

TRUSTEES OF TRUST FUNDS
November 18, 2020; 4:10 pm
Minutes

In attendance at the Franconia Town Hall: Karen Foss, Jan Cole and Carol Walker
Others: Kim Cowles

Minutes of the October 21, 2020 Trustee's meeting were reviewed. With a motion made by Karen, seconded by Jan, all voted in favor of accepting the minutes as written. The October minutes will be provided to Kim Cowles to post on the Town's website.

A review of the October 2020 reports from Three Bearings and Fidelity was made. Based on the October 31, 2020 Three Bearings investment report, the Capital Reserve Fund (CRF) reported a beginning balance of \$2,018,342.49 at 10/01/2020; deposits totaling \$575,715 made from 10/06 to 10/07/2020 (four checks were properly credited in October to the CRF as specified in the warrant articles); a transaction cost of \$40 and a negative change in investment value during the month of (\$8,161.89) resulting in an ending account value of \$2,585,855.60. For the 10 months ending Oct. 31 2020, the CRF benefited from an overall YTD positive change in investment value of \$91,079.71.

Based on the October 31, 2020 Three Bearings investment report, the Common Trust Fund (CTF) reported a beginning balance of \$305,802.19; a net decrease in investment value during the month of (\$314.62) with no other activity in October resulted in an ending account value of \$305,487.57. For the 10 months ending Oct. 31 2020, the CTF experienced an YTD negative change in investment value of (\$10,000.69).

No transactions during the month of November were reported other than the pending request for 2020 distributions from the Capital Reserve Funds that have been in process pending receipt and review of the full documentation needed to support the request. Kim joined the meeting to discuss the bridge maintenance and highway improvement CRF requests. Progress has been made but further research is needed on the 2019 Highway Block Grant status before further revisions to the requisitions can be made.

According to the minutes of March 25, 2019, the select board members approved the following to fund the Bickford Road bridge project:

Bridge Construction Fund:	\$48,700.00
Highway Improvement Fund:	\$75,000.00
Highway Block Grant:	<u>\$89,905.00</u>
Total	\$213,605.00

The trustees discussed the topic of unassigned fund balance; per Franconia's 12/31/19 audit, there was a total of \$1,369,000 in unassigned fund balance. At a certain point, it can be used to pay down the taxes raised.

A trustee work session with the town administrator has been scheduled for Friday, Nov. 20 at 1:30 pm to review Kim's draft distribution request to include minutes of selectmen's meetings, receipts, invoices, contracts, warrant articles and any additional information needed to complete the process.

Karen stated that Three Bearings will need to be provided sufficient notice to prepare cash to fund these distributions prior to year-end. She has also reminded the Cemetery Trustees to work on their distribution request in the next month.

The trustees will remind Lafayette Elementary School to submit its request for a distribution from the Lucy Pfofi Memorial Fund in the spring of 2021. Due to remote learning this past spring, a distribution request was not received from the school.

Apparently, the Northern Pass Fund is no longer needed; options are to return the funds to the donors or to propose a warrant article to change the purpose of the fund; approval will require 2/3rds vote.

The next Trustee meeting will be held on December 16, 2020 at 4 pm at the Franconia Town Hall and on the 3rd Wednesday of each month thereafter.

There being no further business, the meeting was adjourned at 5:40 pm.

Respectfully submitted,

Carol J. Walker