

Landaff Select Board Meeting  
Landaff, NH  
April 20, 2022  
6 PM

### Minutes

Present: Denise Cartwright, Harry McGovern, Jenn Locke, Mike Boivin and Frances Day,  
Administrative Assistant  
Zoom: Gayle Clement, Town Clerk, and Deb Erb, Planning Board

Meeting was called to order at 6:11 p.m. Roll was taken.

Denise started the meeting by administering the Oath of Office to Harry McGovern, as a member of the Select Board and Deb Erb, a new elected member of the Planning Board. Deb then excused herself from the meeting.

The minutes of the March 30 and April 6, 2022 meetings were approved and signed.

Denise then discussed the possibility of having the Oath of Office administered right after the town meeting concluded once the votes are counted. Gayle stated that there was a 10 day waiting period before the oath of office could be administered in case the votes are contested. Denise then advised that perhaps all elected officials could be sworn in at the next Select Board meeting. If an individual is not available at that time, then the Town Clerk can arrange within a reasonable period of time a convenient date to meet with the individual to administer the oath of office. This seemed to be agreeable to all present.

Denise then turned her attention to Mike Boivin. Mr. Boivin stated that he was here to see what could be done about our flag which is currently tangled in the tree tops. Denise and Harry explained that now that spring is here, the Select Board intends to have the trees trimmed in order to ensure that this does not happen in the future.

Jenn then asked Gayle about the Town Meeting minutes as the DRA has not received same. Gayle explained that Jennifer Cartwright had taken the minutes and she has been out-of-town for some time. Gayle will talk to her upon her return in order for her to sign them before forwarding them to the State.

Jenn reviewed the Tax Collector's Report and compared it to a report of several months earlier. Both Jenn and Harry agreed that there was forward movement and they were looking ahead to next tax season.

Fran informed the Board that she received a telephone call from Mr. Sansoucy's office stating that the correct language for taxing utilities was not currently in our agreement with the utilities. Fran was then asked to send an email text to Matt Decker, Esq. advising him of same and asking him to proceed accordingly.

Denise then produced the new 2022 Employee Handbook for the Board to approve. After some discussion, Jenn made a motion to accept the 2022 updated Employee Handbook and have it supersede all other editions of same. Seconded by Harry. Motion was approved. The Handbook will now be copied and given to each employee for their records.

The Board then discussed with Fran procedure for transferring funds to be donated to the LVFD. Fran will send an e-mail asking how to proceed. She will inform the Board once she has heard from the Trustees of the Trust Funds.

Jenn was asked to contact Andy Brackett with regard to the Category Z grant. It appears that some additional paperwork has to be submitted explaining the use of the \$197.00 which the Town used in administrative costs.

A cleaning company has contacted the Board with regard to cleaning of the Town Hall. They will meet with Fran on Tuesday, May 3 at 4 p.m. to look at exactly what would be entailed with cleaning and how often, etc. They will then prepare an estimate of how much and how often they would be available to clean for the Select Board to review at their next meeting on April 11, 2022. Fran will contact the Friends of Landaff to determine what would be their biggest cleaning concerns.

Jenn informed the Board that now that we are not wearing masks in very many situations, it was time to take down the signs at the Town Hall. Denise then made a motion to suspend the mask wearing policy for town property. Jenn seconded. Everyone voted in favor and the motion passed.

Denise then discussed correspondence received from Errol Peters requesting a \$50.00 donation for the Ammonoosuc River Local Advisory Committee. Denise made a motion to accept a private donation to cover the cost of the request. Seconded by Harry. A letter will be drafted by Denise to accompany the check that will be forwarded to Mr. Peters.

Harry then informed the Board that he had responded to the request by Annie Kuster's office to submit a list of town projects for federal funding review. Harry reviewed the projects and identified several he thought would benefit the town one was a culvert restoration and the other was the removing and replacing of a culvert. Information as to funding will be released this summer.

Harry wanted to know if any Board members had seen the new truck about Town. It is now on the road and working.

The Board decided to obtain quotes from two different publishers with regard to the Annual Report of the Town. The quotes will include the report being printed on 8.5 x 11 paper. Fran will contact Lisbon to see who their printer is and Harrison Publishing will also be asked to present a quote.

Denise asked if there was any further business or concerns to discuss. Gayle stated that she would like to look into the Town Clerk's office having their own phone or a dedicated line and an answering machine. She also advised that she would like the outside light to be back on a timer which would especially be helpful in the winter. Harry reminded the Board that we need to have an electric sign over the kitchen door downstairs. Denise will get some information on electricians to accomplish both, the timer on the light and the sign above the kitchen door.

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

The meeting was adjourned at 8:07 p.m.

Respectfully submitted,

Frances R. Day

Denise Cartwright



Jennifer Locke

Harry McGovern

