



FINAL

TOWN OF GRANTHAM NEW HAMPSHIRE
TRUSTEES OF THE TRUST FUNDS MEETING MINUTES
SEPTEMBER 8, 2020
Electronic Meeting Only

Trustee Fogg called the meeting of the Town of Grantham Trustees of Trust Funds (TTF) to order at 1:30 p.m. on Tuesday, September 8, 2020. Although the trustees met in the conference room in Town Hall, Trustee Fogg read the following statement, since the general public was not permitted to attend due to social distancing constraints:

As Chair of the Trustee of the Trust Funds, due to the COVID-19/Coronavirus and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this Board is authorized to meet electronically, and these reasons shall be reflected in the minutes. Please note that there is a physical location to observe and listen comprehensively to the meeting and a method to join the meeting by electronic means. The numbers were posted on the notice for the meeting with a pin.

Let's start the meeting by taking a Roll Call attendance.

PRESENT: Trustee Maria Dahlman, Trustee Robert Fogg, Trustee Evan Weaver, Alternate Trustee Donna Matson (via teleconference) and Board Clerk Emily Owens

REVIEW AND APPROVAL OF THE MINUTES FROM THE AUGUST MEETING: A motion was made by Trustee Dahlman, and seconded by Trustee Weaver, to approve the minutes of the August 11, 2020 meeting. *Unanimously Approved by roll call.*

OLD BUSINESS:

SUBMISSION OF MS-9, MS-10 AND CEMETERY ALLOCATION REPORTS FOR THE STATE OF NH:

Trustee Fogg reported on the successful completion and submission of the MS-9 and MS-10 forms, and the Cemetery allocation form as required by the state of New Hampshire, around the middle of August. PDF copies were provided to the Village District of Eastman (VDE), SAU #75, Town Administrator Melissa White for the Selectmen, and Chair of the Cemetery Trustees. The documents were submitted online, not through the portal because there are still issues around using the portal. Trustee Dahlman stated the Trustees will evaluate using the portal next year.

NEW BUSINESS:

REVIEW THE ACTIONS TAKEN TO SATISFY THE AUDITORS: The Auditors reached out to Trustee Dahlman for back-up paperwork related to the Trust Fund accounts. The paperwork had yet to be filed because of the closure of the Town Offices due to COVID-19. Trustee Dahlman provided the paperwork to the Town, they scanned it, and placed it in a Dropbox for the Auditors to access

directly. The Trustees were asked to sign the Auditor’s confirmation sheet, confirming the rates and balances as of June 30th, 2020. Trustee Dahlman reviewed the information, noticed some errors, and had them corrected. She signed the corrected confirmation and returned it to the Auditors. The Trustees have not heard anything from the Town regarding any Audit finds.

WELCOME DONNA MATSON AS AN ALTERNATE TRUSTEE OF THE TRUST FUNDS: The Selectmen appointed Donna Matson to fill the position of Alternate Trustee of the Trust Funds, to replace Trustee Robert Fogg who will be resigning September 30, 2020. Trustee Fogg officially handed in his resignation letter to the Board Clerk. The original was placed with the minutes and a copy was placed in the Town Administrator’s mailbox for the Selectmen. After October 1st, Donna Matson will be appointed as a full Trustee and serve the remainder of Rob Fogg’s term, which expires in March 2022.

The Trustees discussed and changed the next Trustee meeting to **Wednesday, October 14, 2020, at 8:30 AM**. Trustee Fogg handed a memory stick with an entire copy of his computer hard drive to Board Clerk Owens. She will give it to the Town Administrator for downloading to the Town’s servers and return the memory stick to Trustee Dahlman.

REAFFIRMED 5 STAR RATING: Per the TTF Investment Policy, the 5 Star Rating issued by Bauer Financial is to be reaffirmed every 6 months. Trustee Dahlman confirmed that Sugar River Bank is still a 5-star rated financial institution based on the bank’s financial performance as of 6/30/2020.

DEPOSIT VILLAGE DISTRICT OF EASTMAN CHECKS TO EXISTING FUNDS: On September 1, 2020 Trustee Dahlman picked up and deposited 7 checks totaling \$85,000.00 from the VDE. The checks were as follows:

Fund Name	Check #	TTF Fund #	Account Number	Amount
Vehicle & Equip Replacement Maintenance	6248	560	306183922	\$ 5,000
Water Storage tank Repair & Maintenance	6251	577	306183971	\$ 10,000
Well Exploration & Development	6252	564	306183948	\$ 15,000
Generator & Pumps	6253	533	306183864	\$ 10,000
Well Renovation	6254	559	306183914	\$ 15,000
Meter Replacement & Backflow Program	6255	550	306183880	\$ 20,000
Water Treatment	6256	555	306183906	\$ 10,000
Total				\$85,000.00

ADJOURNMENT: There being no further business, a motion was made by Trustee Dahlman, seconded by Trustee Weaver, and unanimously approved by roll call to adjourn at 2:02 PM. The next Trustee meeting is scheduled for Wednesday, October 14, 2020, at 8:30 AM in the Jerry Whitney conference room, assuming Town Hall has been reopened to the public.

Respectfully submitted,
Emily Owens, Board Clerk