



Town of New Durham, New Hampshire

TRUSTEES OF TRUST FUNDS MEETING

MINUTES of March 29, 2024

Attendees: Bookkeeper Angela Pruitt, Trustee David Bickford, Trustee David Allyn,

The meeting was called to order by Trustee Allyn at 10:00 AM.

Housekeeping:

- As the discussion was likely to be lengthy, Trustee Pruitt suggested the status report on the closure of the John Shirley Memorial Cemetery Expendable Trust Fund (ETF) per Warrant Article #10 at the 1994 Town Meeting be moved to the end of the meeting. All agreed.
- Trustee Allyn will follow up on the Town policy of recording meetings. If the Trustees are required to record the meetings training will need to be arranged.
- Trustee Allyn will follow up with the Town Administrative Assistant on posting the meeting minutes on the TOTF page of the Town website.

Agenda Business:

- The review of the minutes of the December 15, 2023, meeting was tabled until the next meeting of the TOTF. (Move: Allyn. Second: Pruitt. **Passed unanimously.**)

New Business:

- The Trustees reviewed and approved a request from the BOS for the transfer of \$4,720.00 from the Town Buildings and Improvements subaccount to the Town General Fund for payment for the installation of cabinets in the Town Hall Meeting Room. The request was accompanied by proper and sufficient supporting documentation. (Move: Allyn. Second: Pruitt. **Passed unanimously.**)
- The Trustees reviewed and approved a request from the BOS for the transfer of \$7,500.00 from the Public Works Facilities and Improvement CRF subaccount to the Town General Fund for payment to ServPro for hazardous waste cleanout at the Solid Waste Facility. The

request was accompanied by proper and sufficient supporting documentation. (Move: Allyn. Second: Pruitt. **Passed unanimously.**)

- The Trustees reviewed and approved a request from the BOS for the transfer of \$2,500.00 from the Road Reconstruction CRF subaccount to the Town General Fund for payment to Ironwill Construction for emergency culvert repair on Birch Hill Road. The request was accompanied by proper and sufficient supporting documentation. (Move: Pruitt. Second: Allyn. **Passed unanimously.**)
- The Trustees reviewed and approved a request from the BOS for the transfer of \$228.66 from the Dam Maintenance CRF subaccount to the Town General Fund for payment to Alton Home and Lumber for materials needed in the repair of Downing Pond. The request was accompanied by proper and sufficient supporting documentation (Move: Allyn. Second: Pruitt. **Passed unanimously.**)
- The Trustees reviewed an application for the Elmer C. Smith Scholarship from Natasha Bamford and voted unanimously to award her \$500.00 upon receipt of her transcript for the first semester of the 2024 school year. Bookkeeper Pruitt will inform Ms. Bamford of her award and the requirements for collecting payment.
- Trustee Allyn will forward the current draft of the document he has been compiling showing all funds currently managed by the TOTF (and some that have been discontinued). The document is not quite complete, as more research must be done on certain warrant articles and Town Voting results.

Old Business:

- While preparing to close the subaccount for the John Shirley Memorial Cemetery Expendable Trust Fund (ETF) per Warrant Article #10 at the 1994 Town Meeting, the Bookkeeper discovered the balance in the subaccount was in excess of \$90,000. The investigation into how this ETF has been funded and whether this is the correct Fund to close is still ongoing. Trustee Pruitt presented documentation on how and when the fund was created, but the sources of subsequent funding are not readily apparent. Ms. Pruitt turned the documentation over to Trustee Allyn who will have a go at it.
- Motion to adjourn at 11:57 AM. (Move: Allyn. Second: Bickford. **Passed.**)

Respectfully submitted,
David Allyn,
Trustee of Trust Funds
New Durham, NH