

Landaff Select Board Meeting
June 2, 2021
6 PM

Minutes

Present: Gayle Clement, Brenda Dodge, Jennifer Locke and Denise Cartwright

Zoom: no participants

Denise called the meeting to order at 6:11 PM. Harry McGovern was absent. Roll call was taken.

Gayle read a letter left by Robyn Gilmartin giving her resignation as of June 2, 2021. She gave her keys and cut up town credit card to Gayle. Gayle will put the keys in the Town Clerk's safe until board is advised by NHMA as to what to do next.

Denise added that in Robyn's letter she states that the select board members have been looking in the town employee files, and Denise wanted it in the record that she mentioned accessing the files last meeting to put in the letter sent to Robyn by the board. Robyn told her they were locked and Denise replied that she would come in during Robyn's work hours to add the letter. She did not access the files and Jenn stated she has not accessed the files either.

Jenn will contact NHMA tomorrow to get information on how to handle town business until a new administrative assistant can be hired. Jenn and Denise decided to have an emergency meeting Friday evening, June 4 at 6 PM at the Town Hall to create an ad for the position and submit it to be published. Denise would like access to the drafts of meeting minutes since March so she can get them completed and signed by next week. Jenn will check on this as well. Jenn will also talk to Jamie at the DRA concerning the MS232 extension. Notice of the emergency meeting will be posted tonight at the Town Hall and school.

Denise asked if anyone has talked to Andy about Brenda's request for gravel on Allbee Rd. Jenn said she had not, the board will have to check with Harry.

Denise asked if any research was done on the discrepancy issues reported on the town maps and master plan. No one has looked into it yet, Brenda added she will look at that as well.

Denise noted that Robyn did not provide a draft of a letter to the property owners on Chandler Pond concerning a neighbor's complaint. The notes for Robyn were in her folder, so Denise will take it home to come up with a draft for next week.

Denise asked if there had been any further abatement research. Jenn stated no, and that she will add this to her questions for the NHMA.

Gayle pointed out that the hours for the tax collector were wrong on the tax bills that were just sent out. In addition, the due date does not fall on a day that Bethany works. Jenn stated Bethany was aware and apologized for the oversight. She is willing to come in on July 1st to receive tax payments. Denise will post the correct hours on the doors at the Town Hall, including the hours on tax due date, July 1st. She

will confirm with Bethany before posting. Denise will also call Mary Beaudin to correct the hours on the website.

The Safety Committee met, but the report will wait until Harry returns.

Jenn spoke with someone at the Labor Department to confirm the approved extension to August 30th. The Labor Department will not come out to inspect until all of the work is done. Gayle shared that Mr. Ron Howard was unhappy that he was not consulted yet about repairs to the Town Hall. Jenn will reach out to him this next week.

Timber taxes were not completed by Robyn. Jenn will talk to NHMA about this and will possibly consult with Rick Vincent from the state for help.

Bethany left an invoice summary for the board to look at. It will be forwarded to the assessors.

In Robyn's folder are the ballot counts that Jenn will use to complete the MS232. There is also an annual survey of municipal land use regulations to be completed.

Brenda asked about a new shed put up on Jared Mardin's land considering it is listed in current use. The board will have to check with the assessors to confirm.

A draft of a letter from the Planning Board was found in Robyn's folder. She was supposed to type up the letter and send to the ZBA and Select Board. It is unclear if this was done. Denise will type up the letter and send to the lawyer and to Ben Peters, so he will have it before the June 14th meeting.

The information on cyber security will be postponed until the next meeting. Jenn stated that the zoom account did not get transferred to the town yet. It needs to be done and the board discussed buying a laptop for various board to use at their meetings.

There was a copy of the permanent file for the DRA from 2019 in Robyn's folder. Also, there was a copy of the employee handbook which is just a draft at this point. It has not been adopted yet.

There was a letter from the SAU stating they have not received payment for the school bill. There was a check in tonight's checks to be sent out tomorrow.

Brenda noted she did not receive a check for being an election worker and was wondering if they were sent. Denise noted they were in last week's checks to be signed. It will have to be investigated.

Jenn let Brenda know that she asked the Tax Collector about the abatement Brenda asked about last meeting and that Bethany is looking into it.

Deed notices were sent out last week and Bethany reported only one person responded and made a partial payment. Jenn added that the deed process begins June 23rd.

The board discussed concerns raised by citizens about KRT driving around and looking at properties without announcing themselves. Jenn will reach out to find out the plan moving forward.

Jenn stated she has not drafted a response letter to Mr. Peters concerning his complaint, but she will try to have something ready by the planning board meeting on the 14th.

Jenn made a motion to adjourn at 8:02 PM, and Denise seconded it. The meeting adjourned.

Respectfully submitted,

Denise Cartwright

Harry McGovern

Denise Cartwright



Jennifer Locke

