

## Minutes

### TRUSTEES OF TRUST FUNDS

February 22, 2023

In attendance: Jan Cole, Karen Foss and Carol Walker

Absent: Mike Betley

The meeting commenced at 4:10 pm.

There was no transaction activity in the Capital Reserve Fund (CRF) or the Common Trust Fund (CTF) in January 2023.

The Trustees reviewed the January 31, 2023 Three Bearings/Fidelity Common Capital Reserve Fund (CRF) report with a beginning balance of \$2,378,704.55 on 1/1/2023. Dividend income of \$3,468.37 was received in January 2023. After an increase in investment value of \$50,696.44 in January, the ending account value was \$2,429,400.99 at 1/31/2023. On a year-to-date basis in 2023, there has been an increase in investment value of \$50,696.44 in the CRF.

The Trustees reviewed the January 31, 2023 Three Bearings/Fidelity Common Trust Fund (CTF) report with a beginning balance of \$307,073.51 on 1/1/2023. Dividend income of \$418.77 was received in January 2023. After an increase of \$13,628.18 in investment value in January, the ending account value was \$320,701.69 at 1/31/2023. On a year-to-date basis, there has been an increase in investment value of \$13,628.18 in the CTF.

The MS-9 for the period from 1/01/23 through 1/31/2023 was reviewed.

Minutes: Draft minutes for the January 22, 2023 Trustee meeting were reviewed with several changes noted. Karen made a motion to accept the minutes as amended with a second by Jan. All present voted in favor of approving the minutes as revised. Carol will send the final approved minutes for January to the Town Administrator and Town Secretary for posting to the Town's website.

2022 Three Bearings' year-end audit packet: The trustees reviewed the Jan 27, 2023 letter from Linda Wakefield at Three Bearings that made note of a new format for the MS-9 that will be mandatory by July 1, 2023. Format changes have been made to align the MS-9 field names with proper terminology and separate market value and book value. In addition, the Charitable Trust Unit and DRA have agreed to accept a full year of account statements in lieu of a Form MS-10 that will save significant time from manually creating the csv file. Included in the audit package was a full year of account statements and a combined transactions listing that may be helpful to Franconia's auditors. Per her request, the trustees reviewed and approved the package. Karen, as electronic signor, will log into the NHTTF portal, check the "I swear" box and press submit for each filing. We will be contacted upon acceptance or if there is a problem. Carol will send a copy of our Jan. 22 2023 minutes confirming that we reaffirmed our existing Investment policy, and will confirm by email that at this meeting, the Trustees approved the contents of the Year-End audit package she provided. Linda will upload our csv file and attachments so that Karen can finalize the Axiomatic entries.

Other business:

- Franconia Scholarship 2023 award: the Trustees reviewed the income earned, amount expended and the ending balance for 2022 in the 1983 Franconia Scholarship Fund and determined that the total award for 2023 Profile graduates would be \$4,000 of which \$3,900 would be available for scholarship award(s) and \$100.00 for the Towse athletic award. We will contact the Scholarship committee members (Tom Allen, Ann Steuernagel and Jane Brewer) in April/May to begin work on the application process and recommendation for the Trustee's review and decision.

- Lafayette School building maintenance: A check payable to "The Town of Franconia- Trustees of the Trust" in the amount of \$45,000.00 from SAU 35 was provided for deposit to the 2002 School Building and Grounds Maintenance Fund (CRF); however, the check was not made out correctly so it was sent back to Toni Butterfield at SAU 35 with the request that it be re-issued in compliance with Fidelity and Three Bearings' requirements.

- Cemetery perpetual care trust funds update: the Trustees received an email from Mary Brubaker, Cemetery Trustee, indicating they had revised the 2022 perpetual care distribution amount to \$1,746.01 to agree with the amount Jan had calculated since several accounts had insufficient income during 2022. She provided a recap of their minutes from their 1/4/23 meeting. The revised amount was paid to the Town's general fund in Dec. 2022 to reimburse it for the 2022 mowing expense related to those 96 perpetual care lots. The CT's agreed to research 4 of the perpetual care funds for further information.

Mary sent a separate email on 2/2/23 related to the "Cemetery original principal corpus" that the Trustees reviewed. Due to the additional time Jan and Karen have spent in assisting the town in preparing the 2022 annual report, warrant articles and other matters, we decided to wait until our March meeting to address her request.

- Heritage Museum Fund: a \$6,616.18 check for work done by the Wooden Thumb at the Franconia Heritage Interpretive Center was noted as "pending reimbursement from the trust funds". Jan researched this and found that the Town paid the Heritage Museum with a note on the deposit ticket "Interpretive Center reimbursements costs from Barbara Holt fund". Sharon Penney provided Jan with copies of the invoices and the check written in July 2022. The Heritage Museum in turn paid the vendor. Karen found in the 2020 Warrant, Article 14 for 2019 fundraising and donations, that in Barbara Holt's will, there was a \$10,000 donation made to the Heritage Museum Fund. Reimbursement will be processed after the annual meeting.

- Swing set transfer request: The BOS decided to move the \$1,362 expense to the building and grounds budget so this matter has been resolved.

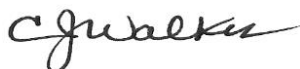
- Legal CRF transfer request: The BOS is working on documentation to support this request.

- 2018 audit item: The memo Jan prepared was given to the BOS & the auditors: this item is closed.

- Cemetery, miscellaneous: Jan reported that there is another \$270.00 in additional proceeds from sale of lots in 2022 (2 families gave more funds than required). In addition, the Trustees were presented with old bills from Warren Tree Service performed in April and May 2022. We will need the QuickBooks reports for May and August when the invoices were paid by the Town and will follow up in March after the annual meeting.

There being no further business, the trustees adjourned the meeting at 5:45 pm. The next trustee meeting will be held on Wednesday, March 15, 2023 at the Town Hall beginning at 4 pm.

Respectfully submitted,



Carol Walker, Trustee