

**TOWN OF FRANCONIA  
BOARD OF SELECTMEN'S REGULAR MEETING  
JUNE 1st, 2020 AT 3:00PM, HELD REMOTELY VIA ZOOM**

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**BOARD MEMBERS PRESENT:** Eric Meth, Jill Brewer, Jeff Blodgett.

**PRESENT PANELISTS:** Jenny Monahan, Kim Cowles.

**The meeting was called to order at 3:00pm.**

**APPOINTMENTS:**

None.

**TO SIGN/APPROVE:**

The May 18<sup>th</sup> minutes were approved as amended.

**TO DISCUSS/REVIEW:**

**Part-time Town Administrator Contract:** Chairman Brewer said that after interviewing several candidates last week, Kim Cowles has been appointed the new part-time Town Administrator. The Selectmen congratulated Kim and thanked Jenny Monahan and Carol Wills for their participation in the hiring committee.

**Draft Audit from Plodzick & Sanderson – NASDA Form:** Chairman Brewer read aloud from the draft audit report outlining deficiencies in the following areas of the town's internal controls: Bank Reconciliations, Adjusting Journal Entries, Property Taxes and Water Rents, Ambulance Revenue Receivables and Transfer Station.

Selectmen Blodgett suggested sending the report to MRI to see if the services they are contracted for with the town can be of assistance with the recommended improvements. Chairman Brewer and Selectman Meth agreed. Selectman Meth said he will check with MRI about the audit.

Chairman Brewer said the audit will be posted to the website once we receive the final report.

Regarding the deficiencies with handling cash at the Transfer Station, Kim Cowles suggested trying a cash free system there and using a portable credit card machine instead. She will talk to Tim about the idea.

**Correspondence:**

Kim Cowles said Chris Fournier of HEB Engineering emailed her regarding a FEMA grant that the Town may be eligible for. She will update the Board on this after getting more information.

**Committee Reports:**

**Cable Consortium:** Selectman Meth said there has been no recent activity with the Cable Consortium.

**Chamber of Commerce:** Selectman Blodgett said the Chamber met at the Dow pavilion. He said they discussed the idea of a regionalizing local Chambers in the future.

**Conservation Commission:** Chairman Brewer said the Conservation Commission is planning to meet on June 16th at 4:00pm.

**Energy Commission:** Selectman Meth said he was not able to attend the last meeting. Kim Cowles did attend the meeting and said the Water Department did apply for the NBRC grant that the Energy Commission was considering applying for, so the Energy Commission did not submit their application. She expects the Energy Commission will resume monthly meetings rather than weekly now that the grant is no longer being pursued.

**Planning Board:** Selectman Meth said the Planning Board has not met in a couple of months. Selectman Blodgett asked if there has been any discussion in the Planning Board to update the town's Master Plan. Selectman Meth said he will look into it.

**PUBLIC COMMENT:**

There was no public comment.

The Board entered non-public session at 3:26pm for reasons of personnel.

The Board left non-public session at 3:57pm.

With no further discussion, the public hearing was adjourned at 3:57pm.

Respectfully Submitted,

Jenny Monahan  
Administrative Secretary