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TOWN OF GRANTHAM TRUSTEES OF TRUST FUNDS MEETING MINUTES October 9, 2018

Trustee Coakley called the meeting of the Town of Grantham Trustees of Trust Funds (TTF) to order at 1:03 PM on Tuesday October 9, 2018 in the Jerry Whitney Memorial Conference Room in the Grantham Town Building located at 300 Route 10 South in Grantham.

PRESENT: Trustee James Coakley, Trustee Maria Dahlman, and Trustee Rob Fogg.

REVIEW AND APPROVE MINUTES OF THE AUGUST 14, 2018 MEETING: A motion was made by Trustee Fogg and seconded by Trustee Dahlman to accept the August 14, 2018 TTF meeting minutes as distributed. *Approved Unanimously.*

ADMINISTRATIVE

INVESTMENT POLICY: The trustees reviewed the proposed Investment Policy for 2018-2019 as prepared by Trustee Dahlman. A motion was made by Trustee Dahlman, seconded by Trustee Fogg to approve the policy as written. *Approved Unanimously.*

SUGAR RIVER BANK REVIEW: The Trustees of the Trust Funds review the financial position of Sugar River Bank every six months to insure that it retains a five star rating by Bauer Financial or a comparable institution. That review was performed by Trustee Dahlman. She reported that Sugar River Bank continues to be rated 5-Stars by Bauer Financial as of 10/9/2018 based on financial data as of 6/30/2018. She also presented a copy of the Bank Highlights Report for SRB prepared by Bauer Financial which breaks out Total Assets and Earnings, along with Return on Assets and their Leverage Capital Ratio for each of the last 5 quarters. SRB continues to exceed its peer group in Return on Assets and has a Leverage Coverage Ratio of 13.49% as of 6/30/2018 vs. the Peer Group average ratio of 11.04%. The minimum required ratio is 4%. A copy of the financial summary has been attached to these minutes.

DISCUSSION OF NH PDIP: Town Treasurer Maynard Goldman called to our attention that the NH PDIP had increased its interest rates. NH PDIP is an allowed investment vehicle for Trust Funds in New Hampshire. Our current agreement with Sugar River Bank is in effect July 1, 2018 – June 30, 2019. In spring, 2019, we will review our Investment Policy for the coming year, to select where to maintain our deposits for the coming year. Between now and then, Trustee Dahlman will monitor NH PDIP interest rates.

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BOOKKEEPERS REPORT

VILLAGE DISTRICT OF EASTMAN DEPOSITS: On October 2, 2018, Trustee Fogg made deposits from the Village District of Eastman of the following checks: Water Treatment Trust Fund - \$12,500.00; Well Renovation CRF - \$10,000.00; Waste Water General Fund - \$60,000.00.

NEW BUSINESS

TOWN OF GRANTHAM REIMBURSEMENT REQUESTS

- **Town Library Repair Capital Reserve Fund:** The Town of Grantham submitted a request dated September 13, 2018 to withdraw \$9,986.35 from the Town Library Capital Reserve Fund. Trustee Coakley reviewed two invoices and copies of two checks. Both invoices are from Shakes to Shingles. The first invoice, in the amount of \$4,946.91, is dated April 23, 2018 for deposit on the work to be done. Check number 79276, for the same amount is dated July 6, 2018. The second invoice, in the amount of \$5,039.44, is dated August 28, 2018 for Attic Insulation and air sealing. Check number 79466 in the same amount is dated August 31, 2018. The Board of Selectmen are authorized as agents to expend and they approved the withdrawal at the meeting of September 12, 2018. The balance in the fund as of August 31, 2018 was \$49,941.46. Trustee Coakley moved to approve the Town of Grantham request. Seconded by Trustee Dahlman. *Approved Unanimously.*
- **Highway Equipment Fund:** The Town of Grantham submitted a request dated September 13, 2015 to withdraw \$31,161.63 from the Highway Equipment Fund. Trustee Coakley reviewed the single invoice and copy of the check. The invoice, in the amount of \$31,161.63, is from KS State Bank Government Finance Department and is dated May 4, 2018. Check number 79210, dated July 1, 2019, and includes this amount. The Board of Selectmen are authorized as agents to expend and they approved the withdrawal at the meeting of September 12, 2018. The balance in the fund as of August 31, 2018 was \$230,463.55. Trustee Coakley moved to approve the Town of Grantham request. Seconded by Trustee Dahlman. *Approved Unanimously.*
- **Town Library Repair Capital Reserve Fund:** The Town of Grantham submitted a request dated September 14, 2018 to withdraw \$34,000.00 from the Town Library Capital Reserve Fund. Trustee Coakley reviewed the invoice and copy of a check from Trumbull-Nelson Construction Company, Inc. The invoice, in the amount of \$34,000.00, is dated May 31, 2018 for Siding and Painting. Check number 79265 for the same amount is dated July 6, 2018. The Board of Selectmen are authorized as agents to expend and they approved the withdrawal at the meeting of August 22, 2018. The balance in the

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fund as of August 31, 2018 was \$49,941.46. Trustee Coakley moved to approve the Town of Grantham request. Second by Trustee Dahlman. *Approved Unanimously.*

VILLAGE DISTRICT OF EASTMAN REIMBURSEMENT REQUESTS:

- **Water Mains and Valves Fund:** The Village District of Eastman submitted a request dated October 2, 2018 to withdraw \$16,841.94 from the Water Mains and Valves Capital Reserve Fund. Trustee Fogg reviewed the 10 Invoices and check copies that support this request. An invoice from E&D Trucking dated June 22, 2018, for sand, gravel, and stone in the amount of \$925.00, was paid by check number 5112 on June 29, 2018. An invoice from United Construction dated May 26, 2018, for excavating in the amount of \$1,523.00, was paid by check 5101 on June 15, 2015. An invoice from United Construction dated May 30, 2018 in the amount or \$3,384.84 for excavation and paving was paid by check number 5101 dated June 15, 2018. An invoice from United Construction dated June 2, 2018, for repair of a water main break in the amount of \$3,239.00, was paid by check number 5101 dated June 15, 2018. An invoice from Kevin Roberts dated June 5, 2018, for work at 28 Summit Drive in the amount of \$1,095.00, was paid by check number 5100 on June 15, 2018. An invoice from United Construction dated June 23, 2018, for crushed gravel in the amount of \$341.39, was paid by check number 5139 on July 13, 2018. An invoice from Ferguson Waterworks dated June 20, 2018 for Couplings and pipe in the amount of \$520.71 was paid by check number 5115 on June 29, 2018. An invoice from Kevin Roberts dated June 21, 2018, for water line and blow off, in the amount of \$1,500.00 was paid by check number 5119 on June 29, 2018. An invoice from Kevin Roberts dated June 23, 2018, for additional work on Summit Drive, in the amount of \$1,051.00 was paid by check number 5119 on June 29, 2018. An invoice from Smith Pump Co dated July 9, 2018, for a gate valve and associated parts and labor in the amount of \$3,262.00 was paid by check number 5161 on July 27, 2018. The Water Commissioners are designated as authorized agents to expend. They approved the withdrawal at their meeting of August 15, 2018. The balance in the account is \$206,114.85. Trustee Fogg made the motion to approve. Seconded by Trustee Dahlman. *Approved Unanimously.*
- **Well Renovation Fund:** The Village District of Eastman submitted a request dated October 2, 2018 to withdraw \$19,650.00 from the Well Renovation Fund. Trustee Fogg reviewed the invoice and copy of the check submitted to support this request. An invoice from Barrie Miller's Well and Pump Service dated March 7, 2018, for cleaning Source 1 Wells A, B, & C in the amount of \$19,650.00, was paid by check number 4454 on March 23, 2018. The Water Commissioners are designated as authorized agents to expend. They approved the withdrawal at their meeting of August 15, 2018. The balance in the account is \$36,005.20. Trustee Fogg made the motion to approve. Seconded by Trustee Dahlman. *Approved Unanimously.*

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- **Waste Water Collection Fund:** The Village District of Eastman submitted a request dated October 2, 2018 to withdraw \$6,204.64 from the Waste Water Collection Fund. Trustee Fogg reviewed the 3 Invoices and check copies that support this request .An invoice from Steans Septic Service dated March 16, 2018, for cleaning wet wells in the amount of \$2,687.00, was paid by check number 1587 on March 23, 2018. An invoice from Stearns Septic Service dated March 26, 2018, for emergency service in the amount of \$1,604.00, was paid by check number 1591 on April 6, 2018. An invoice from WSO Plus dated March 12, 2018, for work on a pump at West Cove B in the amount of \$2,835.99, was paid by check number 1600 on April 20, 2018. The Water Commissioners are designated as authorized agents to expend. They approved the withdrawal at their meeting of August 15, 2018. The balance in the account is \$8,497.64. Trustee Fogg made the motion to approve. Seconded by Trustee Dahlman. *Approved Unanimously.*
- **Wastewater General Upgrades:** The Village District of Eastman submitted a request dated October 2, 2018 to withdraw \$50,634.94 from the Wastewater General Upgrade Fund. Trustee Fogg reviewed the 11 Invoices and check copies that support this request. An invoice from L.E. Weed & Son dated April 11, 2018, for concrete work on Clearwater Drive in the amount of \$508.00, was paid by check number 1596 on April 20, 2018. An invoice from WSO Plus, Inc. dated May 5, 2018, for Labor and Supplies in the amount of \$2,035.00, was paid by check number 1608 on May 16, 2018. An invoice from USA BlueBook dated May 7, 2018,, for stainless steel brackets in the amount of \$393.03, was paid by check number 1606 on May 18, 2018. An invoice from USA BlueBook dated May 7, 2018 for a 3” base elbow in the amount of \$1,339.90, was paid by check number 1614 on June 1, 2018. An invoice from Eastern Pipe Service dated May 21, 2018, for 7 days of CCTV – EPS 3 service in the amount of \$11,650.00, was paid by check number 1612 on June 1, 2018. An invoice from Underwood Engineers dated May 31, 2018, for Design and Construction in the amount of \$5,668.27, was paid by check number 1619 on June 15, 2018. An invoice form USA BlueBook dated June 6, 2018, for a Magmeter in the amount of \$2,407.00, was paid by check number 1620 on June 15, 2018. An invoice from Stearns Septic Service dated June 19, 2018, for Crawler Camera for emergency service in the amount of \$3,985.00, was paid by check number 1629 on June 29, 2018. An invoice from Underwood Engineers dated June 30, 2018, for Design and Construction in the amount of \$2,157.70, was paid by check number 1637 on July 13, 2018. An invoice from Ferguson Waterworks dated June 28, 2018, for Manhole parts in the amount of \$861.04, was paid by check number 1636 on July 13, 2018. An invoice from Streeter Construction received August 8, 2018, for building siding, windows, doors and roof in the amount of \$19,530.00, was paid by check number 1649 on August 10, 2018. The Water Commissioners are designated as authorized agents to expend. They approved the withdrawal at their meeting of August 15, 2018. The balance in the account is \$454,274.12. Trustee Fogg made the motion to approve. Seconded by Trustee Dahlman. *Approved Unanimously.*

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An inquiry from the Town of Grantham regarding checks received for Cemetery plots was referred to Trustee Coakley. The trustees discussed the inquiry and it was decided that Trustee Coakley will discuss with the Town Administrator regarding checks received for cemetery plots. Checks received for cemetery plots are to be forwarded to the Trustees, who will deposit them in the appropriate trust fund bank accounts.

ADJOURNMENT: There being no further business, a motion was made by Trustee Fogg, seconded by Trustee Dahlman and approved unanimously to adjourn at 1:39 PM. The next Trustee meeting is scheduled for Tuesday, November 13, 2018 at 1:00 PM in the Jerry Whitney Memorial Room.

Respectfully submitted,

James F. Coakley, Trustee
Maria N. Dahlman, Trustee
Robert E. Fogg, Trustee

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Bank Highlights Report

Sugar River Bank
Newport, NH
(FDIC Cert.#18028)

Rated 5-Stars as of 10/9/2018 based on
financial data as of 06/30/2018



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customerservice@bauerfinancial.com

This Highlights Report was compiled from financial data as reported to federal regulators. Although the financial data obtained from these sources is consistently reliable, the accuracy and completeness of the data cannot be guaranteed by BauerFinancial Inc.

Stars	BauerFinancial's proprietary rating. (See below.)
Total Assets	The size of the institution.
Profit (Loss)	The dollar amount of net income (or loss) for the period noted.
Return on Assets & Equity	Ratios regarding profitability - higher ratios indicate higher net income. (Calculation = Annualized year-to-date profit or loss as a percent of average assets or equity.
Leverage Capital Ratio	The ratio of capital to assets. Banks must maintain a ratio of at least 5% to be considered 'well-capitalized' by regulators.
Nonperforming Assets	Loans past due 90 days or more + nonaccrual loans + other real estate owned (generally acquired via repossession).

Star Ratings:

BauerFinancial star ratings classify each institution based upon a complex formula factoring in current and historical data. The first level of evaluation is the capital level of the institution followed by other relevant data including, but not limited to: profitability, historical trends, loan delinquencies, repossessed assets, reserves, regulatory compliance, proposed regulations and asset quality. Negative trends are projected forward to compensate for the lag time in the data. BauerFinancial employs conservative measures when assigning these ratings and consequently our analysis may be lower than those supplied by other analysts or the institutions themselves. More than thirty years of experience has shown this to be a prudent course of action. As a general guideline, however, the following groupings were used:

5-Stars	Superior. These institutions are recommended by Bauer .
4-Stars	Excellent. These institutions are recommended by Bauer .
3½-Stars	Good.
3-Stars	Adequate.
2-Stars	Problematic.
1-Star	Troubled.
Zero-Stars	Our lowest rating.
Start-up	Institution is too new to rate. (Obsolete beginning with June 30, 2018 financial data.)
FDIC	Institution has failed or is operating under FDIC conservatorship.

Peer Groups:

Group 1	Banks with foreign and domestic offices
Group 2	Assets >= \$3 billion
Group 3	Assets >= \$1 billion and < \$3 billion
Group 4	Assets >= \$300 million and < \$1 billion
Group 5	Assets >= \$100 million and < \$300 million
Group 6	Assets < \$100 million

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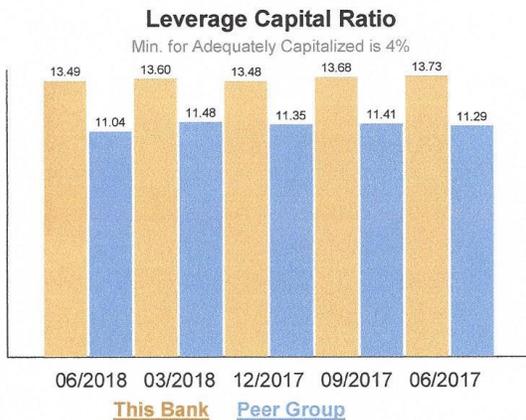
BauerFinancial, Inc. Bank Highlights Report

Sugar River Bank - Newport, NH (FDIC Cert.#18028)
(603)863-3000

www.sugarriverbank.com

Sugar River Bank was established in 1895 and has 6 branch(es).

Data as of:	06/30/2018	03/31/2018	12/31/2017	09/30/2017	06/30/2017
Bauer's Star Rating:	5-Stars	5-Stars	5-Stars	5-Stars	5-Stars
Recommended for 104 consecutive quarters.					
Total Assets:	\$303.280	\$296.413	\$294.547	\$293.897	\$289.608
Current Quarter's Profit (Loss):	\$0.408	\$0.408	\$-0.074	\$0.458	\$0.378
Year-to-date Profit (Loss):	\$0.816	\$0.408	\$1.031	\$1.105	\$0.647
Profit (Loss) Previous Calendar Year:	\$1.031				
Return on Assets (annualized): (Tax equivalent for Sub S corporations.)	0.55%	0.56%	0.36%	0.52%	0.46%
Return on Equity (annualized): (Tax equivalent for Sub S corporations.)	4.09%	4.09%	2.61%	3.74%	3.31%
Leverage Capital Ratio:	13.49%	13.60%	13.48%	13.68%	13.73%
Nonperforming Assets:	\$1.688	\$1.464	\$1.658	\$1.734	\$1.835



Dollar amounts are in millions. For example, \$12,345.678 represents \$12 billion, 345 million, 678 thousand.

Bank and Credit Union data compiled from financial data for the period noted, as reported to federal regulators. The financial data obtained from these sources is consistently reliable, although; the accuracy and completeness of the data cannot be guaranteed by BauerFinancial, Inc. BauerFinancial relies upon this data in its judgment and in rendering its opinion (e.g. determination of star ratings) as well as supplying the data fields incorporated herein. BauerFinancial, Inc. is not a financial advisor; it is an independent bank research firm. BauerFinancial is a registered trademark. Any unauthorized use of its content, logos, name, and/or Star-ratings is forbidden.

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