

Landaff Select Board Meeting
Landaff, NH
July 7, 2021
6 PM

Minutes

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

Zoom: Gayle Clement

Gayle came down to the meeting to notarize deed conveying property on Map 4 Lot 17 to Town of Landaff to be filed with the Grafton County Register of Deeds.

Harry then called the meeting to order at 6:08 p.m. Roll was taken.

Harry reminded everyone of the Planning Board meeting schedule for Monday, July 12, 2021 at 7 pm. It will be available on ZOOM and Jenn has agreed to set-up the new laptop computer for the use at this meeting. Denise Cartwright will attend this meeting.

The Dept. of Labor has forwarded a request for information with regard to employees. Jenn will call them back to ascertain what information they are requesting and will advise the Board.

Discussion was had regarding the request by the Fire Chief for copies of property maps. We have now installed Laredo Desktop, so we will have accessibility to the Grafton County Recorder of Deeds which should make searching records easier.

The Board has received a request from Stephen Solomon regarding current use of property, Map 6 Lot 34. We will ask the assessor to research and advise with regard to this request. He will be in the office on Thursday, July 22, 2021.

We received a Right to Know Request from the Granite State News Collaborative with regard to budget, funding, hiring and employment for the municipal law enforcement offices. Fran will respond to this request and let them know that the Town contracts with the Town of Lisbon for police coverage.

We have updated the NH Dept. of Transportation, Bureau of Planning and Community Assistance Information and Directory.

A form was received from the NH Department of Revenue Administration regarding inventory of taxable property for 2022. This form was completed and mailed. We were advised that this was no longer necessary as we are requiring building permits and this will provide budgetary savings.

Primex has sent an annual renewal which is now tied to relief package. Board members signed and Fran will mail same.

Harry informed the Board that we have received two new Timber Tax – Intent to Cut requests from David Ferony and James Clayton. Said requests have been e-mailed to DRA. The Warrant for 2020-21 has been signed and is now complete.

Jenn and Harry will take photographs of the Town's newly acquired property. Harry will take care of postings for same. Primex will be notified to include property on Town's list of properties acquired through tax deed.

Jenn contacted Ron Howard with respect to repairs to the Town Hall and he has agreed to be of assistance in the future.

An employee incident report has been recently filed and Primex has been notified of same.

The Board has been notified by Sansoucy that they are starting the same process again this year. Jenn to contact DRA. Board will review P&L to assess current status of expenses to verify we are all set to cover the contract.

Jenn asked that the COVID notice on the door of the Town Hall be updated to include the Governor's latest recommendations.

The Board approved and signed all previous outstanding minutes. They have been posted and filed accordingly.

Denise made a motion to adjourn at 9:29 p.m., seconded by Jenn. The meeting was adjourned.

Respectfully submitted,

Harry McGovern



Denise Cartwright



Jennifer Locke



Landaff Select Board Meeting
Landaff, NH
July 14, 2021
6 PM

Minutes

Present: Harry McGovern, Jennifer Locke, Denise Cartwright and Frances Day, Administrative Assistant, Ben Peters, and Brenda Dodge
Zoom: Gayle Clement

Harry called the meeting to order at 6:13 p.m. Roll was taken.

The minutes from the prior meeting of July 7, 2021 as drafted were reviewed and revised. Denise noted that the June 10, 2021 need to be filed in book. Fran e-mailed them for use on the web and filed them in the book.

Ben Peters, Chair of the ZBA, dropped by to discuss timber tax issue. He also informed us that the position of secretary to take minutes of the Zoning Board meetings was vacant and he really needed someone. Denise will reach out to Jennifer Cartwright to let her know of the vacancy and to see if she would be interested. Next hearing of the ZBA is July 20, 2021 at 7:00 pm. With regard to Building Permits, Ben would like signed copies once signed off for his records. Jenn will contact Heidi regarding fees paid in the past; fees for abutters; and, any deposits paid.

Brenda Dodge, Planning Board, also attended start of meeting to inquire about payment made to M. Woolson. Harry confirmed payment was made on June 20, 2021. Brenda also inquired as to cost of secretary to take minutes. Jenn advised that there was \$180 left in item 4191 of the budget for this service.

In response to request from Insp. Weeks, Dept. of Labor, regarding finalizing request for being paid monthly, Gayle will contact Insp. Weeks directly to confirm what is needed and then forward same in writing.

Denise presented a draft letter to the Board with regard to James Logan. After some discussion, the letter was revised, printed and signed. Original will be mailed tomorrow; a copy will be filed for future reference.

Denise also presented a draft letter to Board with regard to Eric Hatch. Letter was signed and will be mailed tomorrow; copy will be filed.

Denise presented draft letter to Mr. Bronson and Mr. Wiggett. Board decided to hold and ask Richard Dorsett, Assessor, for clarification before we sign-off. It was feeling of Board that everyone should meet same requirements and there were still some outstanding issues.

An inquiry was previously made by the Fire Chief with regard to the transfer of properties to the Town sometime prior. Gayle believes that there was some discussion about it a few years ago. It involved three properties that were combined and conveyed to the Town. We will research this matter to determine what the next steps should be.

Also, the request by Joanne Tetreault regarding abutters on Mill Brook Rd. will be researched and information provided to her.

Richard Dorsett responded directly S. Solomon as to current use question and his future building of a cabin on his property. Fran to get a copy of response.

Fran directed to notify PRIMEX of new property acquisition. Harry, Jenn and Denise will meet to post property later this week.

Fran will forward by e-mail the completed and signed COBRA Premium Relief Group Acknowledgement and Election form to Peter Chapel. Fran sent same on July 15, 2021 and has requested the User Access Form.

Harry reported on meeting with KRT Appraisal. He stated that a large part of concerns were regarding past process. Mistakes were made with regard to names on tax bills. Seems to have stemmed from actually making changes on tax cards, printing same and then filing. Richard Dorsett will be making changes on deed. He is going into Avitar to make changes and then forwarding them to Fran to be filed. During the course of the meeting, they discussed specific examples and we will work on process to resolve same.

Received a request from Paul Hayes from the Caledonian Record for information with regard to the Town's welfare totals for shelter and rent from 2019 to date. Harry will draft a response stating the Town did not incur any costs related to the same. Fran will email same to Paul Hayes.

Bills were reviewed and signed and will be mailed on Thursday, July 15, 2021. Some direction was given to Fran with regard to questions and gathering of information on statements and invoices.

Jenn has requested that the Select Board develop a new job description for the Administrative Assistant position. Fran will work on that for the next couple of months as she is still not quite aware of all the current duties.

Jenn advised that she reached out to Jamie Dow, DRA and had a conversation about the expectation that one or two line items will exceed the budgeted amount and the process to adjust within the approved budget bottom line.

At 8:45 p.m., a motion was made by Jenn and seconded by Harry to go into closed session to discuss personnel issues. Closed session adjourned at 9:06 p.m.

Denise made a motion to adjourn and Harry seconded it. The meeting was adjourned at 9:07 p.m.

Respectfully submitted,
Fran Day


Harry McGovern

Denise Cartwright



Jennifer Locke



Landaff Select Board Meeting
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Minutes of Closed Meeting

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

Harry then called the meeting to order at 8:45 p.m. Gayle left the meeting and Zoom was discontinued. Roll was taken.

Select Board discussed issues relating to employee benefits.

Motion made by Denise and seconded by Jenn to adjourn this closed session.

This meeting was adjourned at 9:06 p.m.

Respectfully submitted,

Harry McGovern

Denise Cartwright



Jennifer Locke



Landaff Select Board Meeting
Landaff, NH
July 21, 2021
6 PM

Minutes

Present: Harry McGovern, Jennifer Locke, Denise Cartwright and Frances Day, Administrative Assistant, Jason Cartwright, Fire Chief
Zoom: Gayle Clement

Harry then called the meeting to order at 6:10 p.m. Roll was taken.

Jason Cartwright, Fire Chief, also attended this meeting. The Fire Chief requested use of the Town Hall and property for Landaff Old Home Day on Aug. 21, 2021. They are looking to having a dinner in the hall later in the day. The Back Shed Band will be performing. Jenn and Denise advised the Chief about the recommended limits regarding use of the hall including masks and spacing. Some focus was on use of tables outside, borrowing pop-ups, etc. Jenn restated that we need to stay as close as we can to the recommendations. Chief would look into insurance as this was a Town event. Denise made a motion to allow the LVFA to host this event on town property. Harry seconded. Jenn recused herself due to being a member of the executive board of the LVFA. The action was moved and accepted.

The Chief also wanted to inform the Board about the pagers he still needs and is looking into purchasing. He needs approximately 5 pagers and will purchase and submit bill in the near future. This cost will come from the LVFD Trust Fund Account. He wanted us to be aware that we could see the bill before the LVFD.

On another matter, he gave the Board money that was donated to the LVFD. The Board accepted the \$185.00 in money for the car that was donated to the FD to be used for FD activities. Jenn made a motion and Denise seconded to accept the \$185.00 donation and for the funds to go to the Treasurer and then a check will be issued to the LVFD Trust Fund.

Lastly, the Chief wanted to be sure that the Board follow-up with any e-mail received from FEMA.gov grant system, as he has applied for a grant and hopes to hear soon.

John Wright joined the meeting to make sure that we received information on the broadband committee. John stated on July 18, 2021, he forwarded an e-mail to the Board with an attachment to be completed by September or later. He then asked that the Board reach out with any questions or concerns or updates.

Discussion about keeping Bergeron Bookkeeping through the next quarter while we work on

process and information. Motion was made by Denise and seconded by Jenn that we continue. It was accepted by all.

The minutes from the prior meeting of July 14, 2021 as drafted were reviewed and revised. Fran will make the necessary corrections and forward to the Board for review prior to next meeting.

At 8:22 p.m. a motion was made by Denise and seconded by Harry to go into closed session to discuss personnel matters. Closed session ended at 8:41 p.m.

Jenn provided a brief update on the ZBA hearing on July 20th.

The Select Board discussed an email from Joe Craig regarding the status of a town road and a large rock on the state road. Denise will email a response to Mr. Craig and Harry will contact the Road Agent and the DOT.

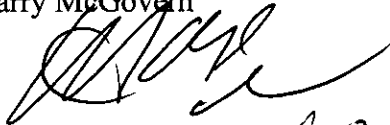
Fran reminded the board that she will be out of the office for the next two weeks. The Select Board will hold hours on Wednesday from 3 to 5 while she is out. Jenn will follow up on phone calls and emails. Gayle will check the mail.

Jenn made a motion to adjourn at 8:56 p.m., and Denise seconded it. The meeting adjourned.

Respectfully submitted,
Fran Day



Harry McGovern



Denise Cartwright



Jennifer Locke



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Minutes of Closed Meeting

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

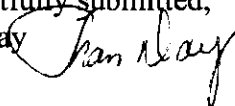
Harry called the meeting to order at 8:22 p.m. Roll was taken. The zoom link was closed and Gayle left the meeting.

Select Board checked in with new personnel to see how the job is going. The meeting allowed for questions and issues to date to be discussed. The job description for Select Board Administrative Assistant was discussed and started.

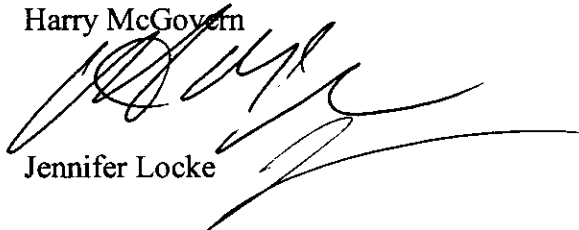
Motion made by Denise and seconded by Jenn to adjourn this closed session at 8:41 p.m.

This meeting went back into open session.

Respectfully submitted,
Fran Day



Harry McGovern



Jennifer Locke

Denise Cartwright

