

Landaff Select Board Meeting  
Landaff, NH  
August 11, 2021  
6 PM

### Minutes

Present: Harry McGovern, Denise Cartwright, Frances Day, Administrative Assistant,  
and Jenn Locke  
Zoom: Gayle Clement, Beth and Ed Dowd

Harry then called the meeting to order at 6:09 p.m. Roll was taken.

Mr. Dowd explained that they were interested in the status of their Building Permit and if they could obtain a copy for their records. Denise explained that the Building Permit was approved and Mr. Dowd could pick a copy at his convenience. He will pick up same on Tuesday, August 17, 2021.

Fran advised Harry of a new timber cut application. Harry informed the group that this particular application will require a bond before it can go any further in the process as it is federal land. Once the bond is established and paid, it can then be forwarded to appropriate party.

Denise drafted a letter to Mr. Peters with regard to his Right to Know Request. She did explain other local Town fees for these requests which can sometime have multiple copies. A minor revision was made to the letter and Fran will mail.

With regard to the carpenter ant situation in the building, Denise informed the Board she thinks we should contact Presidential Pest Control out of St. Johnsbury, VT. We hired them back in 2020. Fran was asked to contact their office and have them come to Landaff to assess and treat the situation.

Some discussion ensued regarding the previous night's Planning Board meeting. It was stated that Deb Erb proposed some updates to the Subdivision Regulations. Those and a possible site plan review will be discussed at the next Planning Board meeting.

Denise advised that she had contacted Cartographic Maps and the Town tax maps are now on the town computer and available for e-mail or copies. They are the 2019 maps and will need to be updated. Denise will look into updating process and report back to Board.

Denise discussed and presented an Abatement Form based on advice from Michelle from Avitar to help correct the Robert/Heath Land Use Change Tax issue. The Board signed the Abatement Form and will forward it to the Tax Collector. Denise will e-mail the Tax Collector to explain the procedure.

Denise is looking at the Avitar program. Discussion was had regarding changes on assessor's cards possibly being made here at the town office. More information will be coming to the Board regarding same.

Harry reported that he is working on a ARPA grant. Hopefully, he will finish application tomorrow and file same. There are specified uses for this grant and one is broadband capacity.

It was announced that the Town has decided to go to a bi-weekly payroll system. Notice will be given to each employee tomorrow.

Denise and Jenn discussed available opportunities to meet to begin the process for the MS434 which is due in September. They would like to meet and make any necessary revenue adjustments and to review current budget amounts prior to any deadline.

Fran to worth with the Lisbon Postmistress to confirm 911 addresses for mailing. She will also check with Road Agent to be sure lot numbers are correct on applications.

The Board was informed that we will be working with James Lang Bookkeeping for the next several months. We will be looking to condense and refine the Quickbook accounts for easier and more concise reporting, etc. Several suggestions have been made including, accounts specific to other Boards, such as Planning and ZBA. Mr. Lang will also work with Treasurer to make necessary journal entries. The office staff will also be working on required reports for the State.

Denise made a motion to adjourn, seconded by Harry. Meeting was adjourned at 9:04 p.m.

Respectfully submitted,

Fran Day

Harry McGovern

Denise Cartwright

Jennifer Locke