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**TOWN OF GRANTHAM
TRUSTEES OF TRUST FUNDS
MEETING MINUTES
November 10, 2015**

Trustee Lewis called the Tuesday, November 10, 2015 meeting of the Town of Grantham Trustees of Trust Funds (TTF) to order at 1:00 PM in the Jerry Whitney Memorial Conference Room in the Grantham Town Building located at 300 Route 10 South in Grantham.

PRESENT: Trustee James F. Coakley, Trustee Robert E. Fogg, Jr., and Trustee Robert A. Lewis and VDE Commissioner Duncan Wood.

Meeting with VDE Commissioner Wood – VDE Commissioner Wood outlined plans to close the Computer Software & Upgrade and the Inventory Hardware funds and move the balance of those funds to the VDE operating budget. The VDE Commissioners have also concluded the underlying reason for creating the Allen’s Drive Upgrade Study no longer exists and will propose that account be closed and the balance of funds transferred to the VDE operating budget. Commissioner Wood also indicated VDE will use future capital reserve withdrawals for longer-term expenditures and pay for shorter-term operating expenses from the operating budget.

Commissioner Wood inquired if funds in the Meter Replacement and Backflow account can be used to pay for a summer employee who would perform the meter installation work. Trustee Lewis explained that the terms of the VDE Warrant Article must be examined to determine if employee compensation is a permissible expenditure. Commissioner Wood will provide a copy of the 2004 Warrant Article to assist in resolving the question.

Commissioner Wood outlined future options being considered by the Commissioners to manage the disposal of the treated waste water. Two options currently under consideration are (1) installation of a leach field and (2) treatment modifications that would allow increased irrigation at the golf course. The option chosen would result in capital costs that would be classified as either waste water treatment or waste water disposal. To avoid future difficulties classifying capital costs as either “treatment” or “disposal” for withdrawals from the Waste Water Treatment Account or the Waste Water Disposal Account, the VDE Commissioners are considering creating a new account to cover waste water operations in general. Funds currently in the Waste Water Treatment and Waste Water Disposal accounts will be gradually reduced as capital costs are incurred. Future capital reserve appropriations will be used to fund the waste water operations account. The Trustee concurred with the proposal and recommended that the rationale be fully explained at the VDE Annual Meeting and that accurate and complete minutes of the meeting reflect the discussion.

REVIEW AND APPROVE MINUTES OF OCTOBER 13, 2015 TTF MEETING – Minutes of the October 13, 2015 should be amended to reflect the attendance of Diane DeStefano and Bryan Sanford from Charter Bank. Motion by Trustee Fogg and seconded by Trustee Coakley to accept the October 12, 2015 TTF meeting minutes as amended.

Approved unanimously.

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ADMINISTRATIVE

Highway Equipment Fund CD Renewal – On October 20, 2015 Lake Sunapee Bank advised that the Highway Equipment Fund CD was automatically renewed on October 12, 2015 for a one year period with an 0.80% APR. The new maturity date is October 12, 2016.

ENGLISH Scholarship Fund CD Renewal - On November 2, 2015 Lake Sunapee Bank advised that the English Scholarship Fund CD was automatically renewed on October 25, 2015 for a one-year term with a 0.80% APR. The next maturity date is October 25, 2016.

School Construction Fund CD Renewal – On October 19, 2015 Lake Sunapee Bank advised that the School Construction Fund CD will automatically renew on November 15, 2013 for a one year term.

LSB Pledged Securities – On October 1, 2015 Lake Sunapee Bank provided a list of securities pledged to Trustee of Trust Fund accounts under the June 30, 2013 collateralization agreement. A copy of the list is filed in the Collateralization file.

BOOKKEEPER'S REPORT

VDE Waste Water Disposal deposit – Trustee Lewis deposited \$40,000 to the VDE Waste Water Disposal CRF on October 15, 2015. Trustee Fogg will update the VDE Capital Reserve Report to reflect the deposit.

VDE Withdrawal Requests - Checks for the following Capital Reserve withdrawals approved at the October 12, 2015 Trustee meeting were delivered to VDE on October 16, 2015:

VDE Inventory Hardware Fund	\$5,284.09
VDE Buildings and Grounds Maintenance Fund	\$35,000.00
VDE Generators and Pumps Fund	\$3,651.24
VDE Meter Replacement Fund	\$13,627.20
VDE Office Building Fund	\$3,380.00
VDE Office Equipment Fund	\$2,544.33
VDE Water Mains and Valves Fund	\$18,356.88
VDE Waste Water Collection Fund	\$2,162.00
VDE Waste Water Disposal Fund	\$20,000.00

OLD BUSINESS

Charter Bank Investment Advisory services – The Trustees discussed the proposal provided by Charter Bank to provide investment advisory services for funds administered by the Trustees. Trustee Lewis expressed concern the proposal appears to limit the number of transactions and will get clarification from Charter Bank. Commissioner Coakley will contact references listed in the Charter Bank presentation material for additional information.

2015-2016 Investment Policy –A provision was added to assure that Lake Sunapee Bank provides a copy of the Board Resolution ratifying and confirming Collateralization Agreements. Trustee Coakley moved to approve the 2015-2016 Investment Policy as amended. Trustee Lewis will send a copy of the

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2015-2016 Investment Policy to the Attorney General's Office and to Plodzik and Sanderson. Seconded by Trustee Fogg
Unanimously Approved.

VDE Withdrawal Request

• **Computer Software and Upgrades Withdrawal** - On September 18, 2015 The Village District of Eastman submitted a request to withdraw \$3,959.99 from the Computer Software and Upgrades Fund. Due to uncertainty regarding the supporting documentation, the withdrawal request was deferred to allow clarification of the supporting invoices and receipts. Trustee Fogg reviewed the supporting LCS Controls and credit card statements and clarified the items listed on credit card statements to be included in the withdrawal. A copy of checks in payment of the invoices was attached. The VDE Commissioners approved the withdrawal at its August 12, 2015 meeting. The request is supported by minutes of the VDE Commissioners' August 12, 2015 meeting. The Commissioners are authorized as agents to withdraw from the fund. The funds are held in a Lake Sunapee Bank account. The current balance in the account is \$6,363.02. Trustee Fogg moved to approve the request by the Village District to withdraw \$3,959.99 from the Computer Software and Upgrades Fund. Seconded by Trustee Coakley. *Approved unanimously.*

Hastings Memorial Scholarship – Awaiting clarification by Town Administrator White of the terms of the Hastings Memorial Scholarship.

NEW BUSINESS

ADJOURNMENT: Motion by Trustee Fogg, seconded by Trustee Coakley and approved to adjourn at 2:05 PM. The next Trustee meeting is scheduled for December 8, 2015 at 1:00 PM in the Jerry Whitney Memorial Room.

Respectfully submitted,
James F. Coakley, Trustee
Robert E. Fogg, Trustee
Robert A. Lewis, Trustee