

Landaff Select Board Meeting
Landaff, NH
September 8, 2021
6 PM

Minutes

Present: Denise Cartwright, Jenn Locke, and Frances Day, Administrative Assistant
Zoom: Gayle Clement

Denise called the meeting to order at 6:12 p.m. Roll was taken

August 25, 2021 minutes were reviewed and Jenn made an addition to same.

Primex invoices were discussed and reviewed prior to payment. Denise explained that the Unemployment does not cover day to day claims. If claim goes to Court, they will help and advise the Town. Primex stopped the service of filing quarterly tax forms for the Town back In May of this year. Jenn thought it might be appropriate to find out how many active members there are at the Fire Dept. and if they should be included in the insurance for the total number of employees the Town employs. Denise is attempting to contact Mr. Riker (Primex) to discuss available cyber security coverage. With regard to Property and Liability coverage, Jenn inquired about an update on Town owned properties and values for same, so that a comparison can be done after re-evaluation.

Fran asked about a hard copy of final version of the MS535 for the Town's records. Jenn confirmed that it was filed and she will supply same.

The discussion regarding the grant to the Fire Dept. was tabled until Harry was in attendance. However, there was discussion about the procedure of any bills incurred by the ~~Fire~~ Dept. ^{Trust} Bills should be forwarded to the Fire Chief for approval and then paid by the Town. A "Trust Refund Request" would then be forwarded to the Fire Chief to confirm payment by Town, after which Trust will reimburse town for same.

Jenn and Denise reviewed notices received from State agencies, etc., for meetings, etc. As of this date, all notices will be forwarded to all appropriate Boards for their information and review.

Denise advised that the Zoning Board meeting is scheduled for next Tuesday, Sept. 14, 2021 at 7:00 p.m. Also, Denise informed that Board Jenn Cartwright, Clerk attended the last meeting for which only a few people attended. Agreement was reached that she should be paid for both meetings.

Denise inquired about the Labor Dept. extension. Jenn will file tonight.

Denise has contacted and met with Julien Marquis with regard to fixing the emergency lighting. He estimates that it will cost approximately \$500.00. He will be here Wednesday, September 15, 2021 at 2:30 p.m. to fix same. She also spoke with Phil Fournier regarding the work to be done to the door and the rails. He estimates the work will be \$3,600.00 for labor and supplies. He called back to confirm that he placed the order for supplies, but was informed that it will take 4 to 8 weeks. Jenn believes that it will take about three months to complete the work and update the Safety Manual for the Town.

Denise reported that she spoke with Bethany regarding the Heath property. Bethany wanted to know if we had a copy of the land use tax forms for the Roberts property to submit to the Registry of Deeds. Denise supplied same. Hopefully, we are all set for the time being.

Denise informed the Board that she has been trying to help Mark Brady who lives off of Rt 116 closed to Rt 112. His property has been listed as 9 Wooley Dr., which is a private road including, all closing paperwork when he purchased the property. He has 250 ft. of frontage on Rt 116 where he also has a mailbox. His neighbor is using North South Rd. as his address and Mr. Brady would also like to use North South Rd. He wants this change because delivery people can't seem to find 9 Wooley Dr. Jenn advised her to start with the Woodsville Post Office and get a change of address form which may be all that is needed and then work back using Avitar as well as the 911 system here. Denise will continue to look into this matter.

Jenn asked where the office stands with regard to Quickbooks. Fran explained that she and the bookkeeper, James Lang, are moving along, all journal entries were made two weeks ago. James is in contact with the auditors to ensure that our Quickbooks program is updated to reflect the same as the auditors. We will need to reconcile the bank account, update the chart of accounts, input the budget figures and make any necessary adjustments to reflect same. This will enable us to start the new year off in good shape. James will reconcile account with the Treasurer. James is also interested in a timeline for the end of the 2021 year for budgeting and reporting purposes. Jenn has asked us to provide copies of chart of accounts along with the explanation for each within the next two weeks.

Jenn asked Fran to approach Bethany to provide a year-to-date report or a monthly report. Also, if she would provide the Board with a report on property taxes and who owes and who has paid, as well as an update on any payments that some property owners have agreed to make.

With regard to the Broadband Committees, Jenn will follow-up with John Wright to make sure that he and Chris Davis are in contract with each other.

There being no further business to come before the Board, Denise made a motion to adjourn, Jenn seconded. The meeting adjourned at 7:33 p.m.

Respectfully submitted,

Fran Day

Harry McGovern *absent*

Denise Cartwright 

Jenn Locke 