

**MINUTES
FRANCONIA BOARD OF SELECTMEN MEETING**

Monday, October 13, 2014

A meeting of the Franconia Board of Selectmen was held at 3:00 pm on Monday October 13, 2014 at the Franconia Town Hall. Regular members in attendance were John Lachapelle, Ted Hoyle, Bob Montagno, Suzy MacDonald and Sally Small

Guests of the Board: Kim Cowles & Tamar Roberts

John Lachapelle called the meeting to order at 3:00 pm.

SELECTMEN'S TIME:

BOS Minutes 10/06/2014: Formal readings of the October 6, 2014 BOS meeting minutes were waived. The minutes of October 6, 2014 were approved.

FOR CONSIDERATION OF APPROVAL:

Transaction List for 10/16/14 - The Board reviewed and signed the transaction list for 10/16/14.

Safety Services Building Project Transaction List for 10/16/14 – The Board reviewed and signed the transaction list for 10/16/14.

Building Permit – Brewer – Map 15/Lot 3 – Renovation – This Building Permit was not presented as the building Inspector has not signed yet.

APPOINTMENTS:

3:00 – Kim Cowles- Town gardens/Recreation Committee Member – Five people have shown interest in the current Recreation Committee opening as a Franconia Representative. Kim discussed the structure of the committee. The Select Board will talk with three of the candidates. How well with they fit in with the other committee members from the other towns?

Kim is proposing sprucing up the gardens in town. She has asked for a proposal on the center island in town. The original plantings were done years ago. Kim is the one who has been maintaining them. The center island is really in need of a redo. Scott and Jeff could help with this project. Dig safe will need to be called.

Kim is also looking at decorating the Bridge that goes to Route 116 for the holidays. Under the bridge is in the process of being painted.

Ted has done some research on the stove that is in the basement. He finds it could be worth up to \$300. Ted is concerned with the safety of the stove. The Select Board would like an opinion from Allan Clark on the safety of the stove. Kim is asked not to advertise the stove yet.

3:15 – Tamar Roberts – 2013 Audit – Tamar Roberts presented the 2013 Audit in draft form. She is waiting for a letter from the Attorney which must be included in the audit. Once this letter is received she can send the 2013 Audit to the printers for printing.

Tamar reviewed the Financial Report in draft form which she prepared. The fund balance was explained and can be found on page 39.

Any findings from Roberts & Greene should be in writing.

On page 19 there was some discussion on FDIC insurance. Sometimes for a day or two we may not be total covered by FDIC. Tamar recommends talking with the Bank about collateral coverage.

On page 20 it shows the money held by the Trustees and the Library Trustees with regards to Insurance Coverage. The risk is low for these groups.

The Ambulance uses Comstar for billing of ambulance services. Tamar has noted that we usually do not collect what is billed; we only collect a portion of that. Select Board should come up with a policy for writing off unpaid balances. Comstar reporting should be reviewed monthly to be sure that all runs are being billed. At least quarterly the reports from Comstar should be reviewed in detail regarding receivables. Amounts we know are not going to be received should be written off. Balance owed, many times, is what is left after Medicare or the insurance have made a payment. The Town should not carry receivables that are more than a year old. The Select Board would like to know what we are billing for that is not being collected. The Town pays Comstar 10% of what they have collected. The Town Report is accurate as far as the amount collected. Sally says that from 2008-2014 income is ahead of the expenses by about \$1068.00.

All departments were carefully scrutinized by the auditors. Controls of cash receipts could be tighter at the Transfer Station if numbered receipts were given to the customer and our copy turned in with the deposit.

The auditors had some problems obtaining records from the Library. Next year one of the auditors will explain the importance of the documents to the people at the Library.

Tamar will be in to the Town Hall and help Sally clean up Quickbooks. There are some adjustments that must be done. Tamar would also like to suggest separating the Transfer Station from the General Fund.

A balance sheet will be printed monthly and given to the Select Board for their review.

TO DISCUSS/REVIEW:

Warrant Article Request – The Select Board reviewed a request to place a Warrant Article on our Warrant. This was from a gentleman in the lower part of the state. The article would be in regards to State Education Funding. After review the Select Board will not include this in our Warrant.

FOR YOUR INFORMATION:

Open House/Parent Social @ Franconia Children's Center 10/17/2014

NCC Broadband Flier

Selectman Lachapelle adjourned the meeting at 4:17 pm

Respectfully submitted, Suzanne MacDonald, Executive Secretary