

## **Approved Minutes of the Trustees of the Trust Funds (TOTF)**

Trustees of the Trust Funds Meeting

December 13, 2019

Town Hall 10:00AM

Present: David Allyn, Angela Pruitt, and Fred Quimby

Guests: Selectman David (Swens) Swenson and Scott Kinmond (TA)

Allyn opened the meeting at 10:08AM.

New Business:

1. The Draft Minutes of November 7, 2019 were reviewed and Quimby remarked that he would sign off at the end of the minutes. The Motion to approve the minutes, with Quimby signing them, was moved by Allyn, seconded by Pruitt. The vote in favor was unanimous.
2. Pruitt explained that after the November 7, 2019 meeting she received a statement showing that the Gravel CRF account only had \$15,441.12 in it and we had approved a transfer of \$18,760. (item 3-c in the minutes of Nov.7). Based on this finding Allyn moved and Quimby seconded a motion to transfer \$15,000.00 from the Gravel CRF to the Town's General Fund in partial fulfillment of the \$18,760.00 requested by the Board of Selectmen (BOS) for gravel used in road shoulder replacement by R&D Paving. The remaining funds to be transferred when the account is replenished. The vote in favor was unanimous.
3. Quimby moved and Allyn seconded a motion to approve the transfer of all funds as requested by the BOS from the accounts indicated in the Memorandum sent to the TOTF by Scott Kinmond dated December 10, 2019. The vote in favor was unanimous.
4. After some discussion the following motion was made by Allyn, seconded by Quimby: The TOTF moves to rescind the previous motion (item #3 above). The vote in favor was unanimous.
5. Allyn moved and Quimby seconded a motion to transfer all funds, with the exception of those funds approved in warrant article #10 (to be transferred from the J C Shirley Timber Trust Fund), as requested by the BOS from the accounts indicated in the Memorandum sent by Scott Kinmond to the TOTF dated December 10, 2019. All funds to be transferred to the Town's General Fund. The vote in favor was unanimous. These transfers included:
  - a. \$97,500.00 for the purchase of a new backhoe for the Highway Department, said expense to come from the Highway Equipment CRF.
  - b. \$1000.00 for the final payment to Solitude Lake Management for herbicide application to treat variable milfoil, said expense to come from the New Durham Water Quality and Milfoil CRF.
  - c. \$2537.50 for the diver assisted harvesting of milfoil by Aqualogic Intelligent Aquatic Management. Said expense to come from the New Durham Water Quality and Milfoil CRF.
  - d. \$4600.00 for the purchase of playground wood chips from Greymont Earth Materials of Alton, NH. Said expense to come from the Smith Ballfield Improvement CRF.
  - e. \$4550.70 for the purchase of a mobile radio for a police cruiser from Motorola Solutions of Chicago, IL. Said expense to come from the Police Cruiser CRF.

- f. \$6800.00 for the purchase and installation of a new fence for the J C Shirley Cemetery from Brentwood Fence LLC. Said expense to come from the J C Shirley Cemetery General Fund .
  - g. \$350.00 for Maloney's Plumbing and Heating of Alton for the installation of a dry hydrant at the Main Street Dam (also called the Downing Pond Dam). Said expense to come from the Dry Hydrant CRF.
  - h. \$500.00 for the excavation costs by Baron Brothers Development of Farmington for installation of the Dry Hydrant. Said expenses to come from the Dry Hydrant CRF.
  - i. \$2308.32 for the purchase of 2 PCs with shipping provided by ANS Networking. Said expense to come from the Office and Computer Equipment ETF.
  - j. \$825.00 to set up 2 PCs by ANS Networking. Said expense to come from the Office and Computer Equipment ETF.
  - k. \$3378.03 for the space needs study performed by A G Architects of Dover, NH. Said expense to come from the Town Building Improvements ETF.
  - l. \$1543.45 from various vendors supplying products and services for the dam maintenance project. The vendors include: A J Cameron Sod Farms ( \$60.00), Alton Home Center(\$65.21), Middleton Lumber ( \$279.70), Blue Trap Financial (\$14.24), Baron Bros. Development (\$500.00), Business Card Administration- choice metals (\$474.00), Business Card Admin.- water safety buoys (\$150.00). The Barron Bros. charge in this project is different from the charge found in item h above.
  - m. \$25,000.00 for road construction as approved in warrant article #7. Said funds to come from the Road Construction CRF. Invoices and checks for over \$225,000 for 2019 road construction was provided to the TOTF at the meeting as evidence that this money has been spent.
- 6. Allyn moved and Quimby seconded a motion to transfer \$5000.00 from the J C Shirley Timber Trust for services provided by: Cornerstone VNA (\$1846.00), Strafford Nutrition and Meals on Wheels (\$1200.00), Kingswood Youth Center (\$1500.00), and Haven (\$500.00). The vote was 2 in favor and 1 abstention. Passed.
  - 7. Quimby moved and Pruitt seconded a motion to transfer \$3565.36 from the Library Technology Expendable Trust to the Town's General Fund for IT services and networking as requested by the Library Trustees in their letter to the TOTF dated December 2, 2019. The vote was 2 in favor and 1 abstention. Passed.

#### Old Business:

- 1. David Allyn is to call Ms. Blodgett for further information related to the MS-9 and MS-10 forms.
- 2. Angela Pruitt will make the change required on the Elmer C. Smith Scholarship Fund.

#### Public Session:

- 1. Swens informed the TOTF that the Town of New Durham is moving forward with a decision to have Meredith Savings Bank serve as the Town's Bank for accounts under the control or the BOS. He asked if the TOTF were inclined to do the same. Allyn and Pruitt replied that in previous interactions with various investment firms, no investment firm including banks would provide monthly statements, with all our subaccounts broken down, without them charging an extra fee for this service. Swens replied that he was under the impression that Meredith Savings would in

fact do this for us. Pruitt said that she would go over to Meredith Savings and explore this opportunity with them.

2. Swens then stated that he will recommend inclusion of the MS-9 and MS-10 forms (for that year) be placed into the Town's Annual Report to be published the following year. Therefore, to meet this request the TOTF must have the information in the MS-9 and MS-10 reports ready by January 30 following the year in question in order to be available for publication in February. For example, this year's annual report will cover the calendar year 2019 and the MS-9 & 10 information for calendar year 2019 must be handed in to the BOS by January 30, 2020.
3. David Allyn thanked Swens and Scott Kinmond for attending this TOTF meeting and for their assistance in keeping the agenda items moving throughout the meeting.
4. Allyn also stated it is his intent to provide Scott Kinmond with a template which can be used during each BOS quarterly meeting ( in which the BOS discusses financial transfers from TOTF accounts to the Town's General Fund) and by simply adding critical information (to the template) regarding each transfer request, this template can replace the Memorandum currently being prepared and sent to the TOTF.

Allyn moved and Quimby seconded a motion to adjourn. The vote in favor was unanimous. The meeting adjourned at 11:20AM.

Respectfully submitted,

Fred Quimby, TOTF member