

Yes 157

No 45

## Article #3 amend "Section 13.7 Performance &amp; Design Standards, M. Antenna Types 2

Yes 158

No 47

## Article #4 Purchase of Fire Truck

Yes 35

No 45

## Article #5 Reports of Agents &amp; Auditors

passed by unanimous voice vote

## Article #6 Police Cruiser CRF - \$5,000

passed by unanimous voice vote

## Article #7 Rescue Unit CRF - \$5,000

passed by unanimous voice vote

## Article #8 Fire Dept. \$5,500 personal allotment

passed by unanimous voice vote

## Article #9 Rescue Squad \$5,000 personal allotment

passed by majority voice vote

## Article #10 Fire Station #2 Expendable Trust - \$5,000

passed by unanimous voice vote

## Article #11 Emergency Management/Disaster Trust - \$2,500

passed by unanimous voice vote

## Article #12 Fire Trust CRF - \$25,000

passed by unanimous voice vote

## Article #13 \$5,000 for Vital Signs/Oximeter

passed by majority voice vote

## Article #14 \$10,000 Medstar Ambulance Contract

passed by unanimous voice vote

## Article #15 \$5,000 Municipal Buildings Expendable Trust

passed by unanimous voice vote

## Article #16 \$1,000 Community Center Expendable Trust

passed by unanimous voice vote

## Article #17 \$19,500 update Tax Maps

passed by unanimous voice vote

## Article #18 \$12,000 purchase AVITAR software

passed by unanimous voice vote

## Article #19 \$13,200 Nyberg, Purvis, Inc. contract

passed by majority voice vote

## Article #20 \$60,000 to repair Town Hall tower

passed by unanimous voice vote

## Article #21 \$79,752 for road resurfacing &amp; sealing

passed by unanimous voice vote

Article #22 \$29,000 for road reconstruction	passed by unanimous voice vote
Article #23 \$8,500 for roadside clearing	passed by unanimous voice vote
Article #24 \$3,500 for updating master plan	passed by unanimous voice vote
Article #25 \$6,125 for fence/Woodland Cemetery	defeated by majority voice vote
Article #26 \$5,150 engineering services/landfill site	passed by unanimous voice vote
Article #27 \$696 for Household Hazardous Waste Day	passed by unanimous voice vote
Article #28 \$1,000 Ossipee Central Community Sports Field	passed by unanimous voice vote
Article #29 \$664,190 operating budget	Amended to \$655,177 and passed by unanimous voice vote
Article #30 Sale of Grange building to Preservation Society	Passed by unanimous voice vote
Article #31 Leavitt Family Cemetery \$2,000	Passed by unanimous voice vote
Article #32 Transact any other business	

Irene Riordan asked that be considered for 2002:

Undergo a study for a town manager or town administrator; research the feasibility of a new municipal building.

Mellisa Ferland asked that former Librarian Joyce Van Tassel be recognized for her 19+ years of dedication and service to the town.

Meeting adjourned at 1:05 P.M., Saturday, March 16, 2002.

TOWN OF EFFINGHAM  
2002 Statement of Appropriations

GENERAL GOVERNMENT:		
	Executive	46,620
	Election, Registration	13,790
	Financial Administration	30,498
	Revaluation of Property	44,700
	Legal Services	30,000
	Personnel Administration	5,800
	Planning & Zoning	10,965
	General Govt. Buildings	71,000
	Cemeteries	2,000
	Insurance	18,000
	Advertising/Assoc dues	2,500
PUBLIC SAFETY:		
	Police Department	46,794
	Ambulance	27,542
	Fire Department	32,300
	Code Enforcement	5,000
	Emergency Management	2,500
HIGHWAYS & STREETS:		
	Highways & Streets	371,252
	Bridges	1,000
	Street Lighting	3,500
SANITATION:		
	Solid Waste Collection	20,146
	Solid Waste Disposal	74,825
	Solid Waste Clean-up	6,450
HEALTH:		
	Pest Control	6,543
	Health Agencies	6,250
WELFARE:		
	Direct Assistance	12,000
	Vendor Payments	4,000
CULTURE AND RECREATION:		
	Recreation	4,500
	Library	5,000
	Patriotic Purposes	1,000
CONSERVATION:		
	Conservation Comm. & Town Forrester	1,700
DEBT SERVICE:		
	TAN interest	6,100
OPERATING TRANSFERS OUT:		
	Capital Reserve Funds	35,000
	Expendable Trust Funds	13,500
TOTAL APPROPRIATIONS:		962,775

**2002 Tax Rate Calculation**

Town/City: Effingham

Gross Appropriations	962,775
Less: Revenues	463,153
Less: Shared Revenues	4,048
Add: Overlay	30,489
War Service Credits	13,100

Net Town Appropriations 539,163

Approved Town of Effingham Tax Effort 539,163 Town Rate: 6.34

School Portion

Regional School Apportionment	1,697,040
Less: Adequate Education Grant	426,013
State Education Taxes	475,402

Approved School(s) Tax Effort 795,625 Local School Rate: 9.35

State Education Taxes

Equalized Valuation (no utilities)	\$ 5.80	
81,965,860		475,402 State School Rate: 5.67

Divide by Local Assessed Valuation (no utilities)  
83,846,158

Excess State Education Taxes to be Remitted to State: \$0.00

County Portion

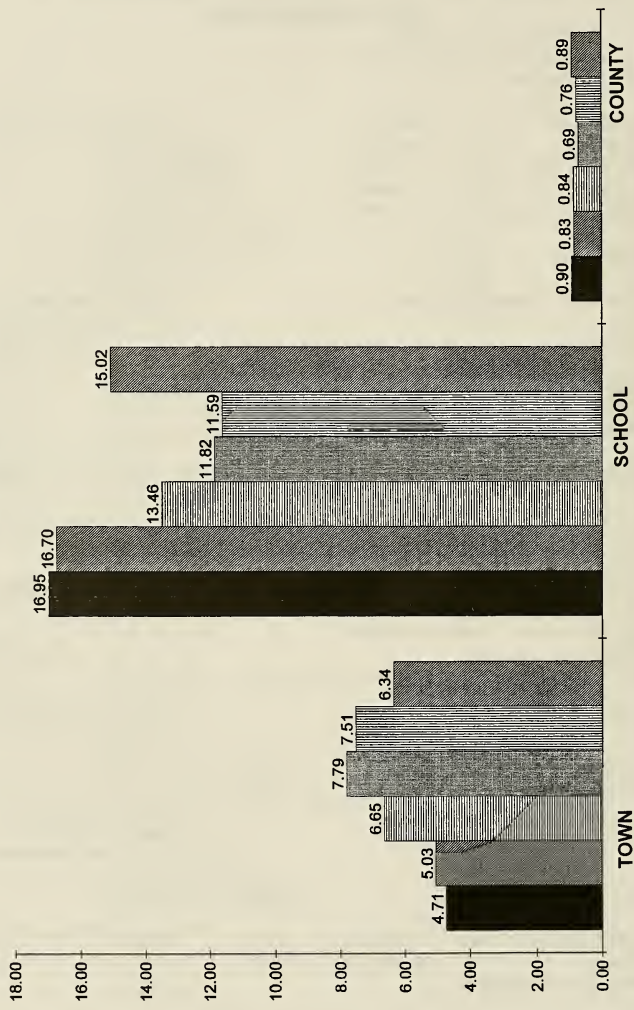
Due to County	76,778
Less: Shared Revenues	856

Approved County Tax Effort 75,922 County Rate: 0.89  
TOTAL RATE: 22.25

Net Assessed Valuation: Tax Rate: Assessment:

State Education Tax (no utilities)	83,846,158	5.67	475,402
All Other Taxes	85,084,758	16.58	1,810,710
Total property tax commitment:			1,886,112

**Town of Effingham Tax Rate 1997-2002**





State of New Hampshire  
Department of Revenue Administration  
Community Services Division  
PO Box 487  
Concord, NH 03302-0487

Stanley R. Arnold  
Commissioner

Robert M. Boley, AAS, Director  
Barbara J. Robinson  
Assistant Director

**STATE EDUCATION TAX WARRANT  
FOR TAX YEAR 2003**

November 14, 2002

To the Selectmen or Assessors of **EFFINGHAM**

In accordance with the provisions of RSA 76:3 as enacted on November 3, 1999 under Chapter 338, Laws of 1999, you are hereby required to assess the sum of **\$524,899** for the 2003 State Education Property Tax.

Barbara J. Robinson  
Assistant Director  
Community Services

Needs and preferences for communication aids invited.  
[www.state.nh.us/revenue](http://www.state.nh.us/revenue) Tel. (603) 271-2687  
TDD Access: Relay NH 1-800-735-2964

## TOWN OF EFFINGHAM

## 2002 BUDGET v. ACTUAL

Account	Budget	Actual Expenditures	Difference
Executive	46,620	47,275	+ 655
Election, Registration	13,790	13,564	- 226
Financial Administration	30,498	33,042	+ 2,544
Revaluation of Property	44,700	40,580	- 4,120
Legal Services	30,000	17,400	-12,600
Employer Payroll Liabilities	5,800	13,998	+ 8,198
Planning & Zoning	10,965	5,774	- 5,191
General Gvt. Buildings	71,000	10,709	-60,291
Cemeteries	2,000	1,962	- 38
Insurance	18,000	20,320	+ 2,320
Advertising/Assoc dues	2,500	4,146	+ 1,646
Police Department	46,794	22,538	-24,256
Ambulance	27,542	22,142	- 5,400
Fire Department	32,300	30,926	- 1,374
Building Inspection	5,000	5,000	-0-
Emergency Management	2,500	4,402	+ 1,902
Highways & Streets	371,252	402,694	+31,442
Bridges	1,000	442	- 558
Street Lighting	3,500	3,230	- 270
Solid Waste Collection	20,146	15,209	- 4,937
Solid Waste Disposal	74,825	74,960	+ 135
Solid Waste Clean-up	6,450	5,536	- 914
Pest Control	6,543	5,177	- 1,366
Health Agencies	6,250	6,250	-0-
Direct Assistance	12,000	14,266	+ 2,266
Meals on Wheels	4,000	2,350	- 1,650
Recreation	4,500	4,500	-0-
Library	5,000	6,557	+ 1,557
Patriotic Purposes	1,000	828	- 172
Conservation Comm.	700	700	-0-
Town Forrester	1,000	400	- 600
TAN interest	6,100	2,236	- 3,864
Capital Reserve Funds	35,000	35,000	-0-
Expendable Trust Funds	13,500	24,954	+11,454
Totals:	962,775	899,067	- 63,708



## GENERAL FUND BALANCE SHEET - Please specify the period

As of December 31, 2001 OR June 30, 20\_\_

A. Assets		Account No. (a)	Beginning of year (b)	End of year (b)
<b>1. Current assets</b>				
a. Cash and equivalents		1010	\$21,866	\$61,121
b. Investments		1030		
c. Taxes receivable (See worksheet, page 12)		1080	991,999	925,216
d. Tax liens receivable (See worksheet, page 12)		1110	188,447	181,223
e. Accounts receivable		1150	477	1,970
f. Due from other governments		1260		
g. Due from other funds		1310		9,506
h. Other current assets		1400		
i. Tax deeded property (subject to resale)		1670	28,510	28,510
<b>j. TOTAL (Should equal line B3)</b>			<b>\$1,231,299</b>	<b>\$1,207,546</b>
<b>B. LIABILITIES AND FUND EQUITY</b>				
<b>1. Current liabilities</b>				
a. Warrants and accounts payable		2020	38,982	\$31,977
b. Compensated absences payable		2030		
c. Contracts payable		2050		
d. Due to other governments		2070		
e. Due to school districts		2075	613,043	429,663
f. Due to other funds		2080		-
g. Deferred revenue		2220		
h. Notes payable - Current		2230	300,000	275,000
i. Bonds payable - Current		2250		
j. Other payables		2270	4346	
<b>k. TOTAL LIABILITIES</b>			<b>\$956,371</b>	<b>\$736,640</b>
<b>2. Fund equity</b>				
a. Reserve for encumbrances (Please detail on page 13)		2440	\$38,091	\$57,694
b. Reserve for continuing appropriations (Detail on page 13)		2450		
c. Reserve for appropriations voted from surplus		2460		
d. Reserve for special purposes (Please detail on page 13)		2490		
e. Unreserved fund balance		2530	236,837	413,212
<b>f. TOTAL FUND EQUITY</b>			<b>\$274,928</b>	<b>\$470,906</b>
<b>3. TOTAL LIABILITIES AND FUND EQUITY</b> (Should equal line A1j)			<b>\$1,231,299</b>	<b>\$1,207,546</b>

Form F-65(MS-5) (7-7-98)

SCHEDULE OF TOWN PROPERTY – DECEMBER 31, 2002

Town Hall, Land and Building	196,000.00
Furniture and Equipment	80,000.00
Library	30,000.00
Police Department – Equipment	45,000.00
Fire Station – Murray Field	98,100.00
Fire Station – Lords Hill	31,800.00
Fire Department: Equipment	450,000.00
Rescue Squad – Equipment	150,000.00
Highway Department – Land & Building	13,800.00
Transfer Station	4,000.00

ALL OTHER PROPERTY

Woodland Cemetery (Map 17, Lot 3)	11,400.00
Town Forest (Map 17, 3-1)	56,800.00
Landfill, Snow Road (Map 9, Lot 24)	120,600.00
Landfill, Snow Road (Map 13, Lot 44)	18,800.00
Map 4, Lot 29	15,000.00
Map 7, Lot 12A	3,500.00
Map 7, Lot 15	600.00
Map 9, Lot 38	45,800.00
Map 10, Lot 11	2,800.00
Map 10, Lot 12	5,600.00
Map 10, Lot 13	600.00
Map 10, Lot 14	3,600.00
Map 10, Lot 17	16,100.00
Map 10, Lot 18	4,200.00
Map 10, Lot 19	3,400.00
Map 11, Lot 20	16,200.00
Map 12, Lot 6	14,300.00
Map 12, Lot 7	28,500.00
Map 12, Lot 9	25,600.00
Map 13, Lot 28	10,300.00
Map 15, Lot 48	25,200.00
Map 17, Lot 12	11,900.00
Map 17, Lot 13	11,900.00
Map 23, Lot 33	8,000.00
Map 23, Lot 35	7,900.00
Map 23, Lot 37	1,200.00
Map 23, Lot 38	1,200.00
Map 23, Lot 39	1,200.00
Map 23, Lot 40	1,200.00
Map 23, Lot 41	1,200.00
Map 23, Lot 44	1,200.00
Map 23, Lot 52	21,200.00

Map 23, Lot 70	1,200.00
Map 24, Lot 4	1,200.00
Map 24, Lot 13	1,200.00
Map 27, Lot 1-44	12,800.00
Map 33, Lot 30-0A	19,100.00
Total:	1,633,600.00

#### CERTIFICATION

This is to certify that the information contained in this report was taken from our official records and is complete to the best of our knowledge and belief.

February 11, 2003

John Meisner  
William Piekut

**TOWN CLERK'S REPORT  
FOR THE YEAR ENDING DECEMBER 31, 2002**

Motor Vehicle Registrations	\$164,161.00
Certified Title Applications	750.00
Dog Licenses Issued	897.50
Filing Fees	1.00
Vital Statistics	520.00
UCC's	144.50
NSF/Certified Mail Fees	<u>345.50</u>
Total Remitted to Treasurer	\$166,819.50

**TAX COLLECTOR'S REPORT  
FOR THE YEAR ENDING DECEMBER 31, 2002**

2002 Property Taxes	\$1,465,728.16
2002 Property Tax Interest	1,407.57
2002 Current Use Penalty	100.00
2002 Inventory Penalties	30.00
2002 Yield Tax	24,401.00
2001 Property Taxes	789,723.38
2001 Property Tax Interest	7,042.82
2001 Property Tax Costs Prior to Lien	1,638.00
2001 Property Tax Redemptions	41,203.45
2001 Property Tax Redemptions - Interest	2,231.32
2001 Property Tax Redemptions - Fees	632.00
2001 Yield Tax	5,674.00
2000 Property Tax Redemptions	65,815.46
2000 Property Tax Redemptions - Interest	11,030.22
2000 Property Tax Redemptions - Fees	838.00
1999 Property Tax Redemptions	59,172.33
1999 Property Tax Redemptions - Interest	15,033.18
1999 Property Tax Redemptions - Fees	696.00
1998 Property Tax Redemptions	1,884.01
1998 Property Tax Redemptions - Interest	593.58
1998 Property Tax Redemptions - Fees	102.00
NSF/Certified Mail Fees	<u>117.22</u>
 Total Receipts Remitted to Treasurer	 \$2,495,147.34

**TREASURER'S REPORT**  
**Town of Effingham - Fiscal Year 2002**

**2002 GENERAL FUND**

Beginning Balance - 1/1/02	\$	57,451.84
Revenue - All sources (see detail below)		2,939,387.73
Interest Income		3,597.63
Disbursements (see detail below)		<u>2,356,838.49</u>
 <b>Balance 12/31/02</b>	 <b>\$</b>	 <b>643,598.71</b>

**2002 REVENUE**

2002 Receipts - Tax Collector

Property Tax		2,423,556.79
Property Tax Interested and Costs		39,626.66
Yield Tax		30,128.66
Misc. Fees and NSF Charges		<u>1,835.26</u>

**Total** **\$2,495,147.37**

2002 Receipts - Town Clerk

Motor Vehicle Permits and Titles		164,911.00
Dog Licenses and Fines		897.50
Vital Statistics		520.00
UCC Filings		144.50
Fees (NSF and Filing)		<u>346.50</u>

**Total** **\$166,819.50**

2002 Receipts - Board of Selectmen

Pistol Permits		190.00
Photocopies		302.00
Transfer Station Permits		587.00
Forest land Reimbursements		5,868.53
Donation ILO of Taxes		38,484.00
Cable TV Franchise Fee		5,774.22
Trustees of the Funds		16,787.64
Refunds		2,271.19
Zoning Board Revenue		275.00
Misc. Revenue		7,900.71
State of NH		107,731.22
Town Hall Renovation Project		77,023.00
Property Sales & Mortgages		<u>14,226.35</u>

**Total** **\$277,420.86**

**Disbursements 2002**

General Expenses	1,369,509.00
School Payments	<u>987,329.49</u>

<b>Total</b>	<b>\$2,356,838.49</b>
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**Tax Anticipated Note (TAN) Activity**

No outstanding loan - 12/31/02	
Interest Payment	\$2,235.68

**2002 Conservation Commission**

Beginning Balance 1/1/02	\$1,405.96
Income From Town	700.00
Revenues	1,294.03
Interest Earned	21.82
Expenses	<u>1,255.59</u>

<b>Balance 12/31/02</b>	<b>\$2,166.22</b>	<b>\$2,166.22</b>
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**2002 Investment Pool**

Beginning Balance - 1/1/02	\$3,520.64
Town Hall Project Revenue	73,502.36
Interest Earned	<u>272.87</u>

<b>Balance 12/31/02</b>	<b>\$77,295.87</b>	<b>\$77,295.87</b>
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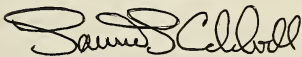
General Fund balance as of 12/31/02	\$643,598.71
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Conservation Commission Balance as of 12/31/02	2,166.22
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Investment Pool Balance as of 12/31/02	77,295.87
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<b>TOTAL CASH AS OF 12/31/02</b>	<b><u>\$723,060.80</u></b>
----------------------------------	----------------------------

Respectfully submitted,



Laurie L. Caldwell, Treasurer



**MASON+RICH**

PROFESSIONAL  
ASSOCIATION

CERTIFIED  
PUBLIC  
ACCOUNTANTS

August 30, 2002

Board of Selectmen  
Town Office  
Effingham, New Hampshire

In planning and performing our audit of the financial statements of the Town of Effingham, New Hampshire, for the year ended December 31, 2001, we considered the Town's internal control structure to determine our auditing procedures for the purpose of expressing an opinion on the financial statements and not to provide assurance on the internal control structure.

During our audit we did become aware of several matters that were opportunities for strengthening internal controls and operating efficiency. The material that follows addresses our findings and recommendations. This letter does not affect our report dated August 30, 2002 on the financial statements of the Town of Effingham.

We will review the status of these comments during our next audit engagement. We have already discussed many of these comments and suggestions with various Town personnel and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

Respectfully submitted,

SIX  
BICENTENNIAL  
SQUARE

CONCORD  
NEW HAMPSHIRE  
03301

FAX: (603) 224-2613  
(603) 224-2000

1247  
WASHINGTON  
ROAD  
SUITE B  
P.O. BOX 520

RYE  
NEW HAMPSHIRE  
03870-0520

FAX: (603) 964-6105  
(603) 964-7070

*Mason + Rich PA*  
MASON + RICH PROFESSIONAL ASSOCIATION  
Certified Public Accountants



## **GASB #34 and General Items**

**Finding** - GASB's (Governmental Accounting Standard Board) Standard #34 requires municipalities to implement a wide range and dramatic change in their accounting and reporting. In particular, the Standard requires that municipal entities adopt the full accrual basis of accounting - this means that all assets owned by the Town, including land, land improvements, buildings, vehicles, etc., must be capitalized and depreciation expense taken on the assets over their estimated useful lives. In addition, the Standard requires a dramatic change in the financial statement formats that are to be presented. Consequently, the cost to local communities to implement GASB #34 is very steep and raises the question of there is a cost justifies the benefit for a community of Groton's size. For example, we are anticipating that just the cost of the audit alone could at least double under GASB #34. This does not include the cost to the Town of obtaining the required information to be GASB #34 compliant.

The Town, for financial reporting purposes, will need to become compliant with GASB #34 by 2004. The Town, through the Board of Selectmen, needs to determine the cost benefit of a decision to become GASB #34 compliant. The Town does not currently have any bond issues either outstanding or pending in the immediate future. The bond bank now requires that any municipality seeking a bond issue through them have an annual audit. The Town does not now participate in any Federal or State pass through grant programs that entail the expenditure of \$300,000 or more annually - in fact the Town's entire appropriation for 2001, excluding the School District and County assessments was budgeted for \$843,541.

Absent the requirements from outside agencies such as the bond bank, why does the Town need to incur the costs of an audit under the requirements of GASB #34? DRA has determined that the MS-5 will continue to be completed on the modified accrual basis of accounting as is currently done. If the Town would like an auditor's review of the Town in the future, special audits of portions of the Town's functions could be done on a rotating basis annually, such as an audit of the Tax Collector one year, Town Clerk another, Town Office, etc. IN addition to this service, the MS-5 could be prepared (compiled) for the Town, again without the Town under going a full audit.

**Benefit** - The Town would continue to have the benefit of services provided by a certified public accountant and would be able to meet the annual requirements of DRA for the MS-5. In addition, audit services would be provided annually for a portion of the Town's activities. The Town could still decide to implement GASB #34, but could look at doing this over a number of years.

**Management's Comments** - We would like to discuss this in further detail with our auditors to find out how we would begin to implement this process.

### **General - Basis of Accounting**

**Finding** - The Town currently runs mostly on the cash basis during the year, with adjustments done at year end either by the auditors or the Town Office to adjust the books to the modified accrual basis of accounting.

**Recommendation** - With the changes as detailed above with the implementation of GASB #34, the Town MUST upgrade it's accounting methods during the year so that at year end the Town's books have already been adjusted to the modified accrual basis of accounting. This would include adjusting liabilities to the School to the amounts due at year end, recording payables at year end through the accounting software for bills for services rendered during the year but not billed to the Town until after year end, accrued payroll liabilities at year end and adjusting tax receivables and revenue accounts monthly during the year.

Benefit - During the year, the Town's books would at any time reflect the proper reporting of the modified accrual basis of accounting which is the basis that DRA is currently intending on using when setting the tax rate, even after the implementation of GASB #34.

Management's Comments - We would like to discuss this in further detail with our auditors to find out how we would begin to implement this process.

## **TAX COLLECTOR:**

### **General - Training**

Finding - At the request of the Board of Selectmen, we had previously done a training session with the Tax Collector and also with her Deputy at the time on the various monthly reconciliations that **must** be done each month. These reconciliations must be done each month from the reports generated by the Tax Collector's software to the Treasurer's deposits (Quick Books) and also to backup documentation, i.e. abatements from the Board of Selectmen, approved tax warrant totals, added tax warrants, tax deeded property, etc. The session went very well and appeared to be well received. Unfortunately, when we arrived at the Town Office to do our audit testing for 2001, we noted that the monthly reconciliations that had been addressed in the training session had not been done.

Recommendation - After a number of fruitless efforts to have a training session with the Tax Collector, we were extremely disappointed to find that the reconciliations were not being done after the training sessions were finally done. Consequently, these reconciliations then need to be done at year end by the auditors at additional cost to the Town.

### **Execution of Tax Liens**

Finding - We noted in our testing of the tax liens for 2001 that the report of the execution of tax liens appeared to be hand typed, did not have a total and further did not agree to the amount of liens that were done on the software.

Recommendation - The should be computer generated. If the information required by the Register of Deeds is not properly reported on the computer generated report, the typed report should still have totals at the end and the typed report must be mathed to insure that the totals agree. Accounts that are not to be liened **MUST** be addressed before the execution of the tax lien.

### **Invoices**

Finding - In our test of a random sample of vendor transactions, on one occasion, we found no invoice was available for review.

Recommendation - When paying any bill, a copy of the invoice should be stapled to check stub, and on large purchase amounts (over \$500), a purchase order should be on file for the item.

Management's Comments - We are aware of the fact that supporting documentation pertaining to our accounts payable records were not sufficient. This problem was rectified by the replacement of the bookkeeper.

**W-4's**

**Finding** - When testing the internal control system for payroll, we noted that several W-4's were not on file. This is an important part of the controls as without a copy of the W-4, the Town has no authorization to withhold taxes on employees.

**Recommendation** - We recommend that the Town review and have employees update all W-4's.

**Managements Comments** - All W-4 records will be updated. They are currently completed at time of hire and retained. Therefore, this situation will resolve after the update of current employee records.

**Payroll Rate Authorization**

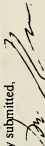
**Finding** - When testing the internal controls system for payroll, found that there were several employees who had no updated wage rate authorizations on file.

**Recommendation** - We recommend that the Town create either a spreadsheet or a report from the accounting software listing all current Town employees with their current rate of pay, and have the Selectmen sign acknowledging their acceptance of the rates. For new hires during the year, we would recommend that the Town set up a rate authorization sheet to keep in file.

**Management' Comments** - We have developed and now utilize a payroll report that is periodically updated and presented to the Board for signature.

2002 Report of the Trustees of Trust Funds									
Date	Fund Name	Principal Beg. Bal.	Income	Expense	End Bal.	Income	Expense	End Bal.	Income
	<b>Common Trust Fund #1- Cemeteries</b>	14,884.26	2,000.00	-	16,884.26	16,977.83	383.90	17,867.57	
	<b>Common Trust Fund #2- Library</b>	1,900.00	-	-	1,900.00	42.12	-	89.25	
1877	Woodland Cemetery Trust	6,200.00	-	-	6,200.00	2,695.93	340.51	315.00	2,721.44
1876	Abigail Drake School Trust	500.00	-	-	500.00	302.58	-	5.56	308.14
1932	Emma L. Browning Silent Poor Trust	1,360.00	-	-	1,360.00	611.29	128.76	-	740.05
1963	CRF- Fire Truck & Equip. Purch.	107,100.00	25,000.00	-	132,100.00	17,626.89	4,316.80	-	21,943.69
1990	CRF- Police Cruiser Purchase	17,500.00	5,000.00	-	22,500.00	1,596.45	716.07	-	2,312.52
1991	CRF- Rescue Vehicle & Equip. Purch.	30,708.45	5,000.00	-	35,708.45	5,951.64	1,382.35	-	7,333.99
1995	CRF- Huntress Bridge Maintenance	46,000.00	-	-	46,000.00	10,337.00	1,130.07	-	11,667.07
1992	ETF- Emergency Management	12,014.32	2,500.00	-	14,514.32	540.07	259.10	-	799.17
1998	ETF- Municipal Building Repair & Maint.	28,409.04	5,000.00	-	33,409.04	2,553.37	548.46	-	3,101.83
1999	ETF- Community Center Establishment	16,500.00	1,000.00	-	17,500.00	981.35	613.02	-	1,594.37
2000	ETF- Dry Hydrant Installation & Maint.	5,000.00	-	-	5,000.00	83.20	251.14	-	334.34
2000	ETF- Uninsured Loss	3,251.00	-	-	3,251.00	143.66	72.30	-	215.96
2000	ETF- Fire Station #2 Expansion	2,000.00	5,000.00	-	7,000.00	340.68	68.62	-	409.30
2001	ETF- Tax Map Updating	7,500.00	-	2,500.00	5,000.00	147.35	80.57	-	227.92
	Trustee of Trust Funds Checking	-	-	-	-	27.46	-	-	27.46
	<b>Total Funds</b>	<b>300,827.07</b>	<b>50,500.00</b>	<b>2,500.00</b>	<b>348,827.07</b>	<b>61,158.87</b>	<b>11,234.10</b>	<b>698.90</b>	<b>71,694.07</b>

This is to certify that the information contained in this report was taken from official records and is correct to the best of our knowledge and belief. Respectively submitted,

  
Deirdre G. Byers, Treasurer

  
Joyce Van Tassel

## Cemetery Trustee Report

To the Citizens of Effingham

There was very little action with the cemeteries this year. In the spring they were cleaned up and mowed by Jameson Case, then Pine River Landscaping maintained them through the summer.

Our budget was: \$2,000.00

We spent: \$1962.25

Balance: \$37.75

According to the Revised Statutes Annotated & Website, the citizens can vote at the annual town meeting to accept the Board of Selectmen to Administer the duties associated with the cemetery trusts. As I have been largely alone in the Trusteeship and I am unable to make decisions for lack of quorum. I therefore feel it is in the best interest of the town to vote to approve the above change.

Sincerely

Peter Case  
Lame Duck Trustee

# Revenue 2002

Jan - Dec 02

## Income

### Income

Cable TV Franchise Fee	5,774.22
Can bin	400.00
Cemetery lot sale	200.00
Copy & Fax Charges	232.00
Current Use Penalty	100.00
Dog Licenses	897.50
Donations non-public sources	1,298.00
Federal Tax Liens	30.00
Filing Fees	1.00
Forest Fire Reimbursement	618.19
Forest Land Reimbursement	4,250.34
Highway Block Grant	60,524.31
Historic District Applications	30.00
Income from Departments	1,432.16
Interest & Cost, Property Taxes	10,142.76
Interest Income	2,789.57
Interest on Checking Account	1,019.19
Interest on Investments (NHDIP)	52.36
Inventory Penalties	30.00
Metal goods	482.39
Mortgage Interest Payments	87.20
Mortgage Principle Payment	1,488.15
Motor Vehicles	164,728.00
NSF Fee	39.72
Other Licenses & Fees	69.20
Other Misc. Revenue	3,649.46
Other State Grants	75,000.00
Payment in Lieu of Taxes	38,484.00
Payment on Property liens	674.89
Pistol Permits	190.00
Red. Interest of Sale	28,926.16
Redemption Cost	2,449.07
Redemptions	168,909.32
Refunds	1,581.92
Rooms & Meals Revenue	36,627.43
Sale of Town Property	15,651.00
Shared Revenue Block Grant	9,193.20
Transfer from Trust Funds	14,129.48
Transfer Station Permits	387.00
UCC Filings	144.50
Vital Statistics	520.00
Yield Tax Interest	53.66
Yield Taxes	29,022.00
Zoning Book receipts	150.00
<b>Total Income</b>	<b>682,459.35</b>

**Total Income** **682,459.35**

# Expenses 2002

Jan - Dec 02

Expense

4130 · Executive

Computer Maintenance & Repair	1,389.00
Copier	672.29
Mileage	426.08
Office Equipment	2,020.30
Postage	1,019.69
Recording Fees - Reg.	124.20
Salaries	
Clerical support	2,166.51
Moderator	500.00
Secretary	22,726.62
Selectmen	10,500.12
Total Salaries	35,893.25
Supplies	1,923.24
Telephone	1,629.96
Town Report Printing	1,939.50
Workshops & Seminars	237.35

Total 4130 · Executive 47,274.86

4140 · Election & Registration

Advertising	534.50
Mileage	269.00
Office Equipment	124.49
Postage	183.37
Salaries	
Ballot Clerk	1,940.50
Checklist Supervisors	900.00
Deputy Town Clerk	-50.00
Town Clerk	2,499.96
Total Salaries	5,290.46
Supplies	366.11
Telephone	193.64
Town Clerk Assocs.	20.00
Town Clerk Fees	5,998.00
Vital Statistics	584.00

Total 4140 · Election & Registration 13,563.57

4150 · Financial Administration

Auditors	13,735.64
Bank Service Charges	327.80
Computer maintenance contract	1,277.00
Office Equipment	124.49
Postage	2,403.83
Registry of Deeds	708.45

# Expenses 2002

Jan - Dec 02

Salaries	
Deputy Treasurer	600.00
Tax Collector	2,499.96
Treasurer	1,500.00
Total Salaries	4,599.96
Supplies	385.31
Tax Collectors Fees	9,274.00
Telephone	205.78
Total 4150 · Financial Administration	33,042.26
4152 · Reval of Property	
4152A · Contract	9,080.00
4152B · Tax Maps	19,500.00
4152C · Tax & Assess.software SWA18	12,000.00
Total 4152 · Reval of Property	40,580.00
4153 · Legal	17,400.35
4191 · Planning & Zoning	
4191A · Historical District Commission	265.00
4192 · Zoning Board of Adjustment	2,085.92
4193 · Planning Board	
4193A · Master Plan SWA	644.83
4193 · Planning Board - Other	2,778.27
Total 4193 · Planning Board	3,423.10
Total 4191 · Planning & Zoning	5,774.02
4194 · Government Buildings	
Electricity	2,003.18
Heating Fuel	1,541.68
Maint of Town Hall Grounds	1,305.00
Salaries	1,995.33
Sanitation	1,300.00
Supplies	1,064.27
Town Hall Tower SWA	1,500.00
Total 4194 · Government Buildings	10,709.46
4195 · Cemeteries	1,962.25
4196 · Insurance Fees	
Employee Health Insurance	9,500.12
Primex/ UE & WC	1,338.34
Property Liability	9,481.80
Total 4196 · Insurance Fees	20,320.26
4197 · Advert & Reg. Assoc Dues	4,146.22
4200 · Public Safety	



## Expenses 2002

Jan - Dec 02

4210 · Police	
Cruiser Exp.	1,262.85
Equipment	2,979.10
Fuel	620.06
Other	111.75
Postage	26.00
Salaries	13,326.38
Secretary	843.75
Supplies	1,657.85
Telephone	1,710.18
Total 4210 · Police	22,537.92
4215 · Rescue Squad	
Appropriation	7,542.00
Medstar Contract SWA	9,599.97
Personal Allotment	5,000.00
Total 4215 · Rescue Squad	22,141.97
4220 · Fire Department	
Electricity	1,226.66
Fuel	197.49
General Supplies	1,103.56
Heat	1,773.73
Mutual Aid & Dues	2,786.00
New Equipment Purchase	7,423.40
Other Expense	2,297.67
Personal Allotment	5,500.00
Radio	3,015.74
Telephone	1,083.64
Training	464.10
Truck Repairs	4,053.64
Total 4220 · Fire Department	30,925.63
4240 · Enforcement Officer	4,999.92
4290 · Emergency/Forest/911	4,401.66
Total 4200 · Public Safety	85,007.10
4310 · Highways & Streets	
4312A · Calcium Chloride	15,942.64
4312B · Road paving SWA	83,788.68
4312C · Roadside Clearing SWA	7,500.00
4312D · Road Reconstruction SWA	41,196.54
4312E · Summer Roads	
Contract Payment	64,245.00
Materials	13,687.23
Signs & Equipment	332.23

## Expenses 2002

Jan - Dec 02

Total 4312E · Summer Roads	78,264.46
4312F · Winter Roads	
Contract Payment	131,000.00
Materials	
Delivery	9,810.00
Materials - Other	35,191.82
Total Materials	45,001.82
Total 4312F · Winter Roads	176,001.82
Total 4310 · Highways & Streets	402,694.14
4313 · Bridges	442.43
4316 · Street Lighting	3,230.14
4323 · Solid Waste Collection	
Certification/Training	73.04
Electricity/Heat	869.18
HHW Day SWA	696.00
Repairs & Maintenance	451.66
Salaries	12,648.83
Telephone	470.49
Total 4323 · Solid Waste Collection	15,209.20
4324 · Solid Waste Disposal	
Tire/metal disposal	1,853.32
Used oil	1,386.28
Waste Management of NH Contract	71,720.77
Total 4324 · Solid Waste Disposal	74,960.37
4325 · Solid Waste Clean Up	
4325A · Landfill Monitoring	5,136.00
4325B · Landfill Maintenance	400.00
Total 4325 · Solid Waste Clean Up	5,536.00
4414 · Pest Control	
Animal Expense	405.00
Mileage Expense	1,192.32
Salary	3,580.00
Total 4414 · Pest Control	5,177.32
4415 · Health Agencies & Hospitals	
CCMH	716.00
Center of Hope.	300.00
Starting Point	300.00
Tri- County CAP	2,500.00
VNA	2,259.00

## Expenses 2002

Jan - Dec 02

White Mnt Comm Health Ctr	175.00
Total 4415 · Health Agencies & Hospitals	6,250.00
4441 · General Assistance	14,266.20
4445 · Meals on Wheels	2,350.00
4520 · Parks & Recreation	
Community Sports Field	1,000.00
Town of Ossipee	3,500.00
Total 4520 · Parks & Recreation	4,500.00
4550 · Library	6,556.84
4583 · Patriotic Puposos	827.99
4611 · Conservation Commission	700.00
4619 · Town Forester	400.36
4710 · Debt Service	
4723 · TAN Interest	2,235.68
Total 4710 · Debt Service	2,235.68
4903 · Buildings-Town Hall Restoration	560.00
4910 · Transfer to Trusts & Reserves	
4915A · Police Cruiser CRF	5,000.00
4915B · Fire Truck/Equipment CRF	25,000.00
4915C · Ambulance CRF	5,000.00
4916A · Emergency Management Exp Trust	2,500.00
4916B · Govt Bldgs Exp Trust	8,613.25
4916C · Community Center Exp Trust	1,000.00
4916D · Tax Map Exp Trust	5,500.00
4916F · Fire Station Exp Trust	7,340.68
Total 4910 · Transfer to Trusts & Reserves	59,953.93
4911 · Payments to Other Gov'ts.	
County Taxes	76,778.00
Other Governments	14,051.33
School District	987,329.49
Total 4911 · Payments to Other Gov'ts.	1,078,158.82
4920 · Refunds	4,911.42
6560 · Payroll Expenses	13,998.10
Total Expense	1,982,699.29



THE STATE OF NEW HAMPSHIRE  
DEPARTMENT OF TRANSPORTATION



October, 2002

RECEIVED

SEP 30 2002

TOWN OF EFFINGHAM

CAROL A. MURRAY  
Commissioner

GILBERT S. ROGERS  
Assistant Commissioner

Mr. JOHN MEISNER, CHAIRMAN OF SELECTMEN  
PO BOX 25  
SOUTH EFFINGHAM, NH 03882

Dear Mr. MEISNER:

The following is a notice showing the amounts of State Highway Block Grant Aid that may be available to your town in 2003. The January and April payments are set amounts and should not change. The April payment is adjusted to reflect the actual State gas tax revenues and motor vehicle fees collected in fiscal year 2002. The July and October payments are based on estimated revenues and could possibly change.

State Highway Block Grant Aid available to EFFINGHAM during calendar year 2003 is estimated as follows:

**HIGHWAY BLOCK GRANT AID**

Chapter 235 of the Revised Statutes Annotated, as amended, provides Block Grant Aid payments for the maintenance, construction, and reconstruction of Class IV and V Highways.

January 2003 Payment:	\$12,255.51
April 2003 Payment:	\$15,008.96
July 2003 Payment:	\$18,725.13
October 2003 Payment:	\$18,725.13
Total:	\$64,714.73

If there are any questions concerning the State Aid Programs, please contact this office.

If your town is interested in raising funds for construction or reconstruction of Class I, II, and III Highways, matching State funds on a limited basis may be available. For further information please contact my office.

Sincerely,

Robert T. Barry, Administrator  
Bureau of Municipal Highways  
John O. Morton Building - Room 111  
Telephone: (603) 271-2107

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## Number of Certificates of Zoning Compliance Issued

2001	2002
9 Residential Structures	22 Residential Structures
8 Garages	4 Garages
8 Additions	4 Additions
2 Sheds/Barns	7 Sheds/Barns
2 Decks/Porches	3 Decks/Porches
1 Camp Building (Marist)	
Total Issued: 30	Total Issued: 40

Submitted by,  
The Board of Selectmen

EFFINGHAM POLICE DEPARTMENT  
ANNUAL REPORT 2002

One of my main goals when I was selected as Chief, was to continue to improve services of the Police Department, to the best of my ability.

This year was a difficult year trying to get officers to fill the 48 hours that the town appropriated for coverage.

All of the officers for the Town of Effingham work full-time for other towns.

With the population of the town growing, and new homes being built, it is almost impossible to try and service the town with a part-time Police Department.

The Carroll County Sheriffs' Department, the State Police and the other Police Departments have responded to many calls for service in the town.

I would like to thank these departments for their help throughout the year.

I would like to thank the Board of Selectmen, Claudia and other members of the town for their continued support.

Below is a list of calls for service covered by the Effingham Police Department and the Carroll County Sheriffs' Department.

Respectfully submitted  
Donald F. Grow  
Chief of Police

Effingham Police Department  
2002 yearly statistics

TRO Violation	2
Dog Complaint	1
PC Arrest	1
Issuing Bad Checks	9
Theft	6
Operating After Susp.	2
Unregistered MV	1
Criminal Mischief	5
Indecent Exposure	3
Simple Assault	4
Harassment	1
Landlord Tenant Dispute	1
Criminal Trespass	1
Sexual Assault	2
Criminal Threatening	1
Burglary	2
Stalking	1
Possession of Controlled Substance	1
MV Stops	50
TOTAL	94

Carroll County Sheriffs Department  
Effingham 2002 Yearly Activity

911 Hang – Up	9	Sexual Assault	3
Alarms	26	Simple Assault	2
Civil Arrest	3	Suicide Attempts	1
DWI Arrest	1	Suspicious Activity	7
OAS Arrest	1	Thefts	7
Prohibited Sales Arrest	1	Transports	2
Protective Custody	1	Unfounded Complaints	2
Assist	53	Violation Restraining Orders	1
Assist/Fire/EMS	5	Welfare Checks	10
Assist Motorist	2		
Assist NHSP	1		
Public Assist	9		
Bad Checks	3		
Building Checks	1		
Burglary's	4		
Attempted Burglary's	1		
Child Custody	4		
Civil Standby	2		
Criminal Mischief	7		
Criminal Threatening	3		
Criminal Trespass	6		
Disorderly Conduct	1		
Disturbance	3		
Domestics	14		
Animal Comp	2		
TRO Service	5		
Drug Investigation	1		
Evictions	1		
Found Property	1		
Harassment	3		
Lost Missing Property	1		
Missing Person	1		
Abandoned MV	1		
MV Accidents	11		
Motor Vehicle Comp	5		
MV Stops	4		
MV Summons	2		
Rape	1		
Receiving Stolen Property	1		
Returned Property	1		
		Total Calls For Service	238



## **Animal Control 2002**

Animal control 2002 had another busy year. There were 429 complaints and concerns this year. Out of respect to your neighbors, we urge people to keep their dogs tied if they are prone to travel. There was a definite increase in dog bite cases this year. The amount of lost dogs has increased this year as well. We would like to see people remember to vaccinate and register their dogs. It is much easier to return a lost dog to their home when they are registered and wearing their tags.

I would like to thank everyone for their help, cooperation and patience. We look forward to another good year.

### **Important Tip:**

We have had a lot of calls on animals left out in extreme cold weather.

- If your animal is outside overnight be sure it has proper shelter. Hay in a dog house is ideal for canine pets.
- Nutrition is extremely important for an animal to maintain its body temperature. Make sure your animal is properly fed and watered on a consistent basis, not just on the cold nights as an animal needs to build up the necessary fat and metabolism rate prior to the cold weather.

Your Animal Control Officer,

Randy Tuttle

## EFFINGHAM VOLUNTEER FIRE DEPARTMENT

The Effingham Fire department had two members complete the Firefighter level II .

We Now have three lady Firefighters and one in training .

Several special meetings and training's were conducted in 2002 as well as regular meetings . The department has connected to the internet which has been very helpful in research on the planned new pumper tanker .

The dry hydrant on Town House road has been installed and performs at a high level .

The department would like to thank all property owners in the cooperation with the department when necessary . As always we are interested in anyone interested in joining out department Male , Female , or Junior .

We had a total of 90 calls in 2002

Structures 4	Mutual Aid 11
M V Accidents 9	Alarms 23
Forestry 8	Smoke Investigations 1
Hasmat 2	Auto Fires 3
Assist Rescue 5	Misc 10
Chimney Fires 3	Trees on wires and in road 11

IN CASE OF AN EMERGENCY CALL 911 .

Any questions in regard to the Effingham Firemans Association should be directed to the President Andrew C Hubbard .

Thank You .

Richard W . Thompson Chief 539-6370

Somy English ,Deputy Chief 539-7484

Brent Rogers ,Assistant Chief 539-2489

Caleb Pike, Lieutenant 539-5046

## Report of Forest Fire Warden and State Forest Ranger

Your local Forest Fire Warden, Fire Department, and the State of New Hampshire Division of Forests and Lands cooperate and coordinate to reduce the risk of wildland fires in New Hampshire. To help us assist you, contact your local Forest Fire Warden or Fire Department to find out if a permit is required before doing ALL outside burning. Fire permits are mandatory for all outside burning unless the ground where the burning is to be done (and surrounding areas) is completely covered with snow. Violations of RSA 227-L:17, the fire permit law and the other burning laws of the State of New Hampshire are misdemeanors punishable by fines up to \$2,000 and/or a year in jail, plus suppression cost.

A new law effective January 1, 2003 prohibits residential trash burning (RSA 125-N). Contact New Hampshire Department of Environmental Services at (800) 498-6868 or [www.des.state.nh.us](http://www.des.state.nh.us) for more information

Help us to protect you and our forest resources. Most New Hampshire wildfires are human caused. Homeowners can help protect their homes by maintaining adequate green space around the house and make sure that the house number is correct and visible. Contact your fire department or the New Hampshire Division of Forests and Lands at [www.nhdf.org](http://www.nhdf.org) or 271-2217 for wildland fire safety information.

### ONLY YOU CAN PREVENT WILDLAND FIRES

#### 2002 FIRE STATISTICS

(All fires Reported thru November 10, 2002)

#### TOTALS BY COUNTY

	<u># of Fires</u>	<u>Acres</u>
Belknap	52	13.5
Carroll	80	10.5
Cheshire	39	17
Coos	3	2.5
Grafton	53	21
Hillsborough	108	54.5
Merrimack	94	13.5
Rockingham	60	25.5
Stafford	31	23
Sullivan	20	6

#### CAUSES OF FIRES REPORTED

Arson/Suspicious	43
Campfire	31
Children	32
Smoking	32
Rekindle of Permit	3
Illegal	7
Lightning	36
Misc *	356

(\*Misc: powerlines, fireworks, railroad, ashes, debris, structures, equipment.)

	<u>Total Fires</u>	<u>Total Acres</u>
2002	540	187
2001	942	428
2000	516	149

*Richard W. Thompson*      *Warden*

## Important Fire Department Numbers

Name	Position	Issue Fire Permits	Phone Numbers
Richard Thompson	Warden	Yes	539-6370
Brent Rogers	Deputy Warden	Yes	539-2489
Harold Noonan	Deputy Warden	Yes	539-7766
Urbain English	Deputy Warden	Yes	539-7484
Caleb Pike	Deputy Warden	No	539-5046
Andrew Hubbard	Deputy Warden	No	539-6980
Geneva Thompson	Issue Fire Permits Only		539-6370

EFFINGHAM RESCUE UNIT, INC.  
ANNUAL REPORT FOR 2002

The following is a list of toned emergency calls for Effingham Rescue for 2002:

Medical Aid	57
Medical Aid/Highwatch	8
Motor Vehicle Accidents	14
Assist Effingham Fire Department	19
Fire Alarm Activations	10
Mutual Aid	<u>1</u>
Total Calls for 2002	109

Our call volume represents an 11% increase over responses in 2001. Of the above-listed responses, MedStar Ambulance transported 36 patients, Effingham Rescue transported 10 patients, 23 patients refused care/transport, 3 patients were transported by private vehicle and 2 patients were taken into protective custody by PD units.

Effingham Rescue has welcomed back John Burdette, who is now an EMT-I. John is certified to administer IV fluids and numerous life-saving drugs to our patients.

This year, Effingham Rescue was able to purchase a portable vital signs monitor to be used on emergency responses. This state-of-the-art medical equipment will enable our members to obtain pulse, blood pressure and O2 saturation levels more quickly and precisely than before. We appreciate the townspeople's support in voting ERU the money for this invaluable purchase.

Although 2X1 is now ten years old, the vehicle has been impeccably maintained and has only 23,000 miles on the odometer. Six new tires were purchased in 2002 for safety and brake shoes were replaced on 2 wheels.

As in year's past, we continue to receive many nice cards of thanks and generous donations. All are most gratefully appreciated by our members.

Respectfully submitted,

Andrea S. Hubbard  
Secretary/Treasurer

**EFFINGHAM RESCUE UNIT, INC.  
FINANCIAL REPORT FOR 2002**

**Income:**

Town of Effingham Appropriation 2002	\$7,542.00
Training Reimbursement	174.00
Laconia Savings Bank (interest on checking account)	<u>9.03</u>
<b>Total Income</b>	<b>\$7,725.03</b>

**Expenses:**

Clothing	\$ 349.96
Equipment	2,384.22
Fuel	205.66
OVMMA Dues	2,500.00
Administrative/Office Supplies	127.05
Radio Purchases/Maintenance	304.00
Supplies	778.12
Cellular Phone	226.18
Training	2,460.36
Vehicle Maintenance for 2X1	1,214.30
Bank Fees	<u>21.00</u>
<b>Total Expenses</b>	<b>\$10,570.85</b>

Balance on Hand: December 31, 2001	\$7,168.27
Income for 2002	7,725.03
Expenses for 2002	<u>10,570.85</u>
<b>Balance on Hand: December 31, 2002</b>	<b>\$4,322.45</b>

## Library Annual Report 2002

The year began with a good house cleaning and weeding of books. Books that were mildewed or damaged were sent to the dump, other books that were in good shape but out dated were set aside for a book sale. The library was scrubbed, painted and those books that were in good shape and worthy of being kept in a library were reshelved. In April a director was hired and we were on the road to becoming a level one library within the State Library System. Cataloging of the existing collection was begun and is now complete with over 3,000 books in the collection. A web site was set up and there have been over 1749 visit to the site. All the effort expanded in increase services and improved appearance have resulted in a dramatic increase in patron usage. There were 111 library cards issued since statistics began being kept from April 2002.

The library was able to take advantage of several grant opportunities and a donation of books from a prominent Boston publisher, as a result we have completely updated the Children's Collection with over 1200 brand new books. The adult side of the collection was also improved and is being upgraded monthly with the purchase of new books by the most popular authors of the day. We continue to take advantage of free books and other materials that are excess to other libraries collections. The library has been completely reorganized; there is a section for the young reader (juvenile), the teen (young adult), and of course the adult area. The fiction has been separated from the non-fiction in both the adult and children areas. There is also a special section dedicated to New Hampshire and New England subjects. Fantasy and Sci-Fi books have their own place, as do the large print books.

The library has a growing collection of videos with 131 in the permanent collection, which is augmented by membership in the Carroll County Library Cooperative (Bearcamp Valley Library Association). We also have a small but growing collection of books on tape. The library has 70 such books ready for check out. We offer Inter-Library Loan service, we have van delivery twice a week, Mondays and Thursdays so theses request in most cases are received with in a few days of the request. If the book is available at the Ossipee Library it will be ready for pick up the next day.

High-speed cable direct access to the Internet has been added to better serve the public. We received a donation of a computer so we can now serve two Internet surfers at one time. A program to help students with their homework has been established; training classes in Internet use are offered. We also have free passes to the Currier Art Gallery in Manchester. The library hours have been increased to 15 hours per week with the goal of reaching 22 this year.

Frank Fisher  
Library Director

Town of Effingham  
Transfer Station  
Facility Rules and Regulations  
**539-2558**

1. Trash and recyclables will be accepted only during scheduled hours.

Summer hours effective May 1<sup>st</sup> to Sept 30<sup>th</sup>

Wednesdays	12:00pm - 4:30pm
Saturdays	8:00am - 4:30pm
Sundays	8:00am - 4:30pm

Winter hours Oct 1<sup>st</sup> to April 30<sup>th</sup>

Wednesdays	10:00am - 3:30pm
Saturdays	9:00am - 3:30pm
Sundays	9:00am - 3:30pm

2. All trash and recyclables shall be placed in designated areas.
3. The following refuse will be accepted at the transfer station:
- Newspapers, bundled and tied
  - Glass does not have to be separated by color
  - Metal, including aluminum cans
  - Tires with a rim size of 16.5 or less
  - Large metal (refrigerators, washers, stoves, bicycles, bed springs, metal drums, etc.)
  - Brush including stumps to 5" and untreated wood scraps
  - Household garbage
4. The following refuse will **not** be accepted:
- Explosives such as dynamite and ammunition
  - Gas or gas products (except used uncontaminated motor oil in acceptable container).
  - Other hazardous items such as strong acids and bases, highly volatile products and asbestos.
  - Human or animal waste
  - Motor vehicles (cars, trucks, motorcycles, buses, tractors, etc.)
  - Tires with a rim size larger than 16.5
5. Use of firearms in the transfer station is absolutely forbidden.
6. The transfer station attendant and town police department is empowered to enforce these rules and regulations. Offenders shall be subject to fines as follows:
- 1<sup>st</sup> offense - warning
  - 2<sup>nd</sup> offense - \$10 fine
  - 3<sup>rd</sup> offense - \$20 fine
  - 4<sup>th</sup> offense - loss of dumping privileges
7. Admission to transfer station is by town permit only. Permits may be obtained at the Selectmen's Office Monday-Friday 9:00am - 12:00pm. There is a nominal charge for a permit. There are no other fees for Effingham residents to use the transfer station.
8. The transfer station will be closed in observance of the following holidays:  
Christmas, New Year's Day and Independence Day.
9. Under authority granted by RSA 31-39, the Selectmen of Effingham have adopted the following ordinance: "That no private dump shall be used or operated in the Town of Effingham. All such materials shall be transported to the Effingham Town Transfer Station under the adopted rules and regulations effective August 1, 1978.





EFFINGHAM CONSERVATION COMMISSION  
PO BOX 25  
S. EFFINGHAM NEW HAMPSHIRE 03882  
CHAIRMAN HENRY SPENCER



In 2002, the Effingham Conservation Commission sponsored our school children's visit to the conservation camp, held Earth day Roadside cleanup activities, did extensive brush clearing on the most visible of its conservation lands and conducted all monthly business.

The Commission welcomed three new members, Paula Hammond, Steven Gauthier and Kamal Nath.

Work on the Conservations lands went slower than hoped as members are trying to do as much of the work themselves, hoping to save money for planned improvements. Discussions with local scout troops, arranging the loan of equipment and opening contacts with the New Hampshire Fish and Game department and as well as other avenues have all been started towards the goal of public access to conservation lands.

This year's roadside cleanup was highlighted by an excellent barbeque and drawings for baked goods, a mountain bike and other small prizes. Roadside litter this year again showed that our two biggest litter problems are bottles and cans and uncovered loads of trash bound for the transfer station.

Two members of our Commission took part in an extensive water-monitoring project. The results of this effort have not been reported at this time.

In the coming year, the Commission plans to establish the correct boundaries on land under its care and put forward more effort into public awareness of these resources.

## **Historic District Commission**

Historic Districting is a public process for the public benefit. Our Historic Districts and the Scenic Road are governed by state statutes; and the Commission guidelines are quality assured standards that protect the authentic aspects of local heritage and culture. Preserving the Community's sense of place and heritage expressed by the passage of time affects its image and economic well-being for cultural tourism is then encouraged.

During the year 2002 while advancing historic preservation goals, the Commission held eleven regular meetings that took place on the second Tuesday of each month at 7:00 P.M. at the town hall. Proceedings included application approval, extensive property consultations, cooperation with the R.E.A.C.H. Committee to obtain funding for the preservation of the Town Hall, continued membership with affiliated historical entities both state-wide and nationally; and overall, fulfilling our responsibility to the past and simultaneously to the future by effective adherence to the standards of integrity.

Respectfully submitted,

William Stewart, Chairman  
Historic District Commission

## Planning Board

The conditional approval of the proposed telecommunications tower located on Green Mt. was revoked on March 7 due to the fact that the receipt of the necessary bond was not received. The application may be submitted again however.

The Board of Selectmen asked for input from the Planning Board for a Class VI road policy when landowners submit requests to build on those town roads. The Planning Board complied, and the Board of Selectmen implemented the policy.

The Subdivision Regulations were updated and a public hearing was held in August. Many things that no longer belonged were removed because they are zoning issues. The regulations have been made clearer, and the organization within the regulations has been greatly improved.

The Planning Board has been busy writing a draft Master Plan for public consideration and participation. While the entire Master Plan may not be finished by town meeting, copies of the finished portions will be available at town meeting. Hearings will be held for public input and discussion of the chapter topics of Land Use, Transportation, and Public Services and Facilities.

After the adoption of the Master Plan, the Planning Board will start a serious discussion and creation of a Capital Improvement Program. Capital Improvements are not only large expenses such as Fire and Rescue vehicles and road improvements, but also planning for future buildings and equipment that the town needs. The Planning Board hopes that interested people come to the Planning Board meetings to give their thoughts.

The Planning Board is always looking for interested people to join the Board. If you would like to join, please stop by one of our meetings. We meet on the first **Thursday of the month**, and usually the third Thursday.

Respectfully Submitted,  
William Stewart, Chairman



**Zoning Board of Adjustment**  
**PO. Box 43**  
**Effingham, NH 038820**

This being our second year with a ZBA has gone pretty smoothly. We held 16 meetings. 12 of them were regular meetings, 5 of them included hearings, one was election of officers for the year and the other was for scheduling a budget for 2003. We also do work out in the field. Check properties for special exception, variances and any other concern that may enter into an application. We seem to have a good working relationship with the other town boards. The hearings this year have been very friendly. We meet the first Wednesday of each month 7:00 p.m.

The March town meeting returned three members back to the ZBA. Lyle Thurston and Jory Augenti for three years. Henry Spencer for one year. Henry was filling out Gregg Cloughs term when moved out of town. Now all elected ZBA personnel will be elected for three years.

Kathy Elliott joined us in February as our recording secretary and as an alternate. We need more alternates too. Anyone that is interested in becoming one may show up at any meeting or you may call any member of the board for information.

Crown Atlantic withdrew their application for a cell tower at the Lakeview location in April of this year.

Respectfully submitted,  
Lyle C. Thurston, Chairman

## **MEDSTAR EMS, Inc.**

### **Activities Report – Town of Effingham - 2002**

To The People of Effingham;

2002 again proved to be a very busy year as we made, 1625 emergency responses. 113 of these calls were in your community, with the following break down.

Residents Transported:	38	Non Residents Transported:	15
BLS Transports:	13	ALS Transports:	40
Medical Aids:	72	Trauma:	8
Motor Vehicle:	8	Assist FD:	23
Assist PD:	0	Misc.	2
Patients assisted without transport:	6		

As always, our primary concern is to provide the highest level of emergency care possible. To that end we continue to improve upon our equipment and training. Currently, we operate with six ambulances and provide six on duty EMT's, twenty four hours a day, three hundred and sixty five days a year. Proudly, we operate with at least one Paramedic at all times and currently have two more employees enrolled in the Paramedic program. We are very proud to now be full members of the Ossipee Valley Mutual Aid Association. This affiliation greatly improves emergency communications, training opportunities, and improved response for large scale or multiple emergencies. As our resource facility, we have developed a close bond with Huggins Hospital. This has allowed us to greatly improve upon our medical protocols and given us the ability to provide many new Advanced Life Support procedures all to the benefit of our patients.

Once again we would like to express our sincere appreciation to the people of Effingham for their loyal support. We also offer a very special thank you to the members of the Effingham Fire, Rescue, and Police Departments whose efforts on behalf of your community are tremendous.

Respectfully Submitted,

Randy Hayford  
Medstar EMS

## LAKES REGION PLANNING COMMISSION

With a service area covering over 1,200 square miles in Belknap, Carroll, Grafton and Merrimack Counties, the Lakes Region Planning Commission (LRPC) provides a wide range of planning services to its members. Our work program is as comprehensive as it is full, with activities ranging from technical assistance, geographic information systems, transportation, land use and environmental planning, to economic development. We are funded from multiple sources including local and state government, as well as special studies. LRPC is contacted many times each week for answers to local concerns. We also continue to maintain a regular dialogue with state agencies that depend on us as a resource for the entire Lakes Region. Our goal is to provide support and leadership to the region, its governments, businesses, and citizens.

Here are some of our services performed on behalf of Effingham and the region in the past fiscal year:

- ❖ Attended a planning board meeting and discussed how the town might implement a Class VI roads policy, as well as provided information on the proposed zoning ordinance changes for March 2002 town meeting.
- ❖ Upon request, provided a review of the town's zoning ordinance for a specific application.
- ❖ Met with a planning board member and provided information regarding data availability, and LRPC's assistance in updating master plans.
- ❖ Reviewed, evaluated, and commented on proposed warrant articles for the 2002 March town meeting.
- ❖ Provided town officials with a review of road standards in proposed subdivision regulations.
- ❖ Reviewed a newly drafted policy for Class VI roads in Effingham.
- ❖ Ordered and delivered to the Effingham Planning Board twenty copies and one CD ROM of the 2001-2002 NH Edition Planning and Land Use Regulation books at considerable savings.
- ❖ Coordinated the 17<sup>th</sup> annual Household Hazardous Waste Collection, the largest single day, multi-site collection in New Hampshire. Over 2,000 households from twenty-seven communities brought approximately 22,000 gallons of household hazardous waste products to the collection for removal.
- ❖ Performed over 160 traffic counts and several road inventories around the region, as the result of the annual work program with the NH Department of Transportation.
- ❖ Convened four area commission meetings that focused on Workforce Housing, Community Visioning, Intermodal Transportation Plans, and the National Ground Water Institute and Environmental Education.
- ❖ Facilitated several regional meetings that led to the construction of the Lakes Region Household Hazardous Product Facility in Wolfeboro.
- ❖ Produced the Annual Report on Development Trends in the Lakes Region.
- ❖ In cooperation with the NH Community Development Finance Authority, updated zoning maps for twenty-seven municipalities, and created a database of human services.

- ❖ Co-hosted and organized with the NH Municipal Association, three public Law Lectures where practicing attorneys provide a legal perspective on local planning, zoning, and other municipal issues.
- ❖ Hosted a regional National Flood Insurance Program (NFIP) workshop in cooperation with the NH Office of State Planning and the NH Office of Emergency Management.
- ❖ Initiated cooperative, regional efforts for groundwater protection, and for effective watershed planning.
- ❖ Increased capability to work with local communities to produce All Hazard Mitigation Plans.
- ❖ Prepared and adopted regional recommendations for Transportation Enhancement Funding.
- ❖ Continued to support the Pemigewasset River Local Advisory Committee.
- ❖ Represented the region on several committees including: the NH Transportation Enhancement Advisory Committee, the Statewide steering committee to update the NH Airport System Plan, the Belknap County Economic Development Council, the Northern Rail Task Force, among others.
- ❖ Contributed to area efforts interested in forming a Lakes Region Workforce Housing Action Committee, with participants from the private, municipal, and non-profit sectors.
- ❖ Convened several meetings of the LRPC Transportation Technical Advisory Committee to improve transportation planning, project development, and communication around the region.

It has been a pleasure serving you, and we look forward to continuing our efforts to meet regional needs.



## Annual Report

VNA-Hospice is a not-for-profit, Medicare certified home health and hospice care agency that is licensed by the State of New Hampshire. We also provide Maternal Child Health services and community health services to residents of Alton, Brookfield, Effingham, Freedom, Moultonboro, Ossipee, Sandwich, Tamworth, Tuftonboro, Wakefield and Wolfeboro. We have been providing home health services in this region for over 55 years.

During 2002, VNA-Hospice staff were privileged to provide the residents of Effingham with home care, hospice care and community health services. Our goal has always been to provide you with the highest quality of professional health care services that is available. In order to meet that goal, our Board of Directors elected to invest in tele-health monitoring. We purchased twenty-five monitors last spring and have been installing them in the homes of some of our sickest and most vulnerable patients. These monitors will take your blood pressure, your pulse, your oxygen concentration and your weight every day and transmit it via your phone line to our office where it is monitored by a registered nurse and sent on to your individual doctor if necessary. Tele-health monitoring allows us to see our patients every day, even if a nurse is not scheduled in the home every day. We are proud to say it has been well received and more than once it has detected life-threatening problems that could be avoided because of the early intervention provided.

We have also participated in a national project that measures your satisfaction with VNA-Hospice against other home health care agencies in our region and throughout the country. The results indicate unequivocally that you are very satisfied with our services. Overall we are rated in the ninety-fourth percentile (94%), which we are very proud of, however, it also shows that there is still some small room for improvement and that will be our goal during 2003.

In the year 2002, VNA-Hospice made a total of 473 visits to residents in the Town of Effingham. This included 195 home care visits, 156 hospice visits, and 122 maternal child health visits.

Thank you for letting the VNA-Hospice provide you with home health care services.

Respectfully submitted,

A handwritten signature in cursive script that reads "Marilyn Barba".

Marilyn Barba, MS, RN  
Executive Director

Visiting Nurse Association - Hospice of Southern Carroll County and Vicinity, Inc.  
PO Box 1620 • Wolfeboro, New Hampshire 03894 ♥ VNA (603) 569-2729 1-888-242-0655 • FAX (603) 569-2409





# **TRI-COUNTY COMMUNITY ACTION**

Serving Coos, Carroll & Grafton Counties

448 WHITE MOUNTAIN HIGHWAY TAMWORTH, NH 03886  
(603) 323-7400 ~ Toll Free 1-888-842-FUEL (3835) ~ Fax (603) 323-7411

To the SELECTMEN and RESIDENTS of the Town of EFFINGHAM:

The Carroll County Community Contact office is a private, non-profit Resource Center that was established in 1965. We are located at 448 White Mountain Highway, Tamworth, NH, since August 2002, after eighteen years in Center Ossipee, NH. We have seven regularly scheduled satellite office sites located throughout Carroll County.

The Carroll County Community Contact office has provided services for 453 of Effingham's residents processing 76 fuel applications, 29 being elderly, 156 receiving fuel benefits and linked 192 with other Community Action Programs.

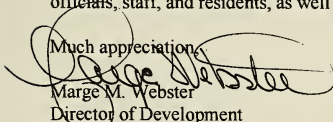
**TRI-COUNTY COMMUNITY ACTION HAS SPENT \$48,893.51  
EFFINGHAM CITIZENS BETWEEN JULY 1, 2001 AND JUNE 30, 2002**

Community Contact is dependent upon funding from your town and neighboring communities county-wide to provide necessary services for the less fortunate citizens in our communities. The local funds are combined with the Community Services Block Grant, Fuel Assistance, New Hampshire Emergency Shelter Grant, Homeless Programs, EFSP, McKinney, and private and corporate benefactors. We also are the conduit through which the USDA Surplus Food is distributed to the 10 food pantries and 3 dinner bells, a group home and a nursing home throughout Carroll County in order to serve our residents.

Carroll County Community Contact is known as a family friendly agency. Our staff has the trust of the entire county. We are able to successfully partner with individual families and assist them one-on-one to identify barriers blocking the way to self-sufficiency and the resources to overcome these barriers. We provided information, referrals and assisted with advocacy for more than 13,487 households in Carroll County last year.

We have greatly appreciated the support, cooperation and partnership with your elected officials, staff, and residents, as well as other social service agencies, and our clients.

Much appreciation,



Marge M. Webster  
Director of Development



## Private Well Users!

Have you had your well tested recently?

Drinking water from private wells in New Hampshire sometimes contains contaminants at levels that can pose health risks. Only a water quality test, by a competent laboratory, can assure that your family is protected.

What types of contaminants might be present in your well?

The following contaminants, some naturally-occurring and others man-made, have been found in private well water in New Hampshire:

Arsenic

Bacteria

Fluoride

Nitrate

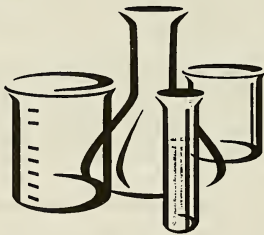
Radium

Radon

Sodium

Uranium

Volatile Organic Chemicals (VOCs)



Where can you learn more about this?

For further information, please visit the N.H. Department of Environmental Services' website at [www.des.state.nh.us/wseb](http://www.des.state.nh.us/wseb), then select "fact sheets," then 2-1.

Vital Statistics Reported to the Town Clerk  
Year Ending December 31, 2002

MARRIAGES

<u>Date</u>	<u>Name of Groom and Bride</u>	<u>Residence</u>
June 22	Genova, Guy and Herrmann, Deborah E.	Effingham Effingham
July 21	Haslett, Thomas G. and Hager, Jodi L.	Effingham Alton
July 27	von Rosenvinge, Mark T. and Stuart, Justine A.	Effingham Effingham
July 27	Baillargeon, Edward E. and Fahey, Cheryl A.	Effingham Effingham
August 3	Darling, Theodore D. and Evans, Erin E.	Effingham Effingham
August 10	Keville, Frank J. and Hart, Debora A.	Effingham Effingham
August 17	Lynn, Frederick J. and Duguay, Danielle M.	Effingham Effingham
August 24	Dearborn, Christopher D. and Guarda, Christine M.	Effingham Effingham
October 4	Wilson, Clifford T. Jr. and McRae, Jade A.	Effingham Effingham

## BIRTHS

<u>Date</u>	<u>Name of Child</u>	<u>Name of Parents</u>
January 15	Brian Thomas Winn	Brian and Cheryl Winn
March 6	Cynthia Lee Verrill	Kevin and Stacie Verrill
March 13	Jared David Tozier	Randy and Deborah Tozier
March 15	Nicholas Edwin Campion	Edwin and Oksana Campion

## DEATHS

<u>Date</u>	<u>Name of Deceased</u>	<u>Place of Death</u>
June 9, 2001	William Barter	Beverly, MA
January 17	Evelyn A. Emmons	Rochester, NH
February 15	Karen M. Mensch	Sandwich, NH
April 3	Violet M. Melbourne	Effingham, NH
April 20	Joseph G. Ago	Effingham, NH
June 23	Jessika A. Eldridge	Effingham, NH
August 28	Mary A. Vail	Keene, NH
September 1	Daniel J. Smith	Effingham, NH
September 20	Verna M. Rogers	Effingham, NH
October 28	Mildred Stevens	Wolfeboro, NH
November 3	Albert N. Sanborn	Fryeburg, ME
November 4	Albert E. Kelso, Jr.	Effingham, NH
November 22	Franklin Stevens	Wolfeboro, NH







