

Landaff Select Board Meeting  
Landaff, NH  
October 13, 2021  
6 PM

### Minutes

Present: Denise Cartwright, Harry McGovern, Jenn Locke, Gayle Clement, Andy Brackett,  
Road Agent and Frances Day, Administrative Assistant

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

Denise informed the Board of the outcome of the meeting with Casey Gordon, E911 Field Representative. She and Andy explained we are working on a procedure for all permits, particularly, driveway permits which would allow for the Road Agent to also, complete the 911 request.

Denise advised that she is working on a change of address for a resident. She will complete the change of address form, as well as a 911 request for Andy and leave it in the office for him, so he can then take a look at and assign a number.

Denise also addressed with Board an older tax card which may have a wrong address. She has been unable to initially contact owner. Harry stated that he would contact owner and will forward correct address to Denise. Once we receive confirmation of proper address, an address change will be made for 911 services.

Andy advised that all paving work is completed on Rabbit Path Rd. and Millbrook Rd. Jim Noyes Rd. will be a project for next year as it is a more in-depth project. Andy will put sand sealing off for one more season. There are more aspects with regard to Jim Noyes Rd. before paving can proceed. Once that is finished, they will be able to do more sand sealing.

As of this date, Andy advised they are all geared up for the winter season. He did inform the Board that the One Ton Truck is in need of replacement. He has started to look for a used piece of equipment. Jenn requested that he also look at pricing options (new v. used) as residents will need to know all the options. He is also in need of forks for backhoe. Machine is already set up for quick attach. Harry believes that due to liability issues regarding safety, it would be wise for the Town to have proper equipment and not have to retrofit parts to a truck.

The Select Board will need to Sym Noyes review the culvert project. Harry advised that review is needed State get back to us. Harry has already spoken with Jim McMahon who informed Harry that this project could qualify for new stimulus money as it is already in the planning stages, as opposed to a 20/30 year plan. We need notification from the State that they are taking over culvert project. There is no chance of anything happening to it for a couple of years. We have a fixed cost so we would be better off with this project. State totally on board with 2 yrs. away capital reserve installment. Jenn informed the Board that the infrastructure bill will move fairly rapidly once passed and then we will have a better idea.

Andy advised that they did cold patch over Jim Noyes Rd. They patched what they could and filled in with gravel. State did appear and pulled a huge rock out, so they are hopeful they can finish paving next year.

Roadside mowing will be finished shortly. Andy feels that most complaints have been addressed. The shared mower was used this season approximately three times. This agreement is really working out. It is a very nice machine, works really well and does a nice job.

Andy asked if he could have a timeframe in order to work on budget issues. Jenn would like to start before end of December middle of January. The auditors need information by first week of February and the first budget hearing is the last week of January.

The Board discussed initial budget planning timeline with goal to provide spreadsheets by the second week of November to all Departments and ask that they be returned to Select Board by first week of December. Fran will send a memo to each Department no later than the second week of November. If no response, then another notice will be sent.

The Board was informed as to the number of registered vehicles located at the property with a complaint on Gale Chandler Rd. Harry will check it out and advise the Board if there are any extras at this location.

The MS-1 was reviewed and approved by the Board for submission to DRA. Fran will so advise Richard Dorsett of KRT Appraisal. Once he receives signed pages, they can then be uploaded to DRA. Hopefully, the tax rate can be set shortly after Thanksgiving.

Discussion proceeded with regard to permits and procedure to follow. It was determined that the easiest way was to use the list as it appears on the permits for each person required to initial or sign off. Copies will then be provided to appropriate Board once process is complete. Denise advised that the Fire Chief can be reached by sending an email letting him know that a permit is ready.

Looking forward, Fran requested that there be a change in the schedule of meetings over the Thanksgiving Holiday. Denise made a motion, seconded by Harry that there be no Select Board meeting during the week of November 22 – November 26, 221.

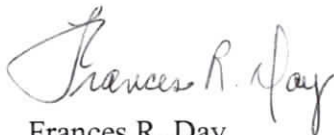
Fran reminded the Board that there are funds available from Trustees regarding the KRT bills. These funds are only to cover the statistical evaluation. However, they are not clearly marked on the bills received from KRT. Jenn suggested that Fran call KRT and ask for a more specific breakdown of these amounts and to inquire when we can expect a final bill to come in.

Jenn requested a Chart of Accounts which can be used during the budgeting process. Jenn advised that we will need to clean up account names; run budget numbers; review actual v. budgeted amounts. This information will be used for researching and any needed corrections. It is possible that a work session may be needed.

Denise will contact Ben Peters, ZBA to discuss budget process and the ZBA having its own budget. He can add to the account list and fill in blanks. If he approves, we can then include him in the notice with regard to timeline, updated budget, etc. Harry advised that this budget should be at least funded minimally for accurate record keeping.

There being no further business, Harry made a motion to adjourn. Seconded by Denise and Jenn. Them meeting was adjourned at 8:04 p.m.

Respectfully submitted,

  
Frances R. Day

Harry McGovern



Denise Cartwright



Jenn Locke