

Minutes

TRUSTEES OF TRUST FUNDS

October 29, 2025

In attendance: Jan Cole, Mike Betley & Carol Walker

The meeting commenced at 4:17 pm.

The Trustees reviewed the September 1-30, 2025 Three Bearings/Fidelity Common Capital Reserve Fund (CRF) report with a beginning balance of \$4,019,049.47 on 9/1/2025. After subtraction of the \$4,204.61 portfolio management fee and a change in investment value of \$33,060.17, the ending account value grew to \$4,047,905.03 on 9/30/25. Income during the month included dividends of \$11,136.29 and interest of \$64.95 for a total of \$11,201.24. YTD through September 30, 2025, the change in investment value is \$224,301.52.

The Trustees reviewed the September 1-30, 2025 Three Bearings/Fidelity Common Trust Fund (CTF) report with a beginning balance of \$362,509.85 on 9/1/2025. After subtraction of the \$379.25 portfolio management fee and a change in investment value of \$3,884.25, the ending account value grew to \$366,014.85 at 9/30/25. Income during the month included dividends of \$1,548.22 and interest of \$2.98 for a total of \$1,551.20. YTD through September 30, 2025, the change in investment value is \$30,495.60.

Transactions for September 2025: The only transactions during the month were the payment of Three Bearings quarterly portfolio management fees of \$4,204.61 for the CRF and \$379.25 for the CTF that were paid to Three Bearings on 9/5/25.

Three Bearings quarterly reports for both the CRF and CTR were also reviewed.

MS-9 reports for the periods from 9/01/2025 through 9/30/2025 and for the calendar year ending 9/30/2025 were reviewed.

Minutes: Draft minutes for the September 17, 2025 Trustee meeting were reviewed. Mike moved to accept the minutes with Jan seconding his motion. All voted in favor of the motion. Carol will send the final approved minutes for the 9/17/2025 meeting to the Town Administrator and Secretary to post on the Town's website.

General Business:

There was a brief discussion of a recent concern regarding Three Bearings communications. Jan learned that Linda has been working from home while caring for a family member, and Zach and his wife have recently welcomed a new child into their family so have also been working remotely. The result was more sporadic communications from Three Bearings and an error that was quickly corrected. Jan shared our concerns, and we anticipate improvements in the very near future.

Review Update to Pending Reimbursements: Jan updated the Pending Reimbursement report as of 10/23/25 with a total to be reimbursed in 2025 of \$111,810.00. Additional items totaling \$25,075.00 are on the list for 2026. In October, the following amounts were reimbursed after the Town Administrator provided invoices, minutes, QuickBooks and notice of work completed: \$38,975.79 from the Fire Dept Safety Equipment ETF for items related to the new Fire truck and other equipment; \$9,837.00 for Police cameras, \$7,211.00 for Fire

station phones – both from Town Buildings & Maintenance ETF; \$200.00 from the Lucy Pfofi Memorial Trust fund for the Pfofi annual award; \$100.00 for the Towse Athletic award and \$6,000.00 for Franconia Scholarship awards – both from the Franconia Scholarship Fund.

Transaction Log: With updates through Oct. 23, 2025, CTF transactions include a \$200.00 reimbursement for the Lucy Pfofi award and \$6,100.00 for the Franconia Scholarships and Towse award. For the CRF, transactions include a \$38,975.79 reimbursement for expenses paid for the Fire Department Safety Equipment and a \$17,048.00 reimbursement for fire station phone and police cameras paid from the Town Buildings Maintenance Fund.

Discuss options to replace the former Fidelity Treasury MMA with a similar yielding product: After Jan's communication with Three Bearings, \$412,914.00 of excess cash was added in September to current holdings in both Vanguard Short Term Investment Grade Admiral funds (est. yield of 4.47%) and Fidelity Short Term Treasury Bond Index funds (30-day yield of 3.63%). Three percent of CRF funds (\$130,000.00) were held in short term funds, specifically Fidelity Government Cash Reserves with a 7-day yield of 3.84% and an estimated annual yield of 4.19%.

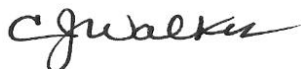
Carol reported that investment management firms noted on the NH Municipal Association's website are TD Bank, NH PDIP (recent 7-day yield of 4.15%), and Three Bearings.

Other business: Jan has requested a summary of plot sales and annual maintenance costs from the Cemetery Trustees for 2025 but has not yet received it. CIP has also requested a quote for cemetery fencing.

Primex, the Town's insurer, will assist the town in developing an internet policy, provide training and ongoing support related to the recent "hack" that was apparently isolated to one computer at Town Hall.

There being no further business, the Trustees adjourned the meeting at 5:33 pm. The next Trustee meeting will be held on **Wednesday, November 19, 2025** at the Town Hall beginning at **4:00 pm**. Since Mike will be in Florida, he will call in.

Respectfully submitted,



Carol Walker, Trustee

Attachments: **2025 Pending Reimbursements as of 10/23/2025**
2025 Town Meeting Approved Warrant Articles and Funding Sources
Active CRF and ETF Fund Names List updated 3/21/25

Town of Franconia pending reimbursements as of 10/23/25								
Reimbursement Item	Amount	From Account	CRF/ETF	Documents Received	Documentation Needed	Comment	Amount Booked to account no.	Processed
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 2024 town meeting. As of 10-15-24 \$77,200 has been paid for the chassis. Body will not be complete until 2025.		11/26/24 partial
HSEM, Bergeron, Fire Tech & Safety fire safety equipment, mobile radio police cameras	38,975.79	Fire Dept Safety Equip	ETF	invoices and QuickBooks sheet	1. BOS minutes approving withdrawal 2. TA request	Need copy of VISA bill for March and June. Have all invoices	4220-980	Processed 10/23/25
	9,837.00	Town Bldgs & Maint.	ETF	invoice and QuickBooks sheet	1. BOS minutes approving withdrawal and updated amount 2. TA request	Approved at the 3/24/25 BOS meeting in the amount of \$9,405. The town paid an invoice for \$9,837. Need higher amount approved	4194-980	Processed 10/23/25
Fire station phone	7,211.00	Town Bldgs & Maint.	ETF	1. Invoice 2. Quickbooks showing invoice paid 3. BOS minutes approving withdrawal	1. TA request		4194-980	Processed 10/23/25
Pfosi Annual Award	200.00	Lucy Pfosi Memorial Fund	Trust	Request from School, QuickBooks sheet, check	1. TA request		9000 - misc expense	Processed 10/23/25
Franconia Scholarship	6,000.00	Franconia Scholarship Fund	Trust	Trustees approval, QuickBooks sheet, check	1. TA request		9000 - misc expense	Processed 10/23/25
Towse Award	100.00	Franconia Scholarship Fund	Trust	Trustees approval, QuickBooks sheet, check	1. TA request		9000 - misc expense	Processed 10/23/25
Dow clock	8,925.00	Dow Clock - \$6,000 and Town Bldgs & Maint \$2,925	ETF	BOS meeting 8/25/25 meeting minutes	1. Invoice 2. Quickbooks showing invoice paid 3. TA request	painting of clock tower to be completed in 2026		
Town Hall	4,600.00	Town Bldgs & Maint.	ETF	BOS meeting 8/11/25 meeting minutes	1. Invoice 2. Quickbooks showing invoice paid 3. TA request	siding repair to be completed prior to painting (painting to be covered by ARPA funds)		
Highway Building	16,150.00	Town Bldgs & Maint.	ETF	NONE	1. Invoice 2. Quickbooks showing invoice paid 3. TA request 4. BOS minutes approving withdrawal	siding repair critical to be completed in 2026		
Paving of Wells Road	35,000.00	Highway Improvement	ETF	NONE	1. Invoice 2. Quickbooks showing invoice paid 3. TA request 4. BOS minutes approving withdrawal	total bill is approximately \$155,000.		
Total Pending Reimbursement per fund for 2025								
Highway Heavy Equip	72,210.00							
Town Bldgs & Maint	4,600.00							
Highway Improvement	35,000.00							
Total	111,810.00							
Total Pending Reimbursement per fund for 2026								
Dow Clock	6,000.00							
Town Buildings	19,075.00							
Total	25,075.00							

2025 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	
3	Operating Budgets	\$2,209,755					\$2,209,755			
4	Town Building Truck	\$19,136	\$19,136				\$19,136			
4	Town Buildings and Grounds Equip	\$13,299	\$13,299				\$13,299			
4	Highway Truck	\$116,169	\$116,169				\$116,169			
4	Highway Heavy Equipment	\$44,083	\$44,083				\$44,083			
4	Police Cruiser	\$14,726	\$14,726				\$14,726			
4	Fire Heavy Equipment	\$54,106	\$54,106				\$54,106			
4	Frost Place Maintenance	\$3,000	\$3,000				\$3,000			
4	Bridge Construction	\$40,000	\$40,000				\$40,000			
4	Transfer Station Equipment	\$7,500	\$7,500				\$7,500			
4	Dow Field Capital Reserve Fund	\$1,592	\$1,592				\$1,592			
5	Highway Improvement Fund	\$75,000	\$75,000				\$75,000			
5	Town Buildings Maintenance Fund	\$30,000	\$30,000				\$30,000			
5	Sidewalk Improvement	\$21,000	\$21,000				\$21,000			
5	Franconia Heritage Museum Fund	\$3,000	\$3,000				\$3,000			
5	Library Building Maintenance Fund	\$5,743	\$5,743				\$5,743			
5	Fire Department Safety Equipment	\$38,240	\$38,240				\$38,240			
6	Tri-Town Transfer Station	\$72,138					\$72,138			
7	Tri-Town Recreation Department	\$46,559					\$46,559			
8	Abbie Greenleaf Library	\$96,500					\$96,500			
9	Water Dept Operating Budget	\$659,478						\$659,478		
10	Contract for Ambulance Service	\$570,049					\$570,049			
11	Vibratory Roller - Hwy Dept	\$23,000			\$23,000					
12	Drainage Improvement - Transfer Stat.	\$25,000					\$14,250		10,750	
13	Police Cruiser	\$80,000			\$80,000					
14	Revaluation	\$5,000	\$5,000				\$5,000			
15	Franconia Notch Chamber of Commerce	\$12,000					\$12,000			
16	Non-Profits	\$24,158					\$24,158			
17	Discontinue Life Squad Van CRF									
18	Transfer Life Squad CRF to Fire Heavy	\$280,048	\$280,048		\$280,048					
19	Discontinue Life Squad Equip CRF									
20	Transfer Life Squad to Fire Safety ETF	\$65,925	\$65,295		\$65,925					
21	Sale of Town Equip Rec Van CRF	\$4,100	\$4,100		\$4,100					
21	Sale of Town Equip B&G Equip CRF	\$3,300	\$3,300		\$3,300					
22	Town Bldg Maintenance ETF	\$4,000	\$4,000		\$4,000					
23	Energy Capital Reserve CRF	\$3,072	\$3,072		\$3,072					
24	Rink Surface Maintenance ETF	\$2,122	\$2,122			\$2,122				
25	Recreation Van CRF	\$5,306	\$5,306			\$5,306				
26	Change Purpose Lafayette Rec ETF									
Totals		\$4,678,104	\$858,837		\$0	\$463,445	\$7,428	\$3,537,003	\$659,478	\$10,750
	Less income credit to operating budget							-\$604,300		
	Total taxes to be raised							\$2,932,703		
	tax impact							\$6.80		
	To trust funds 10 days frm twn meeting					\$14,472				

Active CRF and ETF Fund Names List - UPDATED 03-21-25

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, purchase equipment including capital	ETF	Selectmen	Town Fund
1989	5	Legal	legal	CRF	Selectmen	Town Fund
1998	9	Library Building Maintenance Fund	library maintenance	ETF	Selectmen	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 Pfofi 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