

## Minutes

### TRUSTEES OF TRUST FUNDS

**September 17, 2025**

In attendance: Jan Cole, Mike Betley & Carol Walker

The meeting commenced at 2:12 pm.

The Trustees reviewed the July 1-31, 2025 Three Bearings/Fidelity Common Capital Reserve Fund (CRF) report with a beginning balance of \$3,444,024.55 on 7/1/2025. After the addition of \$499,022.00 from the Town and a change in investment value of \$12,708.76, the ending account value grew to \$3,955,755.31 on 7/31/25. Income during the month included dividends of \$11,061.52 and interest of \$269.66 for a total of \$11,331.18. Through July 31, 2025, the change in investment value is \$147,927.19.

The Trustees reviewed the July 1-31, 2025 Three Bearings/Fidelity Common Trust Fund (CTF) report with a beginning balance of \$353,304.96 on 7/1/2025. After a change in investment value of \$1,947.83, the ending account value grew to \$355,252.79 at 7/31/25. Income during the month included dividends of \$1,213.69 and interest of \$10.07 for a total of \$1,223.76. Through July 31, 2025, the change in investment value is \$19,334.29.

Transactions for July 2025: The only transaction during the month was the deposit of \$499,022.00 from the Town of Franconia for warrant article additions to the Capital Reserve Funds that approved at Town Meeting

The MS-9 for the periods from 7/01/2025 through 7/31/2025 and for the calendar year ending 7/31/2025 were reviewed. Details of the \$499,022.00 deposited from the Town to the following specific CRFs and ETFs.

Warrant Article No.	Fund Name	Amount	Total for Warrant
4	Town Building Truck	\$19,136	
4	Town Buildings and Grounds Equip	\$13,299	
4	Highway Truck	\$116,169	
4	Highway Heavy Equipment	\$44,083	
4	Police Cruiser	\$14,726	
4	Fire Heavy Equipment	\$54,106	
4	Frost Place Maintenance	\$3,000	
4	Bridge Construction	\$40,000	
4	Transfer Station Equipment	\$7,500	
4	Dow Field Capital Reserve Fund	\$1,592	\$313,611
5	Highway Improvement Fund	\$75,000	
5	Town Buildings Maintenance Fund	\$30,000	
5	Sidewalk Improvement	\$21,000	
5	Franconia Heritage Museum Fund	\$3,000	
5	Library Building Maintenance Fund	\$5,743	
5	Fire Department Safety Equipment	\$38,240	\$172,983
14	Revaluation	\$5,000	\$5,000
24	Rink Surface Maintenance ETF	\$2,122	\$2,122
25	Recreation Van CRF	\$5,306	\$5,306
Totals		\$499,022	\$499,022

The Trustees reviewed the August 1-31, 2025 Three Bearings/Fidelity Common Capital Reserve Fund (CRF) report with a beginning balance of \$3,955,755.31 on 8/1/2025. After a deduction of the \$20.00 transaction fee for the \$20,000.00 deposit from Lafayette Regional School into the School Building and Grounds Maintenance ETF as well as a positive change in investment value of \$43,314.16, the ending account value grew to \$4,019,049.47 at 8/31/25. Income during the month included dividends of \$10,737.40 and interest of \$433.68 for a total of \$10,737.40. Year to date, the change in investment value is \$191,241.35.

The Trustees reviewed the August 1-31, 2025 Three Bearings/Fidelity Common Trust Fund (CTF) report with a beginning balance of \$355,252.79 on 8/1/2025. After deduction of a \$20.00 transaction fee for the purchase of Baird Aggregate Bond Fund in the amount of \$5,534.00 and a change in investment value of \$7,277.06, the ending account value grew to \$362,509.85 at 8/31/25. Income during the month included dividends of \$933.96 and interest of \$7.44 for a total of \$941.40. Year to date, the change in investment value is \$26,611.35.

Transactions for August 2025: The only transactions during August were the receipt of \$20,000.00 from the Lafayette Regional School that was deposited to the School Building and Grounds Maintenance ETF and its related \$20.00 transaction fee.

The MS-9 for the periods from 8/01/2025 through 8/31/2025 and for the calendar year ending 8/31/2025 were reviewed.

Minutes: Draft minutes for the July 16, 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 7/17/2025 meeting to the Town Administrator and Secretary to post on the Town's website. With there being no meeting in August, the next minutes to be reviewed will be those for the September 17<sup>th</sup> meeting at our meeting in October.

#### **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 home 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 9/15/25 with a total of \$130,573.69. It includes a provision (no dollar amount) for repairs to the Dow Clock. She has suggested that the Dow Clock Expendable Trust Fund be utilized for such repairs. Libby will be preparing all of the paperwork needed for these disbursements before the end of September so that Jan can process them in October. Routine disbursements are subject to receipt of invoices, minutes, QuickBooks and notice of work completed, as applicable.

Transaction Log: With payment of property tax bills in early July, the Town's check in the amount of \$499,022.00 for warrants, capital reserves and expendable trust funds was sent to Fidelity for deposit into applicable trust accounts. The details are included in the Transaction Log for 2025 which Jan updated as of 9/15/25 (also found on the first page of these minutes). It also reflects a deposit of \$20,000.00 from Lafayette Regional School into the School Building and Grounds Maintenance fund made on 8/5/25 and the most recent 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.

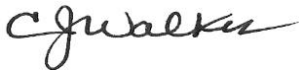
Discuss options to replace the former Fidelity Treasury MMA with a similar yielding product: After Jan's communication with Three Bearings, \$412,914.00 of excess cash was added to current holdings in both Vanguard Short Term Investment Grade Admiral funds (4.43%) and Fidelity Short Term Treasury Bond Index funds (3.04%).

Jan mentioned a discussion that had taken place at a recent Capital Improvement Program (CIP) Committee meeting of acceptable uses of the Town Buildings Expendable Trust Fund (ETF). She will speak with the town Administrator on whether she feels there should be a change in the title of the fund which would provide the clarification that CIP is seeking. If the Town Administrator agrees, there will be a warrant on the 2026 Town Meeting to add this clarification to include the grounds around a town building.

The Trustees received Three Bearings quarterly portfolio management invoices for the period from June through August 2025. They were accounted for on the August MS-9s but were paid on Sept. 5, 2025 per Fidelity statements.

There being no further business, the Trustees adjourned the meeting at 3:52 pm. Due to travel plans for several trustees, the next Trustee meeting will be held on **Wednesday, October 22, 2025** at the Town Hall beginning at **4:00 pm.**

Respectfully submitted,



Carol Walker, Trustee

Attachments: **2025 Pending Reimbursements as of 9/15/2025**  
**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 09/15/25**

Reimbursement Item	Amount	From Account	CRF/ETF	Documents Received	Documentation Needed	Comment	Amount Booked to account no.	Processed
Heavy Duty Truck <b>PARTIAL 11/26/24</b>	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, mobile radio	38,058.69	Fire Dept Safety Equip	ETF	NONE	1. Invoice 2. QuickBooks report showing pd invoice 3. BOS minutes approving withdrawal 4. TA request	have all invoices with the exception of the most recent Bergeron \$773.38 and two VISA charges (March & May) \$1,011.06	4220-980	
police cameras	9,405.00	Town Bldgs & Maint.	ETF	NONE	1. Invoice 2. QuickBooks report showing pd invoice 3. BOS minutes approving withdrawal 4. TA request	Approved at the 3/24/25 BOS meeting. The town paid an invoice for \$9,837.		
Pfosi Annual Award	200.00	Lucy Pfosi Memorial Fund	Trust	Request from School	1. Invoice 2. QuickBooks report showing pd invoice 3. BOS minutes approving withdrawal 4. TA request		9000 - misc expense	
Franconia Scholarship	6,000.00	Franconia Scholarship Fund	Trust	NONE	1. Invoice 2. QuickBooks report showing pd invoice 3. BOS minutes approving withdrawal 4. TA request			
Towse Award	100.00	Franconia Scholarship Fund	Trust	NONE	1. Invoice 2. QuickBooks report showing pd invoice 3. BOS minutes approving withdrawal 4. TA request			
Dow clock	?	Dow Clock	ETF	NONE		Mentioned at the 6/2/25 and 8-11-25 BOS meetings. \$6,300 estimate		
Town Hall	4,600.00	Town Bldgs & Maint.	ETF	NONE		mentioned at the 8/11/25 BOS meeting.		
<b>Total Pending Reimbursement per fund</b>								
Fire Dept Safety Equip	38,058.69							
Highway Heavy Equip	72,210.00							
Town Bldgs & Maint	14,005.00							
Lucy Pfosi Memorial Fund	200.00							
Franconia Scholarship	6,100.00							
<b>Total</b>	<b>130,573.69</b>							

**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