

Minutes

TRUSTEES OF TRUST FUNDS

June 28, 2023

In attendance: Jan Cole, Karen Foss, Mike Betley and Carol Walker

The meeting commenced at 4:30 pm.

There were no transaction activities during May 2023 for either the Capital Reserve Funds (CRF) or the Common Trust Funds (CTF).

The Trustees reviewed the May 1- 31, 2023 Three Bearings/Fidelity Common Capital Reserve Fund (CRF) report with a beginning balance of \$2,501,793.99 on 5/1/2023. Dividend income of \$4,215.03 was received in May. After a decrease in investment value of \$7,728.52 in May, the ending account value was \$2,494,065.47 at 5/31/2023. On a year-to-date basis in 2023, there has been an increase in investment value of \$73,119.30 in the CRF.

The Trustees reviewed the May 1-31, 2023 Three Bearings/Fidelity Common Trust Fund (CTF) report with a beginning balance of \$315,173.66 on 5/1/2023. Dividend income of \$628.00 was received in May. After a decrease of \$7,622.01 in investment value in May, the ending account value was \$307,551.65 at 5/31/2023. On a year-to-date basis in 2023, there has been an increase in investment value of \$838.32 in the CTF.

The MS-9's for the periods from 1/01/2023 through 5/31/2023 and 5/1/2023 to 5/31/2023 were reviewed; dividends earned in May were included as noted above. While there was no transaction activity in May as noted above, Three Bearing's quarterly portfolio management fees of \$2,849.98 for the CRF and \$351.44 for the CTF for the period from 3/1/23 to 5/31/23 are accounted for on an accrual basis and reflected on the MS-9 in May 2023 (net of dividends earned during the month for the CRF and the CTF) even though the transactions are not paid until 6/6/23 per the Fidelity brokerage accounts. Dividends earned of \$4,215.03 less the CRF portfolio management fee of \$2,849.98 resulted in net income in the CRF of \$1,365.05 in May 2023. Similarly, dividends earned of \$628.00 less the CTF portfolio management fee of \$351.44 resulted in net income in the CTF of \$276.56 in May 2023.

Minutes: Draft minutes for the May 17, 2023 trustee meeting were reviewed. Karen made a motion to approve the minutes as written with a second by Jan. The motion passed unanimously. Carol will send the final approved minutes for May's meeting to the Town Administrator and Secretary for posting to the Town's website.

Other business:

Updated CRF & ETF Fund Names Listing: Jan provided an updated list of CRFs and ETFs with changes to reflect that the Lafayette School Board was appointed as agents on two of its three accounts, and that the CRFs for Northern Pass, Fire Safety and Fire Safety Equipment (the CRF for Fire was replaced by an ETF) have now been deleted. This updated list is attached below.

Franconia Scholarship & Towse Athletic Award: On May 27, Jan provided the Advisory Committee members with the following payment instructions to accompany the Scholarship award that was presented by Tom Allen on behalf of the Scholarship Advisory Committee and the Trustees.

Payment of Scholarship Award:

1. Recipient(s) should submit a copy of their tuition bill to the Trustees of the Trust Funds (Trustees receive mail at the Franconia Town Hall).
2. Upon receipt of the tuition bill, the Trustees will review the approved application and request a check from Franconia's Town Administrator.
3. The check will be made payable jointly to the college and the recipient(s) and will be mailed directly to recipient(s).
4. Recipient(s) should provide/confirm their mailing address to the town office.

Lafayette Regional School Pfosi award: On June 7, Meaghan Caron at LRS notified Jan that Maia Harrison is this year's 6th grade recipient of the Pfosi Award. She has requested \$200.00 be released from the Pfosi Memorial Trust Fund for this purpose. The Town will reimburse the school and should put Pfosi Award 2023 on the check's memo line.

Automated External Defibrillator (AED) purchase: Jan and Mike recommended that ARPA funding be used to purchase the AEDs. A public hearing was held at the June 5 BOS meeting for ARPA funds. One of the two AEDs being purchased may be located at Franconia Market.

Cemetery funding requests: reimbursement to the Town for Warren Tree Service cemetery maintenance; additional proceeds from the sale of cemetery plots in 2022 and in 2023. Additional lots have been sold. We should receive a notice from the Cemetery Trustees (CTs) that there are funds to transfer to the Cemetery Maintenance Fund CRF but have not received any information thus far in 2023.

Lafayette Rec Van: A van is being leased for \$4,500 by Lafayette Rec for use this summer.

2023 Town Meeting Approved Warrant Article Listing: Jan has provided a list of all approved 2023 warrants including the item and/or purpose and the dollar amount. The list indicates what amount will be transferred to a Capital Reserve Fund (CRF) or Expendable Trust Fund (ETF) and further identifies each warrant article and how the expense will be funded (Trust Account, Unassigned Fund Balance, Budget, Taxation or Water Department customers). A copy of this listing is attached below and will be updated as needed.

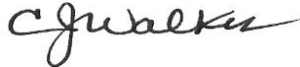
Funds to transfer to & from CRFs & ETFs question: By email on 6/28, Jan asked the BOS when they plan to review the town's cash position with Steve Plant so they can let the Trustees know when to expect funds approved at Town meeting to be moved. In the past few years, this has been done after the first tax collection deadline in July. The total amounts are shown in the attached 2023 Warrant Article Funding spreadsheet with the total to move of \$559,017 which is comprised of the warrants to fund the CRFs and ETFs: \$432,623, along with money from selling old equipment: \$99,390, Lafayette Rec budget monies to fund CRF/ETF: \$8,670, Lafayette Rec fundraising: \$16,334 and rent from the Chamber: \$2,000.

A list of reimbursements to the Town that will be processed is approximately \$336,000. Documentation has been provided for some items but not all have been expended (for example, the second half of the new Western Star truck). It is best to request reimbursement in a larger group rather than ask the investment company to make multiple transactions from the invested funds.

Training: Mike Betley attended the Municipal Trustees Workshop virtually on June 8.

There being no further business, the trustees adjourned the meeting at 5:30 pm. The next Trustee meeting will be held on Wednesday, July 19, 2023 at the Town Hall beginning at 4 pm. There will be no meeting in August; the next scheduled meeting thereafter will be on September 20, 2023.

Respectfully submitted,



Carol Walker, Trustee

Attachments: **2023 Town Meeting Warrant Article Funding spreadsheet**
2023 CRF and ETF Fund Names List
2023 Reimbursements

2023 Town Meeting Warrant Article Funding spreadsheet:

Article No.	Fund Name	Amount	Add to Trustee Accounts	Amt from Trustee Accounts	From Unassigned	From Budget	From Taxes	From Water Custs
2	Operating Budgets	\$2,072,210					\$2,072,210	
3	Town Building Truck	\$11,452	\$11,452				\$11,452	
3	Town Buildings and Grounds Equip	\$10,634	\$10,634				\$10,634	
3	Highway Truck	\$85,137	\$85,137				\$85,137	
3	Highway Heavy Equipment	\$42,642	\$42,642				\$42,642	
3	Police Cruiser	\$14,154	\$14,154				\$14,154	
3	Fire Heavy Equipment	\$52,006	\$52,006				\$52,006	
3	Frost Place Maintenance	\$867	\$867				\$867	
3	Bridge Construction	\$40,000	\$40,000				\$40,000	
4	Highway Improvement Fund	\$75,000	\$75,000				\$75,000	
4	Town Buildings Maintenance Fund	\$30,000	\$30,000				\$30,000	
4	Sidewalk Improvement	\$21,000	\$21,000				\$21,000	
4	Franconia Heritage Museum Fund	\$1,061	\$1,061				\$1,061	
4	Library Building Maintenance Fund	\$5,520	\$5,520				\$5,520	
4	Fire Department Safety Equipment	\$33,150	\$33,150				\$33,150	
5	Tri-Town Transfer Station	\$144,549					\$144,549	
6	Abbie Greenleaf Library	\$95,000					\$95,000	
7	Water Dept Operating Budget	\$365,848						\$365,848
8	Revaluation	\$10,000	\$10,000				\$10,000	
9	Contract for Ambulance Service	\$60,000					\$60,000	
10	Contract for Ambulance Service-Cont	\$325,890					\$325,890	
11	Fire Department Safety Equipment	\$40,000	\$40,000		\$40,000			
11	Fire Heavy Equipment	\$17,890	\$17,890		\$17,890			
11	Highway Heavy Equipment	\$38,000	\$38,000		\$38,000			
11	Buildings & Grounds Equipment	\$3,500	\$3,500		\$3,500			
12	Western Star 10-Wheeler Purchase	\$260,000		\$252,000	\$8,000			
13	One-ton dump truck - Bldg & Grnds	\$80,000		\$45,000	\$35,000			
14	Ventrac Tractor/Mower Bldg & Grnds	\$77,000		\$12,000	\$65,000			
16	Town Bldg Maintenance ETF	\$2,000	\$2,000		\$2,000			
17	Dow Field Capital Reserve Fund	\$1,530	\$1,530			\$1,530		
18	Rink Surface Maintenance ETF	\$2,040	\$2,040			\$2,040		
19	Recreation Van CRF	\$5,100	\$5,100			\$5,100		
20	Lafayette Rec Fundraising	\$16,334	\$16,334		\$16,334			
21	Non-Profits	\$32,558					\$32,558	
	Totals	\$4,072,072	\$559,017	\$309,000	\$225,724	\$8,670	\$3,162,830	\$365,848
	Less income credit to operating budget						-\$644,555	
	Total taxes to be raised						\$2,518,275	
	tax impact						\$6	
	To trust funds 10 days frm twn meeting				\$117,724			

2023 CRF and ETF Fund Names List:

Year Established	Warrant #	Legal Fund Name	Purpose per Original Warrant Article	Fund Type	Agent to Expend	Comment
1966	14	Bridge Construction	bridge construction/maintenance	CRF	Selectmen	Town Fund
1985	9	Cemetery Maintenance Fund	cemetery maintenance	ETF	Cemetery Trustees	Town Fund
2017	12	Dow Clock Expendable Trust Fund	Maintenance, repairs and improvements to the Dow Clock	ETF	Selectmen	Town Fund
1994	5	Dow Field	Dow Field Maintenance	CRF	NONE	Town Fund
2003	18	Emergency Management Fund	disaster funds	ETF	Emer. Mgmt Dir.	Town Fund
2020	18	Energy	Providing funds for alternative energy and energy efficiency projects in municipal buildings and properties	CRF	Selectmen	Town Fund
2022	18	Fire Dept Safety Equipment ETF	Fire dept safety equipment	ETF	Selectmen	Town Fund
2017	14	Fire Heavy Equipment	Purchase heavy equipment for the Fire Department	CRF	Selectmen	Town Fund
2003	17	Franconia Heritage Museum Maintenance Fund	Maintenance of Museum	ETF	Selectmen	Town Fund
2013	13	Frost Place Maintenance	Frost Place maintenance	CRF	Selectmen	Town Fund
1994	6	Handicap Access	Library handicap access	CRF	NONE	Town Fund
2000	11	Highway Department Truck	highway truck(s)	CRF	NONE	Town Fund
2000	12	Highway Heavy Equipment	Highway heavy equipment	CRF	Selectmen	Town Fund
1997	9	Highway Improvement Fund	highway improvement	ETF	Selectmen	Town Fund
2017	11	Lafayette Recreation	Enhance the Lafayette Recreation programs, events and activities	ETF	Selectmen	Town Fund
1989	5	Legal	legal	CRF	Selectmen	Town Fund
1998	9	Library Building Maintenance Fund	library maintenance	ETF	Selectmen	Town Fund
2013	12	Life Squad Equipment	Life Squad equipment	CRF	Selectmen	Town Fund
2001	14	Life Squad Van	Life Squad van	CRF	NONE	Town Fund
1994	14	Police Cruiser	police cruiser	CRF	NONE	Town Fund
1984	3	Reassessment	property reassessment	CRF	Selectmen	Town Fund
2015	21	Recreation Van	Recreation Van	CRF	Selectmen	Town Fund
2002	17	Rink Surface Maintenance Fund	rink surface maintenance	ETF	Selectmen	Town Fund
2014	17	Rural Water Supply	cisterns and ponds	CRF	Selectmen	Town Fund
2002	5	School Building and Grounds Maintenance Fund	maintain & repair the school building	ETF	School Board	School Fund
2010	5	School District Technology Fund	repair, maintain & upgrade tech equip	CRF	School Board	School Fund
1997	8	Sidewalk Improvement	sidewalk improvement	ETF	Selectmen	Town Fund
1984	3	SPED CRF - Special Education	meet the expenses of educating educationally handicapped children	CRF	NONE	School Fund
1997	7	Town Building Maintenance Fund	maintenance of town building(s)	ETF	Selectmen	Town Fund
2007	6	Town Buildings & Grounds Equipment	town buildings and grounds equipment	CRF	NONE	Town Fund
2002	8	Town Buildings Vehicle	town maintenance truck	CRF	NONE	Town Fund
2002	9	Transfer Station Equipment	transfer station equipment	CRF	NONE	Town Fund
2011	7	Transfer Station Improvements	improvements to transfer station	CRF	Selectmen	Town Fund
2019	28	Welfare ETF	providing general assistance	ETF	Selectmen	Town Fund
2020	Trust	Lucy Pfoosi Memorial Fund	graduating 6th graders demonstrating social responsibility	Trust	Lafayette Regional School	Town Fund
1983	Trust	Franconia Scholarship Fund	financial aid to graduating Franconia resident and Towse Athletic Award	Trust	Trustees & Advisory Committee	Town Fund

2023 Reimbursements:

Town of Franconia pending reimbursements as of 06-28-23					
Reimbursement Item	Amount	From Account	CRF/ETF	Documents Received	Documentation Needed
Ventrac Tractor	\$11,325.00	Town Buildings & Grounds Equipment	CRF	1. 2023 warrant #14 2. Minutes town meeting	1. Copy of check to MTE Equipment Solutions, Inc. 2. QuickBooks report 3. Request from TA
One-ton dump truck	\$31,139.00	Town Buildings Vehicle CRF	CRF	1. 2023 warrant #13 2. Minutes town meeting	1. copy of check to Autosavers Group of St. Johnsbury 2. QuickBooks report 3. Request from TA
Besaw Iron Furnace	\$6,616.18	Franconia Heritage Museum Maint Fund	CRF	1. copy of check No. 44808 dated 7/18/22	1. BOS need to request and vote to have the Town reimbursed. 2. Minutes of BOS meeting 3. QuickBooks report 4. Request from TA
Warren Tree cemetery work in 2022	\$5,925.00	Cemetery Maintenance Fund	ETF	all documents received	none pending
Towse Award	\$100.00	Franconia Scholarship Fund	Trust Fund	1. Recommendation from Committee	1. Copy of check 2. Copy of QuickBooks report 3. Request from TA
Pfosi Award	\$200.00	Lucy Pfosi Memorial Fund	Trust Fund	1. Recommendation from school	1. Copy of check 2. Copy of QuickBooks report 3. Request from TA
Scholarship Award	\$3,900.00	Franconia Scholarship Fund	Trust Fund	1. Recommendation from Committee	1. Copy of check 2. Copy of QuickBooks report 3. Copy of invoice from school
Western Star Truck	\$252,000.00	Highway Dept Trucks	CRF	1. Warrant #12 2. Minutes town meeting	1. Copy of check(s) 2. Copy of QuickBooks report(s) 3. Request from TA
paint rink surface	\$12,885.00	Rink Surface Maintenance Fund	ETF	nothing	1. Copy of check 2. Copy of QuickBooks report 3. BOS need to request and vote to have the Town reimbursed. 4. Minutes of BOS meeting 5. Request from TA
railing added to town hall	\$12XXX	Town Building Maintenance Fund	ETF	nothing	1. Copy of check to Wilco 2. Copy of QuickBooks report 3. BOS need to request and vote to have the Town reimbursed. 4. Minutes of BOS meeting 5. Request from TA
total w/o railing	\$324,090.18				