

APPROVED

TOWN OF GRANTHAM TRUSTEES OF TRUST FUNDS MEETING MINUTES May 14, 2019

Trustee Coakley called the meeting of the Town of Grantham Trustees of Trust Funds (TTF) to order at 2:05 PM on Tuesday May 14, 2019, 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 Robert Fogg.

REVIEW AND APPROVE MINUTES OF THE APRIL 10, 2019 MEETING: A motion was made by Trustee Fogg, and seconded by Trustee Dahlman, to approve the minutes of the April 10, 2019 meeting as distributed. *Approved Unanimously.*

ADMINISTRATIVE:

- **ORGANIZATION JULY 1, 2019 – JUNE 30, 2020:** The trustees discussed organization of the Trustees for the fiscal year July 1, 2019 – June 30, 2020. The following organization is to be implemented effective July 1, 2019:

Trustee Coakley will remain as chair and will be responsible for the agenda, chairing the meetings, and filing. He will remain liaison with the Town of Grantham. He will also be backup for taking and distribution of the minutes.

Trustee Dahlman will be responsible for the reporting, and banking relations. She will remain liaison with SAU #75.

Trustee Fogg: Will be the backup for reporting and will remain liaison with the Village District of Eastman.

The Town of Grantham will provide an individual to take and distribute the minutes. The Town of Grantham budget provides for an amount for stipends to the trustees. Effective July 1, 2019 the amount will be evenly distributed among the three trustees.

The adoption of the organization, as outlined, was moved by Trustee Fogg and seconded by Trustee Dahlman. *Approved Unanimously.*

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- **MS9 AND MS 10 UPDATE:** Trustee Fogg reported that that he is preparing for the new fiscal year beginning July 1, 2019. The ledger sheets will use the TTF numbers throughout. He is preparing to generate the year end material on the excel spreadsheets as in the past. That information from the spreadsheets will be entered into the portal for the Data Base to report to the state.
- **TRUSTEE TRAINING:** We have received the agenda for trustee training. The training is scheduled for 9:00AM to 3:30 PM on June 6, 2019 at the NH municipal Association Building. 25 Triangle Park Drive, Concord NH. Trustee Fogg has registered. Both Trustee Coakley and Trustee Dahlman have Jury Duty for the month of June, and will not be able to determine whether or not they can attend until a few days before June 6. The agenda for the training is attached to the minutes.

NEW BUSINESS:

- **SAU#75 WITHDRAWAL REQUEST:** SAU #75 has submitted three requests for withdrawals. These are all for scholarships for Grantham students graduating from Lebanon High School. Requests are dated May 8, 2019. The draft minutes of the School Board meeting are dated June 7, 2019. There are two awards, each of \$300 from the Jackson P & Mathilde M. English Educational Trust Fund. There is one award in the amount of \$300 from the Glenn Hudson Memorial Fund. The motion to approve was made by Trustee Dahlman, seconded by Trustee Fogg and *Approved Unanimously*
- **REQUISITION FORMS:** The Trustees reviewed the Voucher for Payment from Trust of Capital Reserve Funds used by the town, the Village District of Eastman, and SAU #75 to request withdrawal of funds. The trustees are implementing the use of Fund Numbers for each Trust Fund, and will be revising the forms.

ADJOURNMENT: There being no further business, a motion was made by Trustee Fogg, seconded by Trustee Dahlman and approved unanimously to adjourn at 2:48 PM. The next Trustee meeting is scheduled for Tuesday June 11, 2019, at 1:00 PM in the Jerry Whitney Memorial Room. The July meeting is scheduled for Tuesday July 16, 2019, at 12:00 noon.

Respectfully submitted,

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