

Landaff Select Board

Landaff, NH

August 4, 2021

6 PM

Minutes

Present: Jennifer Locke, Harry McGovern, Denise Cartwright, Ron Howard, Marilyn Booth

Zoom: Gayle Clement

Harry called the meeting to order at 6:03 PM. Mr. Howard proceeded to tell the board about his inspection of the Town Hall and his recommendations for repairs. There is carpenter ant damage outside and the bottom two to three clapboards need to be removed and the building needs to be sprayed for ants. The ramp door seems to be in good order, just swollen. He would recommend taking it down and planning it to make a better fit. The front door has two 27" doors, which would be custom to replace. You could put in a 36" door with a side light, but the door would be wider than the top step outside. The replacement needs to be a double door. Drainage from the roof over the stairs can be addressed with a gutter or changing the roof to a gable style. He recommended Todd Breen or Tim Daly for the work. Harry will call Mr. Breen. Mr. Howard left the meeting at 6:17 PM.

Denise met with Phil Fournier today about the Town Hall repairs. As for the side rails on the front steps, he wanted to know if we wanted double rails. Denise asked Jenn to check the notes from the Labor Department to see if it specifies. He also mentioned a gutter for the front roof run off. He and Denise could not find the issue with the door at the top of the ramp, therefore Denise told him that Jenn would give him a call tomorrow to fill him in on more detail. He looked at the need for emergency lighting inside the downstairs exit. Last, he gave the same recommendation for the carpenter ant issue- remove bottom boards and spray.

Harry asked if anyone had followed up on the email concerning the American Rescue Plan Act and the funds available for towns. The application is due mid August. Harry will follow up on this.

The Board discussed other towns and fees they charge for Right to Know requests ranging from \$.25 up to \$1.00. Denise made a motion that the Landaff Select Board charge \$.50 per page for any pending Right to Know requests or future requests. In addition, any extra costs requiring outsourcing or hiring assistance with a request will be an additional fee to the per page cost which will be determined by the Select Board. Jenn seconded the motion. After discussion, the board voted and the motion passed 3-0.

Denise will contact Mr. Donnellan tomorrow to let him know that his Right to Know papers are ready for pick up and that the cost is \$22. She will also let the Planning Board and ZBA know that the Select Board is charging for Right to Know requests, in case their committees want to consider the same. In addition, Denise will draft a letter to Mr. Errol Peters letting him know about the newly voted on charges and that since his request was before the issue was discussed and voted, the check he sent for his request will be sufficient.

The abutters for the culvert project on Mill Brook were confirmed and Denise will email Joanne Theriault from Hoyle Tanner that the tax map she requested is in the office for pick up.

Marilyn Booth joined the meeting at 6:58 PM. She let the board know that she received an email from the state asking if they could host a vaccine clinic in Landaff. Marilyn told them about Old Home Day and they want to come. They have their own set up, but need electricity for the cooler for vaccine. It was determined that there is an outlet outside next to the front steps. They will arrive at 11 am on the 21st of August. The information will be included in the informational letter that is sent out this week. Marilyn left at 7:05 PM.

Denise let the others know that she called Cartographics (CAI) and determined how to get copies of tax maps this week. She got copies for Ms. Theriault and the Fire Chief. In getting them, CAI let her know that they need an update on town tax maps, and they haven't had one since April 2019. She is working on how to get this information for them. They will also provide a pdf of town maps for the office and then we can provide the maps ourselves electronically.

A building permit came in this week and was put in the Road Agent folder for Tom Blowey. Gayle noted that there were two folders for her in the Select Board office and she would like it to be just one, near the small window.

Corrected minutes from July 21 were signed and put in Fran's folder. Minutes from July 28 were reviewed and corrected.

Jason Cartwright had sent in his informational letter to be sent out this week concerning Old Home Day. It was reviewed by the board.

A letter from NH Electrical Coop was forwarded to Sansoucy along with tax cards they requested for assessing utilities. Jenn will contact Rob Tozier to let him know that Sansoucy will be doing the utility assessing for Landaff.

There was a discussion of upgrading Avitar on the office computer to allow us to make changes. Denise looked in Laredo today with the Tax Collector and found information she would like to verify is the same in Avitar. Jenn suggested emailing KRT first to make sure it is ok to make changes and that the work is not already being done.

Denise stated she was in the office on Monday and that Vicky from the DRA came in to say hello. She was driving around Landaff auditing some properties. She gave recommendations of people to help with upcoming forms that are due.

Checks were reviewed and signed. The bookkeeper from Bergeron is not coming in after this week. There was some discussion of how to handle bills and payroll next week, but the issue was tabled until later.

There was a discussion of the Heath/ Robert property tax issue. A Land Use Change Tax form was found in the office by the Treasurer earlier. Jenn stated she thought there was already a form like that in the folder she gave to the Tax Collector. Denise shared the discussion she had with Beth and Heidi about the issue today. The board decided to ask Richard Dorsett from KRT to come in next week to meet with Beth to see if the issue can be resolved. Denise needs to call Avitar tomorrow to see if our computer is at the level that allows for changes to be made, so she will discuss the issue with them, as well to see if they have suggestions. The form found in the office was signed, just in case it is needed next week.

There is a Right to Know request from Marylyn Todd with the NH Voter Integrity Group. They are looking for a lot of financial information about elections. Denise will email her back tomorrow about the cost per page for her request, as she asked in her email.

Monday, Denise called Eric Hatch back. He was calling, following up on the letter the board sent concerning the complaints about ATVs from his properties driving on town roads. He stated he comes to his property each weekend, and has not had machines on his property in over a year.

There was no response from Mr. Logan. In reference to letter sent to the Gale Chandler property, there has been no change at the property so far. The board decided to give them 60 days, and then a follow up letter will be sent.

Jenn sent out an email with questions about unemployment insurance, but has not received a reply. There was discussion about the two ways to pay for it listed on NHMA.

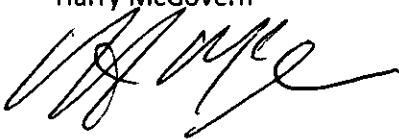
The board brought back the bookkeeping situation. Harry brought up the idea of biweekly paychecks helping to keep down the costs of hiring bookkeepers. He will discuss the issue with Tom and Andy. The board decided to hire Lang Bookkeeping again to help with transitional training, setting up biweekly payroll, journal adjustments and bookkeeping.

Denise made a motion to adjourn at 9:10 PM. Harry seconded it and the meeting adjourned.

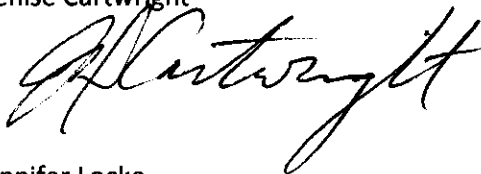
Respectfully submitted,

Denise Cartwright

Harry McGovern



Denise Cartwright



Jennifer Locke