

Landaff Select Board  
Landaff, NH  
September 7, 2022  
6 PM

### Minutes

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

Meeting was called to order at 6:14 p.m. Roll was taken.

Denise advised the Board that a meeting has been requested by Vicky Ayer from DRA to review and respond to a recent complaint received regarding current use tax exchange. In preparation for this meeting, Jenn will check her records for correspondence with KRT Appraisers. It was agreed that with the direction from the DRA, the outcome would be positive going forward.

In preparation of the annual audit, the Board reviewed the response from DrummondWoodsum to Plodzik & Sanderson. Fran was directed to file with additional documents being prepared.

Denise discussed the need for a process with regard to updating the maps for the Town. Several properties have been or are in the process of subdivision and the recorded maps will need to be forwarded to Cartographic Associates. The Board then reviewed the process for Building and Driveway Permits. It was recommended that once the permit was approved and signed, Fran would send a copy of the approved permit to the property owner and keep the originals on file.

Fran informed the Board that she had received a request from Dale Locke with regard to the Town's Employee Handbook. As we do not have a digital copy at this time, a hardcopy of the handbook was forwarded to Dale. Fran will send one to Mary Beaudin for the website.

Harry then informed the Board that he had a new Notice of Intent to Cut from Hunter Dion. Fran will log-in the notice and forward a copy to the DRA. Harry also asked Fran to forward the warrants to the attention of Stephanie at the DRA. Harry will alert the Tax Collector that she will have the warrants to send the tax bills in the near future.

Jenn advised that she has been contacted again for assistance. Denise suggested that Jenn meet with the individual and get an update on the status. Jenn will schedule a meeting and report back to the Board

At 7:09 p.m., Denise made a motion seconded by Jenn to into closed session for matters of personnel.

At 7:21 p.m. the meeting returned to regular session.

Harry advised that the Road Agent would be on vacation in late September. There was consensus that the Assistant Road Agent would be available during that time.

There being no further business to come before the Board, Denise made a motion to adjourn. Seconded by Harry.

The meeting was adjourned at 7:33 p.m.

Respectfully submitted,



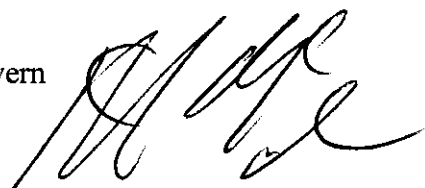
Frances R. Day

Denise Cartwright



Jenn Locke

Harry McGovern



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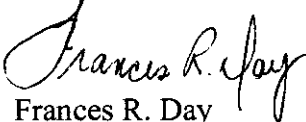
Present: Denise Cartwright, Jenn Locke, Harry McGovern and Frances R. Day,  
Administrative Assistant

Meeting was called to order at 7:10 p.m. to discuss a request from personnel.

At 7:19 p.m. Denise made a motion to return to regular session. Jenn seconded.

The meeting was adjourned at 7:20 p.m.

Respectfully submitted,

  
Frances R. Day

Denise Cartwright



Jenn Locke

Harry McGovern

