

Landaff Select Board Meeting
Landaff, NH
February 9, 2022
6 PM

Minutes

Present: Harry McGovern, Jenn Locke, Denise Cartwright, and Frances Day, Administrative Assistant
Zoom: Gayle Clement

The meeting was called to order at 6:16 p.m. Roll was taken.

The minutes of February 2, 2022 meeting were revised and will be approved at next meeting of the Board.

Denise discussed the revisions made to the Employee Handbook relative to accumulation of ETO for both full-time and part-time employees. She will finalize the handbook to be accepted by the Board and available to all employees at the next regular meeting of the Select Board.

Denise then advised that she completed the Application for Merger of the three parcels of land owned by the Town. The application will be reviewed by the Planning Board at their regular monthly meeting Monday, Feb. 14, 2022. Once approval is given the next step in the process should be identified in order to complete this merger.

Denise asked Jenn if the Board is required to post the time and date for a hearing relative to the acceptance of grants in the local newspaper and, if there are any other outstanding issues which require a hearing before the Town Meeting before March 8, 2022.

Jenn asked Fran to call W.B. Mason and informed them that we believe it is time for a service check on the copy machine. Fran agreed and will contact them to be sure that they make their service day on a day when she is in the office.

Some concern and questions were raised with regard to the Mr. Peters' claim regarding "low hanging trees". Denise asked Jenn to follow up with Mr. Peters to determine which specific areas need to be trimmed and what has been done in the past.

The Board discussed the guidelines for grants and the decision to use or not use warrant articles with grants and how they are tracked in our system. Accepting the funds and putting them into unanticipated revenue, whereby they are deferred until used by deadline of grant. The Board is discussing this with auditors and DRA to get clarification.

Jenn and Denise asked Fran to contact Adobe and change the method of payment for same. It is a monthly charge and, at this time, the credit card number used does not exist. Fran will call and have that switched to the office number.

Jenn asked if there was some way we could keep better track of the VISA account on our system. James Lang will be coming to the office and Fran will discuss this with him in order to ensure more accurate records in Quickbooks.

Fran will contact Kristen Whitman to confirm which days she would like to be available to clean the Town Hall. Fran will also keep in touch with her to let her the schedule of events at the Town Hall so she can work around events if that is better for her schedule.

Fran will contact Krystal Dow in Lisbon regarding the Transfer Station Annual Report and Water Report which will go into the Landaff Annual Report.

Fran will forward the Schedule of Town Properties to Richard Dorsett, Assessor, to confirm properties and their assessed value prior to inclusion in the Annual Report.

In preparation for the Annual Report printing, several documents were drafted and reviewed such as the revenue and expense reports, etc.

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

The meeting was adjourned at 10:37 p.m.

Respectfully submitted,

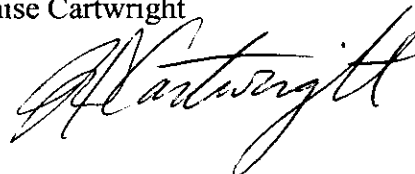


Frances R. Day

Harry McGovern



Denise Cartwright



Jenn Locke