

Minutes

TRUSTEES OF TRUST FUNDS

January 15, 2025

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

The meeting commenced at 4:08 pm.

Transactions for December 2024: Activity in the Capital Reserve Fund (CRF) in December included a deposit of \$43,847.11 to the Lafayette Recreation Fund for income received from Top Notch Triathlon and Halloween Cup events. Payments of \$3,582.04 to Three Bearings for its quarterly CRF portfolio management fee and \$49,749.83 to the Town to reimburse it for expenses related to events and other activity were made during the month. Activity in the Common Trust Fund (CTF) included payment of \$376.80 for Three Bearings' quarterly CTF portfolio management fee and reimbursement of \$1,469.32 for cemetery mowing expenses from certain Perpetual Care Trust accounts to the Town.

The Trustees reviewed the December 1-31, 2024 Three Bearings/Fidelity Common Capital Reserve Fund (CRF) report with a beginning balance of \$3,318,199.13 on 12/1/2024. With the addition of \$43,847.11 in income from the Lafayette Recreation events, and subtractions of \$53,331.87 attributed to payment of the \$3,582.04 Three Bearings advisor fee and \$49,749.83 for reimbursement of expenses to the Town for Lafayette Recreation event expenses, as well as a decline of \$15,059.52 in investment value in December, the ending CRF account value was \$3,293,654.85 at 12/31/2024. On a year-to-date basis, the CRF investment value increased by \$212,562.73. Dividend income for December 2024 was \$20,195.39, and \$105,571.14 for the year ending 12/31/2024.

The Trustees reviewed the December 1-31, 2024 Three Bearings/Fidelity Common Trust Fund (CTF) report with a beginning balance of \$349,041.08 on 12/1/2024. With the subtraction of \$376.80 for Three Bearings advisor fee, \$1,469.32 from the Cemetery Perpetual Care accounts and a \$10,509.79 drop in investment value in December, the ending account value was \$336,685.17 at 12/31/2024. On a year-to-date basis, the CTF investment value has increased by \$20,657.57. December's dividend income was \$2,644.26 and \$14,044.98 for the year ending 12/31/24.

The MS-9 for the periods from 12/01/2024 through 12/31/2024 and for the calendar year ending 12/31/2024 were reviewed. The Report of the Trustees of Trust Funds for the calendar year ending 12/31/2024 provided by Three Bearings was also reviewed.

Invoices for Three Bearings' quarterly Portfolio Management fees were received for both the CRF and CTF with \$3,582.04 billed for the CRF and \$376.80 billed for the CTF and were paid on 12/5/2024 per Fidelity's December statement. Revised MS-9 reports for November that correctly reported accrual of these fees was provided by Three Bearings and replaced those that were available and reviewed at our meeting in December.

Minutes: Carol handed out revised Draft minutes for the December 18, 2024 Trustee meeting that were reviewed. Jan made a motion to approve the minutes as written; Karen seconded her motion. All voted in favor of the motion to accept the minutes. Carol will send the final approved minutes for the 12/18/24 meeting to the Town Administrator and Secretary to post on the Town's website.

General Business:

2024 Report of the Trustees of Trust Funds: Karen provided this report for the Town and our records. A copy of the 2024 Report of the Trustees of Trust Funds is included for reference.

Auditor Questionnaire: Jan circulated Plodzik & Sanderson's Trustees of Trust Funds Questionnaire for review. We agreed on answers and Jan will return it to the Town's auditor; they plan to be at the Town on 1/22/25.

Annual Review of and Vote on Investment Policy: All reviewed the Investment Policy; Karen made a motion to re-affirm the existing policy, Jan seconded this motion, and all voted unanimously in favor of the motion.

Morningstar X-Ray reports: These were sent to Carol. She will forward them to Karen, Jan & Mike for their review with plans to consider them at our next meeting.

Town Reimbursement Requests updated to Jan. 7, 2025: Jan circulated an updated Pending Reimbursements report showing a total of \$94,246.86 in amounts due that include \$18,672.75 for the Fire Dept Safety Equipment Fund that will be processed in early 2025, Lafayette Rec Fund expenses of \$3,364.11 related to the 2024 Wobble Gobble event, and \$72,210.00 due for the Highway Heavy Equipment Fund for the new truck body that is being fabricated in 2025.

Transaction Log: No new activity was reported.

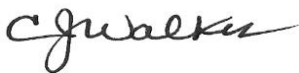
Cemetery: No new activity was reported.

Lafayette Recreation: Since the Wobble Gobble event did not occur until Thanksgiving, the total proceeds and related expenses for this event are often not available until the beginning of the following year (2025). At present, \$3,364.11 in expenses for the 2024 Wobble Gobble have been submitted for reimbursement; income is in process of being totaled and will be submitted shortly. An accrual of \$11,318.93 was made for the income; with both to be finalized in early 2025.

2025 meeting plans: Franconia's Period for filing as a candidate for office is from 1/22 to 1/29/25.

There being no further business, the trustees adjourned the meeting at 5:20 pm. The next Trustee meeting will be held a week earlier on **Wednesday, February 12, 2025** at the Town Hall beginning at **4:00 pm** due to Carol's planned absence the following week.

Respectfully submitted,



Carol Walker, Trustee

Attachments: **2024 Report of the Trustees of Trust Funds**
2024 Town Meeting Approved Warrant Articles and Funding Sources
2025 Pending Reimbursements as of 1/7/2025
Active CRF and ETF Fund Names List updated 3/31/24

2024 Town Meeting Approved Warrants and their Funding

| Article No. | Fund Name | Amount | Add to Trustee Accounts | Amt from Trustee Accounts | From Unassigned | From Budget | From Taxes | From Water Custs | From Sugar Hill & Easton |
|-------------|--|-------------|-------------------------|---------------------------|-----------------|-------------|-------------|------------------|--------------------------|
| 6 | Operating Budgets | \$2,343,730 | | | | | \$2,343,730 | | |
| 7 | Town Building Truck | \$18,760 | \$18,760 | | | | \$18,760 | | |
| 7 | Town Buildings and Grounds Equip | \$13,038 | \$13,038 | | | | \$13,038 | | |
| 7 | Highway Truck | \$150,248 | \$150,248 | | | | \$150,248 | | |
| 7 | Highway Heavy Equipment | \$7,000 | \$7,000 | | | | \$7,000 | | |
| 7 | Police Cruiser | \$14,437 | \$14,437 | | | | \$14,437 | | |
| 7 | Fire Heavy Equipment | \$53,046 | \$53,046 | | | | \$53,046 | | |
| 7 | Frost Place Maintenance | \$884 | \$884 | | | | \$884 | | |
| 7 | Bridge Construction | \$40,000 | \$40,000 | | | | \$40,000 | | |
| 7 | Transfer Station Equipment | \$5,000 | \$5,000 | | | | \$5,000 | | |
| 8 | Highway Improvement Fund | \$75,000 | \$75,000 | | | | \$75,000 | | |
| 8 | Town Buildings Maintenance Fund | \$30,000 | \$30,000 | | | | \$30,000 | | |
| 8 | Sidewalk Improvement | \$21,000 | \$21,000 | | | | \$21,000 | | |
| 8 | Franconia Heritage Museum Fund | \$1,082 | \$1,082 | | | | \$1,082 | | |
| 8 | Library Building Maintenance Fund | \$5,630 | \$5,630 | | | | \$5,630 | | |
| 8 | Fire Department Safety Equipment | \$37,490 | \$37,490 | | | | \$37,490 | | |
| 9 | Tri-Town Transfer Station | \$104,601 | | | | | \$104,601 | | |
| 10 | Abbie Greenleaf Library | \$95,000 | | | | | \$95,000 | | |
| 11 | Water Dept Operating Budget | \$463,608 | | | | | | \$463,608 | |
| 12 | Contract for Ambulance Service | \$648,699 | | | | | \$648,699 | | |
| 13 | Heavy Duty Truck | \$149,410 | | \$149,410 | | | | | |
| 14 | Titan 6-CV Manual Tie Baler | \$134,875 | | \$58,000 | \$18,879 | | | | 57,996 |
| 15 | Closed Top Roll Off Containers | \$19,062 | | \$10,865 | | | | | 8,197 |
| 16 | Recreation Bus | \$69,977 | | \$25,000 | \$21,139 | | | | 23,838 |
| 17 | Revaluation | \$5,000 | \$5,000 | | | | \$5,000 | | |
| 18 | Highway Heavy Equipment | \$34,000 | \$34,000 | | \$34,000 | | | | |
| 18 | Highway Dept Truck | \$260 | \$260 | | \$260 | | | | |
| 19 | Town Bldg Maintenance ETF | \$2,000 | \$2,000 | | \$2,000 | | | | |
| 20 | Dow Field Capital Reserve Fund | \$1,561 | \$1,561 | | | \$1,561 | | | |
| 21 | Rink Surface Maintenance ETF | \$2,081 | \$2,081 | | | \$2,081 | | | |
| 22 | Recreation Van CRF | \$5,202 | \$5,202 | | | \$5,202 | | | |
| 23 | Non-Profits | \$35,558 | | | | | \$35,558 | | |
| | | | | | | | | | |
| Totals | | \$4,587,239 | \$522,719 | \$243,275 | \$76,278 | \$8,844 | \$3,705,203 | \$463,608 | \$90,031 |
| | Less income credit to operating budget | | | | | | -\$689,576 | | |
| | Total taxes to be raised | | | | | | \$3,015,627 | | |
| | tax impact | | | | | | \$7.09 | | |
| | To trust funds 10 days frm twn meeting | | | | \$36,260 | | | | |

Town of Franconia pending reimbursements as of 01-07-25

| Reimbursement Item | Amount | From Account | CRF/ETF | Documents Received | Documentation Needed | Comment | Amount Booked to account no. | Processed |
|--|------------------|------------------------|---------|--------------------|---|--|------------------------------|------------------|
| mobile radio | 8,759.00 | Fire Dept Safety Equip | ETF | NONE | 1. Invoice 2. QuickBooks report showing pd invoice 3. BOS minutes approving withdrawal 4. TA request | mobile radio for new firetruck. Installation is scheduled for January 2025. | | |
| Lafayette Rec expenses | 3,364.11 | Lafayette Recreation | ETF | NONE | 1. Invoice 2. QuickBooks report showing pd invoice 3. BOS minutes approving withdrawal 4. TA request | Wobble Gobble expenses. Entry needs to be made to 1203 (due from trust) | 4520-980 | |
| Heavy Duty Truck PARTIAL 11/26/24 | 72,210.00 | Highway Heavy Equip | CRF | NONE | body fabrication will be first half of 2025 | WA #13 2023 town meeting. As of 10-15-24 \$77,200 has been paid for the chassis. Body will not be complete until 2025. | 4902-00 | 11/26/24 partial |
| HSEM, Bergeron, Fire Tech & Safety fire safety equipment | 9,913.75 | Fire Dept Safety Equip | ETF | NONE | 1. Invoice 2. QuickBooks report showing pd invoice 3. BOS minutes approving withdrawal 4. TA request | Invoices paid in 2024 and booked to 4220-980. Entry to be made to 1203 (due from the Trust). Reimbursement to be processed early 2025. | 4220-980 | |
| Total Pending Reimbursement per fund | | | | | | | | |
| Fire Dept Safety Equip | 18,672.75 | | | | | | | |
| Highway Heavy Equip | 72,210.00 | | | | | | | |
| Lafayette Recreation | 3,364.11 | | | | | | | |
| Total | 94,246.86 | | | | | | | |

| Active CRF and ETF Fund Names List - UPDATED 03-31-24 | | | | | | |
|---|--------------------|--|---|-----------|-------------------------------|-------------|
| Year Established | Original 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 |