

Landaff Select Board Meeting
Landaff, NH
June 15, 2022
6 PM

Minutes

Present: Jenn Locke, Harry McGovern, Frances Day, Administrative Assistant and
James K. Lang, Accountant
Zoom: Gayle Clement, Town Clerk
Absent: Denise Cartwright

Meeting was called to order at 6:00 p.m. Roll was taken.

Jenn welcomed James Lang to the meeting. James attended this meeting to discuss the Quickbooks status as well as several items of concern by the Board.

The first item discussed was employees "accrual of time off" per the Employee Handbook. James explained that many employers have switched to a "paid time off" (PTO) policy which requires less bookkeeping to track actual time used as there is no differentiating between sick or vacation time. Jenn explained that the Handbook refers to accrual of time based on time worked by pay period and would reset on the employee's anniversary date. At the end of the year, the employee would be allowed to carry over 40 hrs. of accrued time and the balance would be paid to the employee. James checked the Quickbooks program to ensure that this could be set-up properly without any manual tracking.

Harry then asked about "comp time". As an accountant, James is not in favor of comp time as it would require separate tracking from Quickbooks and is often abused. It is difficult to keep track of as it would have to be done manually.

He informed the Board that the Chart of Accounts has now been updated to reflect the 2022-23 budget as printed in the Annual Town Report. The Board will review same and advise of any corrections or revisions that will need to be made going forward. Hopefully, this will assist in future budget planning. He did advise the Board that no corrections can be made to last year's profit and loss statement, as the audit is now complete and those figures are locked in.

James advised that he will return the week of June 27, to input employee's accrual of time and complete auditor's journal entries. He will work with Fran to enter into Quickbooks employees' records from Jan. 1, 2022 to present. He confirmed that as of this date no one has used any time.

Gayle then informed the Board that she may need to be absent for a period of time for medical reasons. She reiterated that she is very happy with Cathy Feron, Deputy Town Clerk and feels

she is very happy with Cathy Ferony, Deputy Town Clerk and feels strongly that she is competent to oversee the office during her absence. Everyone expressed their concerns and wished Gayle the best during this stressful time.

Jenn asked Fran to confirm that we have not heard from the Lisbon Life Squad to-date. If not, Fran should contact the Lisbon Town offices to inquire as to their invoice.

The Board then discussed hiring the Here-4-U Cleaning Services. It was decided that Here-4-U will clean the Town Hall once a month for a fee of \$175/hr. They will make their services available before a special meeting or function and afterwards, as needed. They will provide a Certificate of Insurance which will be kept on file in the Town office. It was determined that this service will begin the week of July 12, 2022.

Harry then gave Fran the Timber Tax binder and asked that new binders be purchased for each year and labeled accordingly, as well as a separate binder for rules, regulations, information relating to Intents to Cut, prices of wood, etc.

There being no further business to come before the Board, Jenn made a motion to adjourn, seconded by Harry

The meeting was adjourned at 7:30p.m.

Respectfully submitted,


Frances R. Day

Denise Cartwright


Jenn Locke

Harry McGovern

