

Landaff Select Board Meeting
Landaff, NH
August 18, 2021
6 PM

Minutes

Present: Harry McGovern, Denise Cartwright, and Frances Day, Administrative Assistant
Zoom: Gayle Clement, Andrew Brackett

Harry then called the meeting to order at 6:15 p.m. Roll was taken.

Andy wanted to apologize in-person and stated that work would begin, hopefully, next week regarding Rabbit Path and Mill Brook Rd. Paving work should be completed by the State on Pearl Lake Rd. at Rte 302 on Monday depending on the weather. The roadside mower works well and he is planning on using it again before the cold weather. He is also planning on mixing the winter sand during the last week of August and hopes to have it completed in two days. He is looking to work with Ray Poore.

There was some discussion of office procedures for completion of reports and surveys, etc. for Primex Property & Liability Coverage Update, Land Use Regulation Survey, and the 2020 Dwelling Unit Response Form and where some of this information is located.

Fran distributed copies of notices of meetings for broadband communication for both, Grafton County on Tuesday, Sept. 7, 2021 in Woodsville, as well as the District zoom meeting on Aug. 27, 2021 at 4:00 p.m. Denise will check her schedule to determine if she can attend the meeting in Woodsville.

We received notification from KRT that notices would soon be going to landowners regarding evaluation of property. We also received an Addendum to the contract which was signed by both Denise and Harry and e-mailed to KRT for their signature and return for our file.

Denise asked where we stood with the reports for DHES. Fran explained that James would first be working on adjusting entries for auditors. We should then be able to tackle the reports for the State. Those reports will only take a couple of hours to put together as all the information is in Quickbooks.

Denise let Fran know that she will be submitting an invoice for Jen Cartwright for transcribing minutes from the recent Zoning Board meeting.

The Tax Collector submitted a request to attend the New Hampshire Tax Collector's 82nd Annual Education Conference on October 13, 2021. Gayle reminded the Board that this may be an expense that could be split between Landaff and Lyman.

Fran informed the Board of a statement she recently received from All State showing a credit of \$3,080.00 and asked for permission to pursue same. Denise and Harry agreed that we should ask for this amount to be returned to us. Fran will follow-up.

Fran asked Board members if they had seen the e-mail from Plodzik & Sanderson, P.A. which attached the Draft Financial Report, governance letter and FORM MS-535 for year ending December 31, 2020, which needs to be reviewed and approved before printing on Town letterhead. Fran will forward same to each Board member.

Harry inquired about status of 911 addressed. Fran stated that she was waiting for information, but would call Andy tomorrow to verify and call Postmistress in Lisbon then to confirm.

Denise stated that she had obtained a file cabinet for the Zoning Board's use and has e-mailed Ben Peters and Marilyn that it was here at the Town Hall for their use.

Denise made a motion to adjourn, seconded by Harry. Meeting was adjourned at 7:19 p.m.

Respectfully submitted,

Fran Day

Harry McGovern



Denise Cartwright



Jennifer Locke