

**APPROVED**  
**TOWN OF GRANTHAM**  
**TRUSTEES OF TRUST FUNDS**  
**MEETING MINUTES**  
**February 14, 2017**

Trustee Lewis called the Tuesday, February 14, 2017 meeting of the Town of Grantham Trustees of Trust Funds (TTF) to order at 1:02 PM 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 Rob Fogg and Trustee Robert Lewis.

**REVIEW AND APPROVE MINUTES OF THE JANUARY 10, 2017 TTF MEETING** – Motion by Trustee Fogg and seconded by Trustee Coakley to accept the January 10, 2017 TTF meeting minutes as written.  
*Approved unanimously.*

**ADMINISTRATIVE**

**LSB Pledged Securities** – On January 23, 2017 Lake Sunapee Bank provided a list of securities pledged to Trustee of Trust Fund accounts under the June 30, 2013 collateralization agreement. The list of securities pledged will be filed in the Collateralization file.

**Cemetery Maintenance CRF withdrawal inquiry** – Trustee Lewis is continuing to research the origin of the Cemetery Maintenance Fund and Cemetery Development Fund to ascertain permissible uses of the funds and how withdrawals should be processed.

**RSA §31:32 Alternate Trustees** – RSA §31:32 provides, *inter alia*, for Trustees to recommend to the Selectmen the names of not more than 2 persons who may serve as alternate members on the board. The alternate members shall be appointed to one-year terms. The Trustee concluded there is no current need for an alternate Trustee to be appointed, but that if someone indicates an interest in assisting the Trustees of Trust Funds that person can be referred to the Trustees to explore their interest.

**DRA MS-9 inquiry** – No response from DRA.

**BOOKKEEPER'S REPORT**

**VDE Building & Grounds Maintenance Fund withdrawal** – Awaiting receipt of approved minutes of VDE Commissioners meeting to reduce the withdrawal request to \$40,000. A check will be delivered to VDE upon receipt of approved meeting minutes.

**VDE Capital Reserve deposits** – Trustee Lewis made deposits to the following VDE accounts on January 13, 2017:

Water Mains and Valves Maintenance Fund	\$120,000.00
General Waste Water System Repair and Maintenance	\$ 55,784.79

The deposits complete all capital fund deposits approved at the VDE Annual meeting.

# APPROVED

## OLD BUSINESS

**SAU # 75 Sale of Leased Land account** –Trustee Lewis corresponded with SAU # 75 Superintendent Guilette regarding whether SAU # 75 wishes to close the Leased Land account. Superintendent Guilette advised that the SAU # 75 School Board will include this item on a future meeting agenda to receive public comment on whether to close the account and withdraw the funds.

## NEW BUSINESS

**Town of Grantham inquiry re Building Repair & Maintenance CRF** –Town Administrator White inquired if funds in the Town Building Repair and Maintenance CRF can be used for the modification of workspace in the Archives Building to covert open area to a work station. This CRF was authorized by Article 15 of 2009 Town Meeting “for the repair and maintenance of all town owned buildings....” After discussion the Trustees concluded that “maintenance” as specified in Article 15 can include converting an open area to a work space to maintain the utility and usefulness of the Archive Building to meet Town purposes. Trustee Lewis moved to approve the conclusion that converting open area to a work space to maintain the utility and usefulness of the Archive Building is a permissible use of Building Repair & Maintenance CRF funds. Town Administrator White can withdraw the funds by submitting a completed Withdrawal Request together with supporting documentation to withdraw funds to convert open area to a work station in the Archive Building.

*Approved Unanimously*

**ADJOURNMENT** - Motion by Trustee Fogg, seconded by Trustee Coakley and approved unanimously to adjourn at 1:27 PM. The next Trustee meeting is scheduled for March 21, 2017 at 1:00 PM in the Jerry Whitney Memorial Room. Please note the change from the regular second Tuesday or the month meeting date to avoid a conflict with Grantham Town Meeting on March 14, 2017.

Respectfully submitted,

James F. Coakley, Trustee

Robert E. Fogg, Trustee

Robert A. Lewis, Trustee