

APPROVED

**TOWN OF GRANTHAM
TRUSTEES OF TRUST FUNDS
MEETING MINUTES
March 15, 2016**

Trustee Lewis called the Tuesday, March 15, 2016 meeting of the Town of Grantham Trustees of Trust Funds (TTF) to order at 1:06 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.

REVIEW AND APPROVE MINUTES OF FEBRUARY 9, 2016 TTF MEETING – No changes were proposed to the minutes of the February 9, 2016 Trustee Meeting. Motion by Trustee Fogg and seconded by Trustee Coakley to accept the February 9, 2016 TTF meeting minutes as written.

Approved unanimously.

ADMINISTRATIVE

Police Department Radio Equipment warrant article – At the conclusion of the February 9, 2016 Trustee meeting, Trustee Fogg inquired if the Fire Department and FAST Squad would be similarly impacted by the radio equipment upgrade. At the Budget hearing it was decided that the proposed warrant article should be expanded to include Fire Department and FAST Squad radio equipment. Proposed Article 20 was revised to establish a Public Safety Expendable Trust fund for the purpose of purchasing or repairing repeater, radio and other ancillary equipment.

BOOKKEEPER’S REPORT

VDE withdrawal checks - On February 16, 2016, Trustee Lewis made the following withdrawals from VDE Capital accounts. Checks for the withdrawals were delivered to VDE Business Manager Lewis on the same day.

| <u>Account Name</u> | <u>Amount</u> | <u>Check #</u> |
|--|---------------|----------------|
| VDE Inventory Hardware Fund | \$2,911.38 | 961081 |
| VDE Buildings and Grounds Maintenance Fund | \$4,454.50 | 961082 |
| VDE Computer Software Upgrade | \$695.00 | 961083 |
| VDE Generator and Pumps Fund | \$13,540.00 | 961084 |
| VDE Office Building Fund | \$6,125.00 | 961085 |
| VDE Office Equipment Fund | \$667.48 | 951086 |
| VDE Water Mains and Valves Fund | \$20,944.16 | 951087 |
| | | |
| VDE Waste Water Collection Fund | \$417.65 | 951088 |

CEMETERY LOT PURCHASE DEPOSIT – On February 24, 2016 Trustee Lewis deposited \$400 for the purchase of two cemetery lots. In accordance with Cemetery regulations, \$300 of the deposit was made to the Cemetery Maintenance Fund account and \$100 was made to the Cemetery Development Fund account.

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OLD BUSINESS

SAU # 75 School Construction Fund Withdrawal Request – On November 5, 2015 the Grantham School Board submitted a request to withdraw \$19,225.00 from the School Construction Fund to upgrade security equipment for higher resolution security cameras to be installed at Grantham Village School. The withdrawal request was first considered at the Trustee’s December 8, 2015 and deferred until SAU # 75 provided the invoice and cancelled check for the work to be performed. The original withdrawal request included a contract proposal from Tasco Security Systems to install a CCTV security system at the Grantham Village School for a total cost of \$19,225.00. The \$19,225.00 expenditure was approved at the November 3, 2015 School Board Meeting. On February 10, 2016 SAU # 75 provided a copy of cancelled check #28910 to Tasco Security in payment for the security system. The School Construction capital account is currently held at Lake Sunapee Bank with a current balance of \$93,775.81. Trustee Coakley moved to approve the SAU # 75 request to withdraw \$19,225.00 from the SAU # 75 School Construction Fund. Seconded by Trustee Fogg.

Approved unanimously.

Waste Water Disposal Fund withdrawal – At its February 9, 2016 meeting the Trustees deferred acting on the request submitted by The Village District of Eastman to withdraw \$20,000.00 from the Waste Water Disposal Fund due to the inability to reconcile the withdrawal request with multiple invoices for ongoing engineering services. The Trustees are awaiting clarification of which invoices are being reimbursed

Water Mains & Valves withdrawal – At its February 9, 2016 meeting the Trustees approved reimbursement of \$20,944.16 for eighteen invoices for work performed by various contractors. The Trustees deferred action on a list of \$15,195.15 for employee wages paid for various water main operation and maintenance expenses between January 7, 2015 and December 1, 2015 to allow the Trustees to obtain guidance on whether employee wages are a properly reimbursable capital expenses. The Attorney General’s office responded by outlining the statute, RSA 35:1, governing the establishment of capital reserve funds. In relevant part, RSA 35:1 provides that a village district “may raise and appropriate money for the establishment of a capital reserve fund for the financing of all or part of the cost of:

- I. The construction, reconstruction or acquisition of a specific capital improvement, or the acquisition of a specific item or specific items of equipment; or
- II. The construction, reconstruction, or acquisition of a type of capital improvement or the acquisition of a type of equipment;

....”

The Attorney General’s office concluded there is no category for the reimbursement of labor costs to individuals. In addition, since New Hampshire is not a home rule jurisdiction, all agencies are governed by the statutes and RSA 35:1 does not include reimbursement of labor costs.

Trustee Fogg moved to deny the \$15,195.15 labor cost portion of the VDE’s Water Mains and Valves Fund reimbursement request. Seconded by Trustee Coakley.

Approved unanimously.

NEW BUSINESS

TOWN BUILDING REPAIR – On February 17, 2016, the Town of Grantham submitted a request to withdraw \$21,781.18 from the Town Building Repair & Maintenance CRF. The withdrawal is for

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installing a Kohler 48kW LP fueled standby generator with automatic transfer switch at the Grantham Fire Department. The request is supported by an invoice from Powers Generators and a cancelled check for \$21,781.18 in payment of the invoice. The Selectmen approved the withdrawal at the November 23, 2015 Selectmen's meeting. The funds are held in a Lake Sunapee Bank account. The current balance in the account is \$67,514.36. The Selectmen are authorized as agents to expend from this fund in Article 15 of 2009 Town Meeting. Trustee Lewis moved to approve the request by the Town of Grantham to withdraw \$21,781.18 from the Town Building Repair and Maintenance Capital Reserve Fund. Seconded by Trustee Fogg.

Unanimously approved.

ADJOURNMENT: Motion by Trustee Fogg, seconded by Trustee Coakley and approved to adjourn at 1:41 PM. Due to schedule conflicts on April 12, 2016, the next Trustee meeting is scheduled for April 19, 2016 at 1:00 PM in the Jerry Whitney Memorial Room. Please note the change from the regular second Tuesday meeting date.

Respectfully submitted,

James F. Coakley, Trustee

Robert E. Fogg, Trustee

Robert A. Lewis, Trustee