

Landaff Select Board Meeting
Landaff, NH
December 22, 2021
6 PM

Minutes

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

The meeting was called to order at 6:20 p.m. Roll was taken.

The Dec. 8, 2021 minutes were approved. The Dec. 15, 2021 minutes will be revised and submitted for approval at the next regular meeting of the Select Board.

Jenn reminded the Board that all department budget worksheets should be available for review by Dec. 31st. Denise asked if there were any State reports that should be filed before year's end. Jenn stated there were none at this time but that next week, the Board should determine an amount for encumbered funds which will be used for special purposes and amount of any reserve monies from this year's budget that will need to go into the Town Report.

Harry then reported on his meeting with Insp. Perry from the NH Dept. of Labor. All in all the visit went very well. After visiting each site, Insp. Perry signed off on the Town's Safety Compliance.

Harry asked Denise if she would contact Phil Fournier as to the approximate date when the railing work on the front steps of the Town Hall would be completed and if the Board could get a formal quote on the cost. Harry advised that he has a tentative agreement with Insp. Perry that this work would be completed by Feb. 1, 2022 and, if not, Harry will let him know and an extension would be granted.

It is Harry's understanding that an inspector can stop-in at any time and request to see the Safety Plan. The Town's safety plan will be kept in a binder in the office, as well as a binder for safety updates from the State. Fran will register the Town with the Dept. of Labor in order to obtain updates which will be dated and filed in the safety update binder. This will ensure that the "every two year update requirement" is met for the Safety Plan. Harry also requested that Fran type up a notice to be posted in the Town Hall, the Fire Station and the Highway Garage relating to the reporting procedure for any employee injury and/or fatality.

Insp. Perry did express concern about the extension cord which is being used in the office. This was eliminated for the time being.

Also, it was noted that the door to the outside from the kitchen downstairs needs to have a sign posted to designate it as an "EXIT". When an electrician is here in the building, he will help get an illuminated sign above the door. For safety purposes at this time, we will get a reflective "EXIT" sign to be put above the door, take a picture of same and forward picture to Ins. Perry for his approval.

Everything was fine at the Fire Dept. At the highway Dept, the Insp. spoke with Tom Blowey, who explained what they did. The Insp. was happy with that.

Jenn then asked about the roof and doorway in the hall. Denise will talk to Phil and ask him if he would look at this situation. The Board can make a decision on the roof and use a building maintenance expense line once they know what the cost might be. It appears that on a rainy day or sometimes when the snow melts, moisture builds up and can cause a leak.

Fran brought the Board's attention to the correspondence received from Lyman Realty, Inc. and the explanation received from the Assessor. It appears that this was a clerical error. Fran was asked to draft a letter apologizing for the error and inconvenience to all parties involved. Fran will follow up with regard to any lot merger request.

Fran asked about the property owner who believes he still owns a parcel of land and did not receive a tax bill for it. In reviewing the situation, the Assessor believes that all the properties were transferred to the new owner and this gentleman needs to have corrective deed drafted and recorded in order to rectify this situation. Fran was directed to draft a letter notifying him of same.

Jenn then brought up the Road Agent vacancy and whether or not the Board should advertise or perhaps to use an service in order to expand the Town's search. It was determined that Fran should post on Indeed, once Harry has had a chance to confirm the details of the vacancy.

Fran then informed the Board the due to Andy Brackett's departure, we have a credit from Health Trust which we can have refunded to the Town. Fran was directed to notify Health Trust that the Board would like to have the money refunded.

In thinking ahead and preparing, Jenn asked the Board to think about the Town Report dedication. This will be re-visited at a later date.

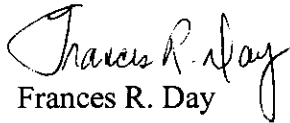
The Board then reviewed upcoming dates for budget hearings, Petition Warrants, public hearings on budget, etc. Fran was directed to contact Harrison Publishing to determine if printing on 8.5" x 11" paper is doable and at what cost. Jenn will confirm the School budget hearing date.

Jenn asked Fran to notify the Tax Collector of the posted notice with regard to COVID and the use of face masks in all Town buildings.

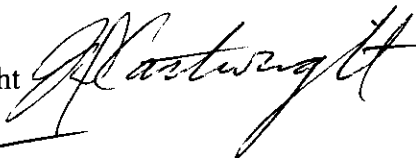
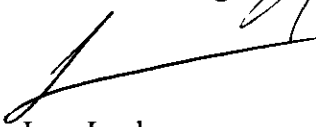
There being no further business, Harry made a motion, seconded by Denise to adjourn this meeting.

The meeting was adjourned at 8:05 p.m.

Respectfully submitted,


Frances R. Day

Harry McGovern

Denise Cartwright 

Jenn Locke