

Landaff Select Board Meeting
Landaff, NH
September 29, 2021
6 PM

Minutes

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

Denise called the meeting to order at 6:19 p.m. Roll was taken.

The minutes of Sept. 15 and Sept. 22, 2021 were approved and signed.

Discussion regarding Tax Collector's monthly reports to the Select Board. Fran will advise Bethany of inquiry from Board for reports which would include a summary of all categories during the month.

The Utility Assessment was received and will be forwarded to Richard Dorsett of KRT Appraisal for use in completing and filing of the MS-1. We should be receiving a report from George E. Sansoucy, P.E., LLC relating to same.

Denise advised that she has received an Incident Form from Cori Casey from Primex relating to cybersecurity. She is in the process of completing form and, once it is completed, will bring it with her for review and signature at next week's meeting.

Denise also advised that a meeting has been set up with Gordon Casey for Oct. 12, 2021 at 10:00 a.m. Mr. Casey will meet with Denise, Fran and Andy Brackett to discuss policies and Procedures for our 911 system.

Denise informed the Board that she noticed there were four automobiles at the Gale Chandler Rd. property. She will check with Town Clerk as to how many unregistered vehicles can be at property, as well as, if vehicles are perhaps registered to others living at property before proceeding to send another letter to property owners.

Fran asked about the pagers for the Fire Dept. She will follow-up on the invoices and contact Jason Cartwright for his approval upon receipt of same.

Both Denise and Jenn assisted Fran in completing the Audit Certification form for filing. In December, 2020 the Town received \$6,999.75 in a grant for Landaff Emergency Management from State of New Hampshire Department of Safety, Homeland Security and Emergency Management and the completed certificate now closes this grant. Fran will file same tomorrow.

Discussion was then had regarding the GoDaddy.com account renewals. Fran renewed the hosting (website), as well as the dot.com accounts. It was recommended that she have security, internal (e-mail) and external (lock on address bar). The renewals are for five years. Concern was expressed at the cost for same. Fran will call GoDaddy to discuss exactly whether security is needed or required.

There being no further business, Denise made a motion to adjourn. Seconded by Jenn. The meeting was adjourned at 7:13 p.m.

Respectfully submitted,



Frances R. Day

Harry McGovern (*absent*)

Denise Cartwright



Jenn Locke



Landaff Select Board Meeting
Landaff, NH
October 6, 2021
6 PM

Minutes

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

Harry called the meeting to order at 6:13 p.m. Roll was taken.

The minutes of Sept 29, 2021 were reviewed and corrections were made. The minutes will be available at next week's meeting for approval and signature.

Denise advised the Board that she has received the cybersecurity form from Primex. The form will need to be updated and submitted. It was recommended that we have an incident policy in place with telephone numbers ready so should an incident occur, we could notify Certified Computer Solutions and Primex immediately. Harry to develop an emergency plan. He also inquired as to how much coverage is in place at this time. Denise responded that we currently have a \$1M policy and she thought that this was sufficient coverage. Harry explained that he thought the Board should take a look at the budget figures, capital v. operating, to see if more coverage would be needed.

There was much needed discussion around the need for procedure with regard to permits, building, driveway, etc. It was mentioned that the procedure should be the same for all permits in order to be sure that each Board, the Fire Chief, the Zoning Agent, etc. is aware of what is taking place. Harry will speak with Tom Blowey, Road Agent, to get his input. Until we update procedure, Fire Chief and Planning Dept. should receive a copy of every building permit and only sign off for driveway permits. There was some discussion that the Board should send applicant notice when process is completed and approved.

While Harry was out, he received notification from the DRA about issue with timber taxes. Harry explained that he believes he knows what happened. Hopefully, this matter will be cleared up shortly. Harry stressed the importance of dating all materials when they are received, so as to eliminate any confusion as to whether it is an intent to cut, an actual cut, or an extension of intent to cut.

We received the auditor's report from Plodzik & Sanderson, P.A. Copies will be distributed to the Trustees (2); Treasurer (1); and, the Select Board will keep two in the office.

We received notification from the Ammonoosuc River Local Advisory Committee that Errol S. Peters has again been appointed to serve on this Committee for a term of three years (Sept. 29, 2021 to Sept. 29, 2024).

The 2022 Land Use Books are now available to order. Denise will check with Brenda Dodge, Planning Board and Ben Peters, ZBA to see how many books each Board will require. The deadline for ordering books is October 25, 2021.

Right to Know and Governmental Records and Public Meeting Conference will be held on Oct. 14, 2021 from 9 am to 1 pm. This conference will be virtual. There was interest and discussion as this is a very timely topic. Harry and Denise will attend and apprise the Board of possible policies and procedures with regard to "Right to Know".

The Board is in the process of posting all fees charged by the Town of Landaff. This will include building permit fees, driveway permit fees to dog license fees and more. Fran will work on this item and bring same to the next meeting.

Harry informed the Board of the HMGP Grants opportunity relating to Mitigation Plans. It identifies risks such as, floods, damage to culverts and so on a letter of intent needs to be filed before June, 2022. The e-mail from HMGP was forwarded to Marilyn Booth. She will be attending the meeting on Oct. 12, 2021 at 10 am with Casey Gordon, who will be working with the Board relating to 911 policy and procedures. Denise will speak to her then.

There being no further business, Denise made a motion to adjourn. Seconded by Jenn and Harry. The meeting was adjourned at 7:52 p.m.

Respectfully submitted,



Frances R. Day

Harry McGovern



Denise Cartwright



Jenn Locke

