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Town of Grantham Trustees of the Trust Funds Meeting September 18, 2012

Trustee Lewis called the Tuesday, September 18, 2012 meeting of the Town of Grantham Trustees of Trust Funds (TTF) to order at 1:04 p.m. The meeting was held in the Jerry Whitney Memorial Conference Room at Grantham Town Hall located at 300 Route 10 South in Grantham.

PRESENT: Trustee Robert E. Fogg, Jr. and Trustee Robert A. Lewis. Trustee Coakley was absent due to a previously scheduled conflict.

REVIEW AND APPROVE AUGUST 14, 2012 MEETING MINUTES

There were no additions, corrections or changes to the minutes of the August 14, 2012 Trustee Meeting. Motion by Trustee Fogg to accept the August 14, 2012 TTF meeting minutes as written. Seconded by Trustee Lewis.

Unanimously approved

ADMINISTRATIVE

- Cemetery Lot purchases – A check for \$700 was received from the Town of Grantham Treasurer for the purchase of three cemetery plots. \$50 of each lot purchased will be deposited to the Cemetery Development Fund. The balance will be deposited to the Cemetery Maintenance Fund.
- Highway Equipment Fund CD renewal – Notification received from LSB that the Highway Equipment Fund Certificate of Deposit will mature on October 10, 2012. Trustee Lewis will contact Administrator White to determine what action to take regarding the renewal.
- FY 2011-2012 MS-9 and MS-10 Reports – Copies of both reports were delivered to Administrator White and mailed to DRA and Attorney General's office on August 14.
- FY 2011-2012 MS-9 - A copy of this report was delivered to SAU #75 on August 15.
- VDE deposit books - Sugar River Bank sent deposit books for the VDE Well Renovation Fund and the VDE Vehicle Equipment and Replacement Fund. The deposit books will be filed in the ledger folder for each fund.

BOOKKEEPER'S REPORT

TOWN OF GRANTHAM WITHDRAWAL REQUESTS

- Mowers CRF – Check for \$4,995.00 delivered to Administrator White on August 23.
- Recreation Park Fund – Check for \$1,446.36 delivered to Administrator White on August 16.
- Athletic Fields CRF – Check for \$68,640 delivered to Administrator White on August 23.

NEW BUSINESS

TOWN OF GRANTHAM REQUESTS TO WITHDRAW FROM ATHLETIC FIELDS CAPITAL RESERVE FUND - On August 29, 2012, the Town of Grantham submitted a request to withdraw \$54,208.00 from the Athletic Fields Capital Reserve Fund. This withdrawal is for site work on the recreation field. The Selectmen authorized the withdrawal at their August 22, 2012 meeting.

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On August 31, 2012 the Town of Grantham submitted a request to withdraw \$4,779.25 from the Athletic Fields Capital Reserve Fund. The withdrawal is for the installation of underground pipe for future electrical wiring for the ball field and future pavilion. The Selectmen authorized the withdrawal at their August 8, 2012 meeting. The total of the two withdrawal requests is \$58,987.25.

The Selectmen are authorized as agents to expend from this fund in Article 1 of the May 25, 2011 Special Town Meeting. Article 1 outlined the purpose of the Athletic Fields CRF to be “for construction of athletic fields, purchase of capital equipment associated with the Recreation Park Master Plan and other physical improvements, including but not limited to pavilions, playgrounds, septic systems, roads, snow towing equipment, conduits, parking areas and water wells....” The work performed falls within the purpose of the Athletic Fields Capital Reserve Fund. The request is supported by paid invoices. The funds are held in a NH PDIP account. The current balance in the account is \$194,603.51. Trustee Lewis moved to approve the requests by the Town of Grantham to withdraw \$54,208.00 and \$4,779.25 from the Athletic Fields Capital Reserve Fund for a total withdrawal of \$58,987.25. Seconded by Trustee Fogg.

Unanimously approved.

Village District of Eastman Withdrawal Requests

In a request dated August 17, 2012 the Village District requested a withdrawal of \$1,375.00 from the Building Maintenance Fund. The withdrawal request is supported by an invoice for roof repairs at the pump house. The VDE Commissioners approved the withdrawal at its August 15, 2012 meeting. The Commissioners are authorized as agents to withdraw from the fund. The funds are held in a NH PDIP account. The current balance in the account is \$23,752.85. Trustee Fogg moved to approve the request by the Village District to withdraw \$1,375.00 from the Building Maintenance Fund. Seconded by Trustee Lewis

Unanimously approved.

In a request dated August 17, 2012 the Village District requested a withdrawal of \$782.29 from the Computer Software and Upgrade Fund. The withdrawal request is supported by invoices for computer equipment which total \$782.29. Trustee Fogg confirmed the invoices were for computer peripheral equipment, primarily for a 25GB device to provide for high capacity data storage with low volatility and high reliability for storing data over a long period of time. The VDE Commissioners approved the withdrawal at its August 15, 2012 meeting. The Commissioners are authorized as agents to withdraw from the fund. The funds are held in a NH PDIP account. The current balance in the account is \$3,351.07. Trustee Fogg moved to approve the request by the Village District to withdraw \$782.29 from the Computer Software and Upgrade Fund. Seconded by Trustee Lewis

Unanimously approved.

In a request dated August 17, 2012 the Village District requested a withdrawal of \$8,000.00 from the Generator and Pump Fund. The withdrawal request is supported by an invoice from Barrie Miller Well and Pump Supply in the amount of \$22,565.00. The VDE Commissioners approved the withdrawal at its August 15, 2012 meeting. The Commissioners are authorized as agents to withdraw from the fund. The funds are held in a NH PDIP account. The current balance in the account is \$8,169.09. Since there are not adequate funds in the account to reimburse the full

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amount of the Barrie Miller invoice, the VDE Commissioners approved a withdrawal of \$8,000.00. Trustee Fogg moved to approve the request by the Village District to withdraw \$8,000.00 from the Generator and Pumps Fund. Seconded by Trustee Lewis

Unanimously approved.

In a request dated August 17, 2012 the Village District requested a withdrawal of \$1,843.03 from the Inventory Hardware Fund. The withdrawal request is supported by an invoice from Ferguson Waterworks in the amount of \$1,843.03. The VDE Commissioners approved the withdrawal at its August 15, 2012 meeting. The Commissioners are authorized as agents to withdraw from the fund. The funds are held in a NH PDIP account. The current balance in the account is \$15,589.34. Trustee Fogg moved to approve the request by the Village District to withdraw \$1,843.03 from the Inventory Hardware Fund. Seconded by Trustee Lewis

Unanimously approved.

In a request dated August 17, 2012 the Village District requested a withdrawal of \$463.00 from the Security Improvements Fund. The withdrawal request is supported by an invoice from Springfield Fence Company in the amount of \$463.00. The VDE Commissioners approved the withdrawal at its August 15, 2012 meeting. The Commissioners are authorized as agents to withdraw from the fund. The funds are held in a NH PDIP account. The current balance in the account is \$8,638.25. Trustee Fogg moved to approve the request by the Village District to withdraw \$463.00 from the Security Improvements Fund. Seconded by Trustee Lewis

Unanimously approved.

In a request dated August 17, 2012 the Village District requested a withdrawal of \$3,718.67 from the Water Mains and Valves Fund. The withdrawal request is supported by five invoices totaling \$3,718.67 from various suppliers. The VDE Commissioners approved the withdrawal from the NH PDIP account at its August 15, 2012 meeting. The Commissioners are authorized as agents to withdraw from the fund. The funds are held in a NH PDIP account. The current balance in the account is \$13,830.15. Trustee Fogg moved to approve the request by the Village District to withdraw \$3,718.67 from the Water Mains and Valves Fund. Seconded by Trustee Lewis

Unanimously approved.

ADJOURNMENT

NEXT TRUSTEE MEETING – The next meeting of the Grantham Trustees of Trust Funds will take place on Tuesday, October 9, 2012 at 1:00 p.m. in the Jerry Whitney Memorial Room.

There being no further business, motion by Trustee Fogg and seconded by Trustee Lewis to adjourn at 1:35 p.m.

Unanimously approved

Respectfully submitted,

Robert E. Fogg, Jr. Trustee
Robert A. Lewis, Trustee