

Draft Minutes

Meeting of the New Durham Trustees of the Trust Funds

January 4, 2019

New Durham Town Hall 6:30PM

Present: David Allyn, Angela Pruitt, and Fred Quimby

Allyn opened the meeting at 6:43 PM

There was a discussion of the minutes of December 15, 2018 and modifications were agreed upon for items 1 and 23 in the minutes. All TOTF members agreed with these changes. Fred will share the modified minutes with Allyn and Pruitt before sending them to the Town for posting.

New Business:

1. The New Durham Board of Selectmen (BOS) have requested the Trustees of the Trust Funds (TOTF) to transfer \$9011.89 from the Vehicle and Equipment Maintenance CRF to the General Fund to cover expenses incurred for a major engine repair to the International Dump Truck by Liberty International Trucks. Allyn moved and Pruitt seconded a motion to transfer \$9011.89 from the Vehicle and Equipment Maintenance CRF to the General Fund. The motion passed unanimously.
2. The BOS have requested the TOTF to transfer \$49,436.06 from the Accrued Benefits Liability Fund ETF to cover the funds paid to Town employees who have accrued sick and vacation time above the caps established under the new New Durham HR Policy. The new HR Policy changed accrual caps based on years of service and those employees who exceeded these new caps were compensated for the difference and loss of received benefits. Quimby moved and Pruitt seconded a motion to transfer \$49,436.06 from the Accrued Benefits Liability ETF to the General Fund. The motion passed by a vote of 2 in favor and 1 abstention*.
3. The BOS requested the TOTF to transfer \$8167.07 from the Dam Maintenance ETF to the Town's General Fund to cover the cost of services provided by CMA engineers to design the dam and provide data to the NH DES Dam Bureau for the Bureau's 2017 Inspection Report. Allyn moved and Pruitt seconded a motion to transfer \$8167.07 from the newly created Dam Maintenance ETF to the General Fund upon receipt of \$35,000 approved in the 2018 Town Warrant for this ETF. ** The motion was approved unanimously.
4. The BOS requested the TOTF to transfer \$200 from the newly created Dam Maintenance ETF to the Town's General Fund to cover the NH DES wetland permit for Downing Pond-Main Street Dam. Allyn moved and Pruitt seconded a motion to transfer \$200 from the Dam Maintenance ETF to the General Fund upon receipt of the \$35,000 approved in the 2018 Town Warrant which set up this new ETF. ** The motion passed unanimously.
5. Angela Pruitt received a letter from Abigail Koehler showing that she (Abigail) met the requirements to receive funds from the Elmer C. Smith Scholarship Fund. Allyn moved and Pruitt seconded a motion for the TOTF to transfer \$500 from the Elmer C. Smith Scholarship Fund to the Town of New Durham account and have the Town Treasurer cut and send a check for \$500 to Abigail Koehler (Pruitt to provide the details concerning Abigail Koehler's address to the Treasurer). The motion passed unanimously.

6. *=The TOTF noticed that the Abbreviated Payroll Registers did not reflect the hours over the cap on accrued benefits for which each employee was compensated.
7. **=The TOTF never received a request from the BOS to established this new ETF and upon reading the Memorandum of the BOS meeting of December 31,2018, Pruitt went ahead and set up this account. However, since there was no account established prior to this meeting the BOS could not transfer the \$35,000 necessary to fund the account and reimburse the General Fund for payment to CMA and NH DES for Dam Maintenance. In the future the TOTF will meet shortly after the town vote and review all approved warrant articles where a new CRF or ETF has been requested and initiate the process of setting up these ETFs and CRFs. After this action, the Town can fund the new CRFs and ETFs from tax dollars.
8. The TOTF noticed that the Abbreviated Payroll Register for Don Vachon was signed by only a single member of the BOS.
9. Quimby moved and Allyn seconded a motion to adjourn the meeting. The motion passed unanimously at 7:11PM.

Respectfully submitted,

Fred Quimby, TOTF member