

## Draft Minutes

New Durham Trustees of the Trust Funds Meeting

New Durham Town Hall

Saturday December 15, 2018 at 9AM

Present: David Allyn, Angela Pruitt, and Fred Quimby

Allyn opened the meeting at 9:15 AM

The Draft Minutes of September 22, 2018 were reviewed and Quimby made the motion to accept the minutes as written (seconded by Pruitt). The vote for approval was unanimous.

### Old Business:

Allyn announced that he has heard back from only one Elmer C. Smith Scholarship recipient, Allison Perkins, who met the criteria for the scholarship. Allyn moved and Quimby seconded a motion to transfer \$150 from the Elmer C. Smith scholarship CRF to the Town's General Fund and request that the Town send a check for \$150 to Allison Perkins.

### New Business:

1. The New Durham Board of Selectmen (BOS) requests the Trustees of the Trust Funds (TOTF) to transfer funds from the Town's Highway Truck CRF to the Town's General Fund in the amount of \$16,139 for the purchase of the new Dump Truck Spreader from Messer Truck Equipment. Quimby moved and Allyn seconded a motion to transfer \$16,139 from the Highway Truck CRF to the General Fund. The vote for approval was unanimous.
2. The BOS requests the TOTF to transfer \$14,880 from the Milfoil CRF to the General Fund for partial payment of contracted work Performed by FB Environmental Associates for development of a Merrymeeting River Watershed Management Plan (WMP). Allyn moved and Pruitt seconded a motion to transfer \$14,880 from the Milfoil CRF to the General Fund as partial payment on New Durham's commitment (no more than \$20,000 total) to develop a Merrymeeting River Watershed Management Plan ( total cost \$49,600 to be shared by New Durham, Alton, the Merrymeeting Lake Association and NH Fish and Game).The transfer of such funds to be completed after Angela Pruitt receives and approves the results of the BOS motion to hire FB Environmental Associates to develop a Merrymeeting River Watershed Management Plan with a total contract cost of \$49,600, to be shared between Alton, MMLA, and NH F&G, with the New Durham commitment not to exceed \$20,000 . The vote for approval was unanimous.
3. The BOS request the TOTF to transfer \$174 from the Milfoil CRF to the General Fund for payment to Salmon Press for advertising public forums related to the Watershed Management Plan. Quimby moved and Pruitt seconded a motion to transfer \$174 from the Milfoil CRF to the General Fund. The vote for approval was unanimous.

4. The BOS request the TOTF to transfer \$636 from the Milfoil CRF to the General Fund for payment of UNH Cooperative Extension for water quality testing in the Merrymeeting River conducted between May and August 2018. Pruitt moved and Allyn seconded a motion to transfer \$636 from the Milfoil CRF to the General Fund. The vote for approval was unanimous.
5. The BOS request the TOTF to transfer \$195.32 from the Milfoil CRF to the General Fund to reimburse Fred Quimby for expenses incurred during a WMP public forum held on August 23,2018. Allyn moved and Pruitt seconded a motion to transfer \$195.32 from the Milfoil CRF to the General Fund. The motion was approved unanimously.
6. The BOS requests the TOTF transfer \$4,225 from the Milfoil CRF to the General Fund for payment to Aqualogic Intelligent Aquatic Management Inc. for Diver Assisted Suction Harvesting of variable milfoil from Jones, Marsh and Downing Ponds in 2018. Quimby moved and Allyn seconded a motion to transfer \$4,225 from the Milfoil CRF to the General Fund. The vote for approval was unanimous.
7. The BOS requests the TOTF to transfer \$9,351 from the Police Cruiser CRF to the General Fund for the purchase and installation by Two-Way Communications of a communication system in a new police cruiser. Allyn moved and Quimby seconded a motion to transfer \$9,351 from the Police Cruiser CRF to the General Fund. The vote for approval was unanimous.
8. The BOS requests the TOTF to transfer \$580 from the Police Cruiser CRF to the General Fund for vinyl graphics added to the new police cruiser by Decal Shoppe. Allyn moved and Pruitt seconded a motion to transfer \$580 from the Police Cruise CRF to the General Fund. The vote for approval was unanimous.
9. The BOS requests the TOTF to transfer \$66,754 from the Meeting House Restoration CRF to the General Fund for payment to Steppingstones Masonry for producing the foundation under the 1772 Meeting House. Allyn moved and Pruitt seconded a motion to transfer \$66,754 from the Meetinghouse CRF to the General Fund. The vote for approval was unanimous.
10. The BOS requests the TOTF to transfer \$800 from the Meeting House Restoration CRF to the General Fund to pay Victoria Bunker Inc. for an archeological survey under the main floor of the 1772 Meeting House. Allyn moved and Pruitt seconded a motion to transfer \$800 from the Meetinghouse CRF to the General Fund. The vote for approval was unanimous.
11. The BOS requests the TOTF to transfer \$122.56 from the Meeting House Restoration CRF to the General Fund for the purchase of electrical conduit for the 1772 Meeting House by John Abbott. Pruitt moved and Allyn seconded a motion to transfer \$122.56 from the Meetinghouse CRF to the General Fund. The vote for approval was unanimous.

12. The BOS requests the TOTF to transfer \$607 from the Public Safety Facilities CRF and \$1393.39 from the Town Building Improvement ETF to the General Fund for electrical work conducted by Rines Electric for the Police Department and Community Room respectively. Allyn moved and Quimby seconded a motion to transfer \$607 from the Public Safety CRF and \$1393.39 from the Town Building Improvement ETF to the General Fund. The vote for approval was unanimous.
13. The BOS requests the TOTF to transfer \$3,175.16 from the Computer and Office Equipment ETF to the General Fund for the purchase of new computer network servers for Town Hall and the Police Department from Spaulding Hill Network. Allyn moved and Pruitt seconded a motion to transfer \$3175.16 from the Computer and Office equipment ETF to the General Fund. The vote for approval was unanimous.
14. The BOS requests the TOTF to transfer \$1185 from the Town Building Improvement ETF to the General Fund for the purchase from Home Depot of a Highway Garage passage exterior door and associated materials. Pruitt moved and Allyn seconded a motion to transfer \$1185 from the Town Building Improvement ETF to the General Fund. The vote for approval was unanimous.
15. The BOS requests the TOTF to transfer from the Town Building Improvements ETF to the General Fund: \$5054.60 for the purchase of a CCTV system at the Department of Public Works, and \$3796.70 for a CCTV system for Town Hall, and \$2806.30 for access door controls for the Highway Garage each provided by A Plus Alarms. Pruitt moved and Allyn seconded a motion to transfer \$11,657.60 from the Town Buildings Improvement ETF to the General Fund. The vote for approval was unanimous.
16. The BOS requests the TOTF to transfer \$14,250 from the Town Building Improvement ETF to the General Fund for the replacement of the walkway leading to the New Durham Library main entrance by Ironwill Contractors LLC. Quimby moves and Allyn seconded a motion to transfer \$14,250 from the Town Building Improvement ETF to the General Fund. The vote for approval was unanimous.
17. The BOS requests the TOTF to transfer \$1846 from the JC Shirley Charity Trust to the General Fund for visiting nurse and hospice services provided by Cornerstone VNA. No action was taken on this request.
18. The BOS requests the TOTF to transfer \$500 from the JC Shirley Trust to the General Fund for domestic violence services rendered by Haven Services. No action was taken on this request.
19. The BOS requests the TOTF to transfer \$58,000 from the Road Construction CRF to the General Fund, as directed by Warrant Article 9. Invoices, check stubs and BOS motions for repaving services rendered by All States Asphalt, Inc. were provided as evidence that these funds were

being used for road construction. Allyn moved and Quimby seconded a motion to transfer \$58,000 from the Road Construction CRF to the General Fund. The vote for approval was unanimous.

20. The BOS requested the TOTF to transfer \$51,000 from the Fire Department Ancillary Equipment CRF to the General Fund as a down payment on the purchase of self-contained breathing apparatus provided by Firematic Supply Company. Allyn moved and Fred seconded a motion to transfer \$51,000 from the Fire Department Ancillary Equipment CRF to the General Fund. The vote for approval was unanimous.
21. The BOS requests the TOTF to transfer \$5000 from the JC Shirley Timber Trust as directed by Warrant Article 16. Warrant article 16 states these funds are: "for the purposes of funding contributions to Health and Other Agencies i.e. Cornerstone VNA, Strafford County CAP and Homemakers of Strafford County". Allyn moved and Quimby seconded a motion to transfer \$5000 from the JC Shirley Timber Trust to the General Fund with the expectation that these funds will be used to pay for services performed by Cornerstone VNA and Haven. The vote for approval was unanimous.
22. The TOTF took note of the fact that when the BOS approves a motion to pay a service provider and at the same time requests the TOTF to transfer funds to the General Fund, more frequently than not the amount initially approved is not the amount of the final payment for the service ( because of unforeseen circumstances or change orders). The TOTF believes that the procedure followed for it's December 15, 2018 meeting should be followed in the future. On the last BOS meeting before the TOTF meet the BOS should get a listing of all the transfer requests (with the final payment amount and a notation to explain why the final payment does not agree with the original motion) and vote for all these transfers at one time rather than including a request for transfer at the time the payment is initially approved.
23. Fred Quimby explained to other TOTF members that last July, at the suggestion of the BOS, the Milfoil Committee changed its name and mission to better reflect the activities in which it was engaged. The new Committee name is New Durham Water Quality Committee. The Millfoil CRF will also be changed this year to better reflect the activities to be funded from it.
24. Fred Quimby explained to the other members how the State reimburses the town when a matching grant is approved by the State. An example is the Milfoil Committee. Each year in August we are asked by the State if we are going to apply for a milfoil treatment grant to be used the following summer. A Fall survey by the NH DES of our waterbodies determines whether a treatment is necessary the following year and what the State recommends for a treatment. At this time the Milfoil Committee puts in their future treatment grant application knowing they will not hear whether or not it is funded until around January of the treatment year. Long before this (usually also in August) the BOS, CIPC and Budget Committee requests a budget from the

Milfoil Committee. The warrant articles are also written in the Fall and must include the milfoil treatment budget. Since we do not know if the grant will be approved or not, the Milfoil Committee asks the Town for the full amount of the treatment. That warrant, if approved, provides the secure funding needed for treatment in the following year. In mid-winter/Spring we hear if we have an approved grant and how much this grant will match (it varies between years). However, this State matching money is not available until after the treatment is finished and all payments for the service are made. So, the town's funding is always the source of funds paid to the service providers and the Town requests the State Match after all payments are made. The State then sends the town a portion of the funds the town has spent in the previous year in January-February. This State money is then added to the General Fund. Allyn asked why this State contribution does not go into the CRF for Milfoil Treatment.

25. The meeting adjourned at 11:46AM

Respectfully submitted,

Fred Quimby, member, TOTF December 16, 2018