

Landaff Select Board Meeting  
Landaff, NH  
June 1, 2022  
6 PM

### Minutes

Present: Denise Cartwright, Harry McGovern, Jenn Locke, Frances Day, Administrative Assistant and Mark and Amy Sullivan  
Zoom: Gayle Clement, Town Clerk

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

Denise welcomed Mark and Amy Sullivan to the meeting. They are the owners and operators of Here-4-U Cleaning. The Sullivans submitted a proposal for cleaning the Town Hall building. Jenn advised that the Town would provide the cleaning supplies needed which would reduce the fee somewhat. Mark Sullivan informed the Board that they could do a thorough cleaning once a month. Denise confirmed that they are insured and could provide a Certificate of Insurance for our records. Amy and Mark also stated that they could be available for additional cleaning for special functions at the Town Hall. They are looking for a 12 month contract. It was decided that the Board would make a decision at their regular scheduled meeting next week and Fran would advise them of same.

Harry advised that he has contacted Joe Craig, who is interested in the cleaning position but is currently on vacation in Maine. Harry will contact him again and invite him to next week's meeting to discuss same. Denise stated that she is interested in speaking with Joe to see if he would be interested in a possible handyman position. Jenn stated that a part-time position could perhaps be assigned to the building maintenance account.

The Tax Collector informed the Board that the tax bills will be in the mail tomorrow morning. Taxes will be due on or before July 6 2022. She will complete the current use change tax forms tomorrow, if possible. There will be a \$17.00 recording fee for each payable to the Grafton County Registry of Deeds. She is not able to sign-off until the taxes are paid. Bethany will check with Registry as to recording lien releases.

Harry will contact George Sansoucy to determine if practicable for Town to have utility right-of-way licenses and bring information to next week's meeting.

Both Harry and Jenn, would like clarification as to timeline of transfer of funds after Town Meeting. Funds should be transferred in a timely manner but, at this time, are unsure if thirty (30) days is the allotted time. NHMA should have timeline deadline, important dates. Jenn will e-mail legal inquiries to determine a timeline and so inform the Board. It is possible that the Treasurer could/should transfer the funds to the capital reserve funds within ten (10) days.

The minutes of the May 25, 2022 meeting were reviewed and revised. Corrections will made and the minutes will be signed at the next meeting.

The Treasurer's report was reviewed and signed for filing.

Harry will follow-up with Kevin Schofield with regard to the Septage Agreement for the Town.

Harry addressed the timber tax/intents to cut. He will follow-up with same and inform the Board as to status of same.

Denise then asked Gayle if she had any further business and Gayle stated that she is working on the minutes. She completed the MS-123 and it was forwarded the NHDRA. She is currently working on the minutes.

At 7:20 pm, Denise made a motion that the Board go into closed session for reputation. Harry seconded. At this time, Gayle left the meeting.

At 7:31 pm. the meeting returned to regular session.

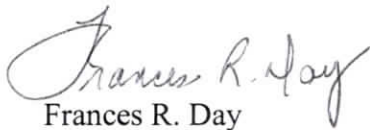
At 7:32 pm, Denise made a motion that the Board go into closed session for reputation. Jenn seconded.

At 7:36 pm the meeting returned to regular session.

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

The meeting was adjourned at 7:39 p.m.

Respectfully submitted,

  
Frances R. Day

Denise Cartwright

  
Jenn Locke

  
Harry McGovern

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Closed Minutes

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

Meeting was called to order at 7:24 p.m.

The Board discussed the request for emergency assistance by residents. Harry stated that he had not heard from the applicant.

Denise asked Jenn if she was all set with the applicant she is helping. Jenn stated that she had checked in with the individual and, at this time, she was all set. However, she would need another voucher for fuel. She also asked Jenn for copies of the application. Jenn did ask that she think about what agencies she would be applying to and what was her plan. Jenn will call her in a couple of days to follow-up and discuss her status.

At 7:30 pm, Denise made a motion to adjourn to closed meeting for personnel matters.  
Seconded by Harry.


The closed meeting adjourned at 7:31 pm.

Respectfully submitted,



Frances R. Day

Denise Cartwright

  
Jenn Locke  
Harry McGovern

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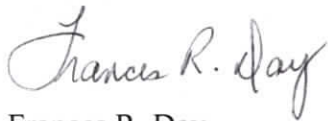
Denise informed the Board that we had received two notices for appeal from the Department of Employment Security. Both Jenn and Harry reviewed same and, determined that these were only informative in nature, so no action was taken at this time.

At 7:36 pm, Denise made a motion to adjourn, seconded by Harry.

The closed meeting adjourned at 7:36 pm.

The meeting returned to open session.

Respectfully submitted,



Frances R. Day

Denise Cartwright



Jenn Locke



Harry McGovern