

**TOWN OF FRANCONIA
BOARD OF SELECTMEN'S REGULAR MEETING
SEPTEMBER 16, 2019 AT TOWN HALL**

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

OTHERS PRESENT: Holly Burbank, Jenny Monahan, Dawn Steele, Mary Grote, Paul Hayes of Caledonian Record.

The meeting was called to order at 3:02pm.

FINANCE POLICY WORKSHOP SESSION:

Town Administrator Burbank developed a Franconia NH Finance Policy and presented it to the Selectmen for review. The policy includes policies and procedures for the following:

- Cash Receipts Policy
- Credit Card Policies and Procedures
- Fraud Policy
- Internal Accounting Control Procedures
- Investment Policy
- Purchasing Policy and Procedures

The Selectmen briefly discussed each policy and agreed that Town Administrator Burbank will submit the Finance Policy to Town Legal Counsel for review. Once the policies are approved, each Department Head will be responsible for familiarizing themselves with the policy and adhering to its terms.

Another Finance Policy Review Workshop was scheduled for Wednesday, October 9th at 4pm.

With no further input, the meeting was adjourned by unanimous voice vote at 4:01pm.

Respectfully Submitted,

Jenny Monahan
Administrative Secretary

These minutes of the Town of Franconia Select Board have been recorded by its Secretary. Though believed to be accurate and correct they are subject to additions, deletions and corrections by the Select

Board at its next meeting when the Board votes its final approval of the minutes. They are being made available at this time to conform to the requirements of New Hampshire RSA 91-A:2.

DRAFT