

**TRUSTEES OF TRUST FUNDS**  
**January 19, 2022; 4:10 pm, Franconia Town Hall**

In attendance: Karen Foss, Jan Cole and Carol Walker

Transactions:

December 2021 transactions included CRF deposits of \$90,000 (\$45,000 from 2020 and \$45,000 for 2021) to Lafayette School's School Building Maintenance Fund and \$2,950.00 to the Town's Cemetery Maintenance Fund. Distributions totaling \$80,562.27 were made to the Town from the CRF and paid through principal withdrawals of \$50,000 for Fire Dept Safety Equipment, \$5,586.11 for Highway Heavy Equipment, \$12,014.50 for Sidewalk Improvement Fund, \$10,705.66 for Highway Improvement Fund; and \$2,256.00 was paid from income for the Town's Reassessment. A \$100.00 distribution from income was made from the Franconia Scholarship CTF.

Karen will send another distribution request in order to close-out (\$17.36 remained at 12/31/21) the Fire/Police Station Improvement Fund (n/k/a Safety Services Building fund).

Reports:

The Trustees reviewed the December 31, 2021 Three Bearings/Fidelity Common Capital Reserve Fund (CRF) report with a beginning balance of \$2,903,738.91 on 12/01/2021. There were additions of \$92,950.00 (\$90,000 to Lafayette School Building Maintenance Fund and \$2,950 to the Cemetery Maintenance Fund) and subtractions of \$86,441.56 (distributions totaling \$80,562.27 as detailed above, closing the Safety Services Building Fund of \$2,648.12, transaction costs of \$20.00 and Three Bearings' quarterly advisor fee of \$3,211.17) and an increase in investment value of \$17,703.26 during the month resulting in an ending account value of \$2,927,950.61 as of 12/31/2021. Through December 31, 2021, the CRF has had a year-to-date net increase in investment value of \$84,460.70.

The Trustees reviewed the December 31, 2021 Three Bearings/Fidelity Common Trust Fund (CTF) report with a beginning balance of \$344,804.03 on 12/01/2021. Transactions in December included withdrawals of \$381.31 for the quarterly advisor fee paid to Three Bearings, payment of the \$100.00 Towse Athletic Award and an increase in investment value of \$7,103.49 during the month resulting in an ending account value of \$351,426.21 as of 12/31/2021. Through December 31, 2021, the CTF has had a year-to-date net increase in investment value of \$28,657.67.

The Trustees reviewed the MS-9 that reflected principal additions and withdrawals, and income expended during December 2021 as detailed in the two preceding paragraphs.

Minutes:

Draft minutes for the December 15, 2021 Trustee meeting were reviewed with no changes suggested. Carol distributed updated minutes from the 11/18/2021 meeting with a correction to the date in the 4<sup>th</sup> line of the 3<sup>rd</sup> paragraph which should read "as of 10/31/2021." (the date had incorrectly been "9/30/2021". Karen made a motion to accept the minutes for the December 15, 2021 meeting as written and to accept the date correction in the minutes for the 11/18/2021 meeting; Jan seconded the motion and all voted in favor of approving the minutes for 12/15/2021 and the correction to 11/18/2021.

#### Fund names, Dates, Purposes:

Jan reported that the work on the fund names, dates and purposes has been completed; she has provided the list of corrections to the town administrator and has asked that the corrected fund names, dates and purposes be used going forward.

#### Franconia Scholarship Fund Policy and Procedures follow-up:

Jan's circulated the final update to the Franconia Scholarship Fund Policy and Procedures. She will forward the policy to the Advisory Board members and let them know that based on Franconia Scholarship Fund's total income for the year as of 12/31/2021, there will be a total of \$3,500 available for the 2022 scholarship and Towse award.

#### Northern Pass and Safety Services CRF status updates:

A 2022 warrant article is needed to close the Northern Pass Defense Fund, with all remaining funds moved to the Town's General Fund. A second warrant article is needed to move these funds to the Town's Legal Capital Reserve Fund. The Northern Pass Defense Fund CRF balance as of 12/31/2021 was \$27,081.63. Jan will forward suggested language for the warrant article(s) needed to close the Northern Pass CRF and move the balance to the Legal Reserve Funds to the selectboard and town administrator for review.

Karen will follow-up with the town administrator for a distribution request to withdraw the remaining balance in the Safety Services CRF (fka Fire/Police Station Improvement Fund) through the date of final distribution. On 12/29/2021, \$2,648.12 was paid to the Town with \$17.36 remaining at 12/31/2021.

#### Cemetery Trustees transactions:

On 1/18/2022, Cemetery Trustees requested a distribution of \$800 from the Cemetery Maintenance Fund to reimburse the Town for its payment to StandFast Works Forge for installation of bollards at the cemetery. The original contract amount of \$2,172 was disbursed to the Town on October 25, 2021. The \$800 represents an increase in the contract since the Forge dug the bollard holes instead of Franconia's DPW. When the Cemetery Trustee provide minutes to accompany the invoice and distribution request, the funds will be withdrawn from the Cemetery Maintenance Fund to reimburse the Town for the \$1,886 vendor payment requested by the Cemetery Trustees.

#### Annual Report 2021

The trustees reviewed the Report of the Trustees of Trust Funds for the calendar year ending December 31, 2021. The report details each Expendable/Maintenance Fund, Capital Reserve Fund and Cemetery Perpetual Care, Franconia Scholarship and Lucy Pfofi Memorial Fund. Details include the Principal (balance at beginning of year, additions/withdrawals/gain (loss), balance at end of year, Income (balance at beginning of year, net income, expended during the year, balance at end of year), principal and income, and ending market value with Grand Totals both calculated and per the statement.

#### Transaction Log 2021

Karen completed and circulated the Trustee Transaction Log for 2021 that includes dates and amounts of all disbursements from Franconia's Common Trust Fund, and dates, disbursements from and deposits to Franconia's Capital Reserve Fund.

Welfare CRF and Town Budget 2021

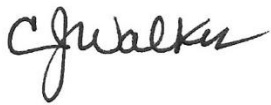
There were no distribution requests in 2021 from the Welfare ETF. The BOS have approved the addition of a part-time welfare officer and administrative position to the police department to provide clerical support and deal with welfare requests. A budget hearing regarding will be held on February 7, 2022.

Old business:

The Trustees plan to ask David Mayes of Three Bearings to provide another Portfolio X-Ray for the CRF and CTF during the first quarter of 2022; the last X-ray report was dated 1/31/2021.

There being no further business, the meeting was adjourned at 6:00 pm. The next trustee meeting is scheduled for February 16, 2022 at the Town Hall beginning at 4 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "C Walker". The signature is written in a cursive, flowing style.

Carol J. Walker, Trustee