

Landaff Select Board  
Emergency Meeting  
June 4, 2021  
6:00 PM

### Minutes

Present: Jennifer Locke, Reginald Lavoie, Claudia Lavoie, Harry McGovern, Denise Cartwright, Gayle Clement

Zoom: no participants

Harry called the meeting to order at 6:07 PM, roll call was taken.

It was noted that the phone message needs to be updated- it has the wrong time for meetings.

Reg wanted to share some thoughts with the board. He suggested reaching out to each of the committee chairpersons in town to find out their needs in this transition period. He noted last time there was a change in administrative assistants, things got misplaced or lost, such as bank statements. He also noted that the computer in the select board office has a calendar with important dates for committees and that reminders are usually given by the administrative assistant.

Claudia asked the board if perhaps the expectations for the administrative assistant are too much for the amount of hours the person is hired to work. Jenn added that she has considered this, but also noted that the work load fluctuates over the year and the board always allows for extra hours when needed.

Reg and Claudia left at 6:17 PM.

Gayle brought in the mail she has collected so far. She asked the board who should she refer town business to while the position for administrative assistant is vacant. The board told her they would discuss that and let her know by the time she works again.

Jenn made a list of the administrative assistant duties so things could get assigned. There was a discussion of select board members being in the office. The board decided there would be a select board member in the office each Wednesday from 3 to 5:30 PM and the three members would rotate. Denise will make a sign covering this to post. Jenn stated she would check emails from home. Harry will investigate phone in office and find out how to check messages remotely.

Denise will call committee chairs and let them know they can pick up mail each Wednesday from 3 to whenever the weekly meeting ends. She will also ask if there are any needs to be addressed.

Jenn let the board know she talked to a bookkeeper in Bath that can come in temporarily to do the finances. He can start this next Wednesday, if needed. Harry is going to call another bookkeeper for a quote and a possible reference for the other bookkeeper. He knows of another person that may have municipal experience, as well. He will let Jenn know Monday what he learns.

Jenn let the board know she completed the MS60A and the MS232 final draft was presented for signatures. Jenn stated Gayle needs to do her form next and Jenn will upload it. She also added she will continue to keep on top of DRA forms. The next is the MS434 in August.

Denise said she will come in on Tuesdays to check the mail, so bills will be available for the bookkeeper. She will get the keys from Gayle on Tuesday morning and will keep them in the select board office. The board decided a location of employee timesheets. Harry will let Andy/ Tom know, Denise will let Gayle know and Jenn will talk to Heidi.

Denise will take minutes and post them.

Jenn will reach out to the assessors and discuss the field review and their next day in Landaff.

Harry agreed to take care of timber taxes. He will reach out to Bruce Barnum and Rick Evans with the state.

Jenn discussed the discrepancy of the school bill with Heidi. There is some confusion to why an August payment is missing with the SAU.

There was discussion about the welfare officer and who that should be. It was decided that it will be assigned to the serving board chair, therefore Harry will be listed on the website.

Ads for the vacant position will be placed in the Caledonian, Bridge Weekly and the NHMA page. Denise will place the ads and talk to Mary about corrections to the website and posting the ad there, as well. The board worked together to come up with what the ad will say.

The board has posted a sign at the Town Hall with their contact information for off hours. It also lists the select board hours on Wednesday from 3 to 5:30 PM.

At 8:15 PM, Denise made a motion to adjourn, and Jenn seconded it. The meeting adjourned.

Respectfully submitted,  
Denise Cartwright

Harry McGovern

Denise Cartwright



Jennifer Locke

