

## Minutes

### TRUSTEES OF TRUST FUNDS

**April 20, 2022, at 4:00 pm, Franconia Town Hall**

In attendance: Karen Foss and Jan Cole; Carol Walker attended by phone  
Guest(s): none

#### Transactions:

Transactions included Three Bearings Fiduciary Advisors' quarterly portfolio management fees for the period from 12/1/2021 through 2/28/2022 were paid on March 16, 2022 with \$3,162.60 charged to the CRF and \$378.28 charged to the CTF. A distribution of \$1,358.31 from the CTF for Perpetual Care costs was processed on 3/14/2022.

#### Reports:

The Trustees reviewed the March 31, 2022 Three Bearings/Fidelity Common Capital Reserve Fund (CRF) report with a beginning balance of \$2,848,830.25 on 3/01/2022. Transactions in March included the \$3,162.60 quarterly advisor fee to Three Bearings; there was a decrease in investment value of (\$31,651.28) during the month and a year-to-date decrease in investment value of (\$109,971.64) resulting in an ending account value of \$2,814,016.37 as of 3/31/2022.

The Trustees reviewed the March 31, 2022 Three Bearings/Fidelity Common Trust Fund (CTF) report with a beginning balance of \$340,752.78 on 3/01/2022. Transactions in March included a distribution of \$1,358.31 to reimburse the town for the cost of the Perpetual Care as requested by the Cemetery trustees and the payment of the quarterly investment advisory fee of \$378.28 to Three Bearings. There was a decrease in investment value of (\$1,859.02) during March and a year-to-date decrease in investment value of (\$12,532.45) resulting in an ending account value of \$337,157.17 at 3/31/2022.

The MS-9 for the period from 1/01/22 through 2/28/2022 was not available for review at the March 16, 2022 Trustee meeting due to a programming issue. As a result, the trustees reviewed it at today's meeting along with the MS-9 for the 3-month period ending 3/31/2022.

#### Minutes:

Draft minutes for the February March 16, 2022 Trustee meeting were reviewed; Karen made a motion to accept the minutes as written and with a second by Jan; all voted in favor of approving the minutes. Carol will send final minutes for March to the Town Administrator for posting to the Town's website.

#### Deposits & Distributions after Town Meeting vote:

Jan will follow up with Diana at Three Bearings to remit the remaining \$16.69 in order to close the Fire/Police Station Improvement Fund.

Background from March 16, 2022 Trustees Meeting (carried forward for context):

Jan prepared and circulated a schedule of warrant articles that were passed at Franconia's March 8, 2022 town meeting that detail the warrant article numbers, fund names, amounts and sources of funds (trustee accounts, unassigned fund balance, budget, from taxation or from water customers). In a 3/11/2022 email from Jan to the Town Administrator, Jan reminded Kim that any funds from the unassigned fund balance that were voted at Town meeting must be transferred to the CRF or ETF within 10 days after town meeting.

Per Jamie Dow at DRA, the Northern Pass and Fire Safety CRF funds must be sent from Three Bearings back to the Town, and then sent from the Town back to Three Bearings as deposits to the Legal Fund and new Fire Safety Equipment ETF fund to be established.

In response to the above, Karen picked up Check No. 044448 for \$67,971.00 on 3/16/2022. After review by the trustees at our 3/16/2022 meeting, it was determined that the check must be voided and another one prepared with changes that Karen will communicate in writing to the Town Administrator:

- Deposits to the town's Capital Reserve and Trust Fund accounts should be made payable to "Fidelity Investments" instead of to Three Bearings. Instructions were provided to the town again for this transaction and to retain for future deposits.
- The check should be changed to \$55,971, which is the \$8,815 from WA#15 (corrected) for Lafayette Recreation ETF and \$47,156 from WA#16 (corrected) for Life Squad Van CRF.

We were advised by Three Bearings that the \$12,000 from WA#19 (corrected) should be delayed until the new account is established; but it cannot be established until the old account is closed, which will happen once March figures are posted. Karen reminded the Town Administrator about the \$12,000 check again in April.

As of the 4/20/22 trustee meeting, the trustees have not received the town's check transferring funds from unassigned balance to Lafayette Recreation and, Life Squad or the addition of \$12,000 to the Fire Department Safety Equipment ETF. We do expect to have the deposit slips for the 2 checks this week. Jan worked with Diana at Three Bearings to close the account, create the new Fire Department Safety Equipment ETF (FDSE ETF) and has asked for a check from the BOS to add the \$12,000 in new funds. The closure of the Northern Pass Defense fund and Fire Department Safety Equipment CRF occurred on 4/8/22 with funds deposited to the Town's account.

Franconia Scholarship Fund Policy and Procedures follow-up:

The Board of Selectmen has appointed Jane Brewer to the Scholarship Advisory Committee. The Library Trustees have appointed Ann Steuernagel to replace Bess Andrews. The committee has been informed that \$3,500 is available for scholarship(s) and \$100 for the Towse Athletic award. Jan will remind the committee and Jill Brewer that the trustees will need their recommendations and application packets in time for the May 18<sup>th</sup> trustee meeting.

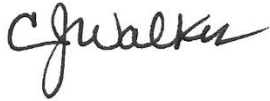
Alternate Trustee: Several names have been suggested including Didi Saulnier, Catherine Miller, and Lisa-Jane Philbrick. Carol will contact them to introduce the concept and will report back as to their interest. If one or more is found (as many as 2 are permitted), we will ask the BOS to consider their appointment.

Old Business:

Jan will follow-up with Toni Butterfield at the SAU to obtain copies of school district annual meeting minutes for its 1984 vote on Remedial Education that needs to be provided to the DRA. Jan will also remind the BOS of their responsibility to review and approve the Investment Policy on an annual basis.

There being no further business, the trustees adjourned the meeting at 5:00 pm. The next trustee meeting is scheduled for May 18, 2022 at the Town Hall beginning at 4 pm.

Respectfully submitted,

A handwritten signature in black ink that reads "C. Walker". The signature is written in a cursive, flowing style.

Carol J. Walker, Trustee