



# Town of New Durham, New Hampshire

## TRUSTEES OF TRUST FUNDS MEETING

### MINUTES of August 29, 2022

**Attendees:** Bookkeeper Angela Pruitt, Trustee David Bickford, Trustee David Allyn, Finance Manager (FM) Kathleen Blaney

The meeting was called to order by Trustee Allyn at 6:02 PM.

#### Housekeeping Business:

- The Trustees agreed that Trustee Allyn will assume the duties of chairperson re: Scheduling meetings (working with the Town Finance Manager who is the liaison between the Town and the Trustees) and setting the meeting agendas. The FM will post the agendas on the Town website with appropriate notice.
- The question was raised as to whether FM Blaney should continue to supply minutes of the Select Board meetings with the request packets as confirmation of the vote to expend funds. Trustee Bickford suggested it was a good practice, as it provides a point of reference for such decisions. Consensus was reached that they will continue to be provided.
- Draft minutes of TOTF meetings will be so marked and forwarded to the FM who will post them on the Town website. Any corrections that may be deemed necessary by the Trustees will be brought up at the next meeting during the review. Draft minutes will not be circulated for review prior to posting nor altered once posted. Corrections will be made at the following TOTF meeting, and the original text along with the corrected wording will be entered in the minutes of that meeting.

#### Agenda Business:

- The Trustees reviewed and approved a request from the Board of Selectmen for the transfer of \$10,530.82 from the Town Buildings and Improvement Expendable Trust Fund subaccount to the Town General Fund for payment to Santoro Plumbing & Heating, LLC, for repairs to the Library heating system. This request replaces the request made by the BOS and reviewed at the December 9, 2021, meeting of the TOTF at which it was rejected due to the Selectmen's request that the funds be transferred from the Library Facilities CRF for which they are not the agents to expend. 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 Board of Selectmen for the transfer of \$5037.78 from the Accrued Employees Benefit Expendable Trust Fund subaccount to the Town General Fund for accrued PTO benefits for a Department of Public Works employee. 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 Board of Selectmen for the transfer of \$6038.00 from the Computer and Office Maintenance Expendable Trust Fund subaccount to the Town General Fund for payment to ANS Networking, Inc. for maintenance of the Town computer systems for January through April of 2022. The request was accompanied by proper and sufficient supporting documentation for three of the four invoices submitted. One invoice was missing proof of payment. Trustee Bickford requested the fourth check stub which was promptly supplied by FM Blaney. (Move: Allyn. Second: Pruitt. **Passed unanimously.**)
- The Trustees reviewed and approved a request from the Board of Selectmen for the transfer of \$2538.97 from the Computer and Office Maintenance Expendable Trust Fund subaccount to the Town General Fund for payment to Lakes Region Computer for the firewall upgrade to the Town office computer network. The request was accompanied by proper and sufficient supporting documentation. (Move: Allyn. Second: Pruitt. **Passed unanimously.**)
- The Trustees reviewed and rejected a request from the Board of Selectmen for the transfer of \$1445.00 from the Computer and Office Maintenance Expendable Trust Fund subaccount to the Town General Fund for payment to Lakes Region Computer for maintenance to the Town Managed network, server, virtual server, and workstation. The request was rejected due to insufficient supporting documentation. The request stated the vote to expend occurred during the BOS meeting of July 21, 2022, but the minutes of the meeting provided to the TOTF do not mention a vote on this matter. The TOTF requests supporting documentation be provided in order to transfer the funds. FM Blaney will follow up with the BOS regarding the required documentation.
- The Trustees reviewed and approved a request from the Board of Selectmen for the transfer of \$3500.00 from the JC Shirley Timber Trust subaccount to the Town General Fund for payment to the following charitable agencies.  
     Cornerstone VNA -- \$2000.00  
     Strafford Nutrition & Meals on Wheels -- \$1500.00  
 The request was accompanied by proper and sufficient supporting documentation. (Move: Allyn. Second: Pruitt. **Passed unanimously.**)

**Note to the BOS:** The JC Shirley Timber Trust does not have the word “Charity” in the name. This creates confusion between the Timber Trust and the Shirley Charity Trust which is a different fund. FM Blaney will research the original establishment of both trusts to ensure we all have the proper names.

- The Trustees reviewed and rejected a request from the Board of Selectmen for the transfer of \$34,235.00 from the Police Cruiser Capital Reserve Fund subaccount to the Town General Fund for payment to Irwin Automotive Group for the purchase of one (1) 2022 Ford Interceptor cruiser. The request was rejected due to insufficient supporting documentation. The request stated the vote to expend occurred during the BOS meeting of July 7, 2022, but the minutes of the meeting provided to the TOTF do not mention a vote on this matter. The TOTF requests supporting documentation be provided in order to transfer the funds. FM Blaney will follow up with the BOS regarding the required documentation.

- The Trustees reviewed and rejected a request from the Library Trustees for the transfer of \$6791.48 from the Library Facilities Capital Reserve Fund subaccount to the Town General Fund for payment to Kelley's Flooring for the installation of new carpet in the New Durham Public Library. The request was rejected due to insufficient supporting documentation. The request stated the vote to expend occurred during the Library Trustees' meeting of February 7, 2022, but no vote was recorded in the minutes of the meeting provided to the TOTF. The TOTF requests supporting documentation be provided in order to transfer the funds. FM Blaney will follow up with the Library Trustees regarding the required documentation.
- The Trustees reviewed documentation provided by the Cemetery Trustees and held a discussion on the section regarding expenditure of funds for mowing maintenance for perpetual care in private cemeteries and where funds to pay for one half of the cost of a new mower for the highway department should come from. As no request was made by the Cemetery Trustees, no action was taken by the TOTF. For follow up, Trustee Pruitt will research all expendable and capital reserve trust funds for cemeteries (there are six) to differentiate among the purposes. Trustee Allyn will research prior requests from the Cemetery Trustees to determine the process used. FM Blaney will then get back to the Cemetery Trustees regarding making a request for funds.
- The Trustees approved the minutes of the December 9, 2021, meeting. The vote was two in favor, none opposed, and one abstention (Allyn) due to his not being either in attendance at the meeting nor a Trustee at the time.

#### **Old Business:**

- None

#### **New Business:**

- The Trustees received a check from the Cogswell Benevolent Trust in the amount of \$10,000.00 along with a request from the Select Board to deposit the funds into the 1772 Meetinghouse Capital Reserve Fund. The Bookkeeper will research the regulations on depositing funds into a Capital Reserve Fund without a vote by the Town. If it is allowed, she will make the deposit.
- The Trustees received one application for the Elmer C. Smith Scholarship from Natasha Bamford. The Trustees voted to award Ms. Bamford who plans to attend UNH and study Hospitality Service \$350.00 upon notification of the successful completion of her first semester. The Bookkeeper will notify Ms. Bamford of her award. (Move: Pruitt. Second: Allyn. **Passed unanimously.**) FM Blaney will update the online application form to include a line for the applicant's email address.
- Motion to adjourn at 8:44 PM. (Move: Pruitt. Second: Bickford. **Passed unanimously.**)

Respectfully submitted,

David Allyn,  
Trustee of Trust Funds  
New Durham, NH