

Landaff Select Board Meeting
Landaff, NH
January 12, 2022
6 PM

Minutes

Present: Harry McGovern, Jenn Locke, Denise Cartwright, and Frances Day, Administrative Assistant
Zoom: Gayle Clement
Also: Gregory A. Roberts and James Lang of James K. Lang, LLC

The meeting was called to order at 6:10 p.m. Roll was taken.

The meeting began with the first interview for the Road Agent position. Gregory Roberts from Monroe, NH was welcomed. After the interview, the Board decided to contact Mr. Roberts and ask for three references. Fran was directed to contact Mr. Roberts to forward same.

The minutes were then approved and signed for Jan. 5, 2022.

James then spoke to the Board with regard to the 2022 budget, the upcoming audit, updating of Quick Books for the new year, employee records, personnel policies and end of the year reporting including W2s and 1099s. He also stated that he will have the budget template finalized in order to give the Select Board an accurate P&L Statement. Denise advised that she is currently working on the Employee Handbook, which will address personnel policies and procedures and will have it ready to be reviewed by the Select Board, then Matthew Decker, Esq. sometime next week.

Jenn stated that she would like the final budget figures completed within the next two weeks in order to forward to the DRA to give them 2 weeks to review same. She is targeting Monday, Jan. 24, 2022 as the due date for completion by the Board.

The Board was reminded that the audit is currently scheduled for Feb. 1 through Feb. 3, 2022.

Harry then addressed the e-mail received from Marilyn Booth regarding emergency shelters during extreme cold weather. The Board decided that they will draft a notice to be put on the Town Hall building, as well as on the Town's website.

The Board also reviewed correspondence received from Matthew Decker, Esq. regarding "sealed minutes." Fran will review files to confirm and locate whether there are any sealed minutes filed.

Denise then asked if a budget work session should be scheduled sometime in the next week. It was agreed that a budget work session would be scheduled for Saturday, Jan. 15, 2022 at 1p.m. Fran will draft a notice to be put on the Town Hall and the school.

Jenn then asked that the Fire Chief be invited to attend our next meeting in order to maintain communication to discuss the 2022 budget for the Fire Dept. and the possibility of any capital costs that might under consideration.

There being no further business to come before the Board, Denise made a motion to adjourn. Harry seconded.

The meeting was adjourned at 9:09 p.m.

Respectfully submitted,

Frances R. Day

Harry McGovern

Denise Cartwright

Jenn Locke