

**Minutes**

**TRUSTEES OF TRUST FUNDS**

**September 20, 2023**

In attendance: Jan Cole, Karen Foss, Mike Betley and Carol Walker

The meeting commenced at 3:50 pm.

Transactions for July 2023: The Capital Reserve Fund (CRF) received a \$70,000 deposit to the School Building & Grounds Maintenance Fund. There was no activity in the Common Trust Fund (CTF).

The Trustees reviewed the July 1-31, 2023 Three Bearings/Fidelity Common Capital Reserve Fund (CRF) report with a beginning balance of \$\$2,504,922.69 on 7/1/2023. In July, there was a \$22,896.23 increase in the CRF investment value resulting in an ending account value of \$2,597,818.92 at 7/31/2023. On a year-to-date basis, there has been an increase of \$109,722.73 in the CRF Investment value. Dividend income during the month was \$6,290.30.

The Trustees reviewed the July 1-31, 2023 Three Bearings/Fidelity Common Trust Fund (CTF) report with a beginning balance of \$313,268.19 on 7/1/2023. In July, there was an increase of \$5,125.86 in the CTF investment value resulting in an ending account value of \$318,394.05 at 7/31/2023. On a year-to-date basis, there has been an increase of \$12,032.16 in the CTF Investment value. Dividend income during the month was \$889.29.

The MS-9's for the periods from 1/01/2023 through 7/31/2023 and 7/1/2023 to 7/31/2023 were reviewed.

Transactions for August 2023: The Capital Reserve Fund (CRF) received a deposit from the Town of Franconia in the amount of \$559,017.00 to fund the CRFs and ETFs per warrant articles approved for 2023:

<b>Article No.</b>	<b>Fund Name</b>	<b>Amount</b>	<b>Fund Type</b>
3	Bridge Construction	\$40,000	CRF
17	Dow Field	\$1,530	CRF
4, 11	Fire Department Safety Equipment	\$73,150	ETF
3, 11	Fire Heavy Equipment	\$69,896	CRF
4	Franconia Heritage Museum Maint Fund	\$1,061	ETF
3	Frost Place Maintenance	\$867	CRF
3	Highway Department Truck	\$85,137	CRF
3, 11	Highway Heavy Equipment	\$80,642	CRF
4	Highway Improvement Fund	\$75,000	ETF
20	Lafayette Recreation	\$16,334	ETF

4	Library Building Maintenance Fund	\$5,520	ETF
3	Police Cruiser	\$14,154	CRF
8	Reassessment	\$10,000	CRF
19	Recreation Van	\$5,100	CRF
18	Rink Surface Maintenance ETF	\$2,040	ETF
4	Sidewalk Improvement	\$21,000	ETF
4, 16	Town Building Maintenance Fund	\$32,000	ETF
3	Town Building Truck	\$11,452	CRF
3, 11	Town Buildings & Grounds Equipment	\$14,134	CRF
Total		\$559,017	

The Town was reimbursed a total of \$64,555.18 from the CRF:

Ventrac tractor	\$11,325.00
One-ton dump truck	\$31,139.00
Besaw Iron Furnace	\$6,616.18
Warren Tree cemetery work	\$5,925.00
Town Hall railing	<u>\$9,550.00</u>
Total	\$64,555.18

A total of \$4,200.00 (\$3,900.00 Franconia Scholarship, \$100.00 Towse award and \$200.00 Lucy Pfosi Memorial award) was paid from the Common Trust Fund (CTF).

The Trustees reviewed the August 1-31, 2023 Three Bearings/Fidelity Common Capital Reserve Fund (CRF) report with a beginning balance of \$2,597,818.92 on 8/1/2023. In August, a \$559,017.00 deposit was made to fund CRFs and ETFs per 2023 warrant articles, and a \$64,555.18 withdrawal was made for reimbursements to the Town, all as noted above. In addition, there was a \$1,448.34 increase in the CRF investment value that resulted in an ending account value of \$3,093,729.08 at 8/31/2023. On a year-to-date basis, there has been an increase of \$111,171.07 in the CRF Investment value. Dividend income during the month was \$6,744.13.

The Trustees reviewed the August 1-31, 2023 Three Bearings/Fidelity Common Trust Fund (CTF) report with a beginning balance of \$318,394.05 on 8/1/2023. In August, \$4,200.00 in withdrawals were made for the Franconia Scholarship, Towse and Pfosi awards as noted above, and there was a decrease of \$4,182.01 in the CTF investment value, that together resulted in an ending account value of \$310,012.04 at 8/31/2023. On a year-to-date basis, there has been an increase of \$7,850.15 in the CTF Investment value. Dividend income during the month was \$621.77.

The MS-9's for the periods from 1/01/2023 through 8/31/2023 and 8/1/2023 to 8/31/2023 were reviewed. Three Bearing's quarterly portfolio management fees of \$3,388.70 for the CRF and \$339.57 for the CTF for the period from 6/1/23 to 8/31/23 are accounted for on an accrual basis and reflected on the MS-9 in August 2023 (net of dividends earned during the month for the CRF and the CTF) even though the transactions are not paid until September 2023 per the Fidelity brokerage accounts. Dividends earned of \$6,744.13 less the CRF portfolio management fee of \$3,388.70 resulted in net income in the CRF of \$3,355.42 in August 2023. Similarly, dividends earned of \$621.77 less the CTF portfolio management fee of \$339.57 resulted in net income in the CTF of \$282.20 in August 2023.

Minutes: Draft minutes for the July 19, 2023 trustee meeting were reviewed. Karen made a motion to approve the minutes with minor changes with a second by Jan. The motion passed unanimously. Carol will send the final approved minutes for July's meeting to the Town Administrator and Secretary for posting to the Town's website.

**Other business:**

Lafayette School Building & Grounds Maintenance Fund: Jan will ask the SAU again about the timing of any anticipated withdrawal(s).

Franconia Scholarship Award: A check was issued for Lily Pospesil's scholarship.

Cemetery funding, perpetual care and sale of cemetery plots: We are still waiting for information and proceeds for any plots sold thus far in 2023 so that funds can be transferred to the Cemetery Maintenance Fund CRF. Jan will remind the cemetery trustees again so that processing of any deposits or payment of funds can be made on a timely basis in prior to year end 2023. A review of CT minutes for 2023 indicates that topics raised by the TOTF have been postponed to a future date.

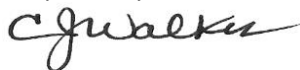
Funds to transfer to & from CRFs & ETFs question: Deposits and Withdrawals were made to the CRFs and ETFs per details in August 2023's MS-9 transactions as noted in the August 2023 Transactions section above. An updated Reimbursement schedule effective 9/24/23 has been included in the last attachment below. The Town has taken delivery of the Western Star chassis but body work has been delayed due to supply chain issues; as a result, no reimbursement has yet been made to the Town.

Franconia Heritage Museum: Jan will ask Phil Krill to let her know of any reimbursements to be made since the museum and library boards are meeting in the next week.

Top Notch Triathlon: The question as to whether financial results had been reported to the Town for this event held during the first week of August; no information has been provided as yet.

There being no further business, the trustees adjourned the meeting at 4:52 pm. The next scheduled meeting will be on October 18, 2023 at Town Hall beginning at 4 pm.

Respectfully submitted,



Carol Walker, Trustee

Attachments: **2023 Town Meeting Warrant Article Funding spreadsheet**  
**2023 CRF and ETF Fund Names List**  
**2023 Reimbursements, updated 9/24/2023**

**2023 Town Meeting Warrant Article Funding spreadsheet:**

Article No.	Fund Name	Amount	Add to Trustee Accounts	Amt from Trustee Accounts	From Unassigned	From Budget	From Taxes	From Water Custs
2	Operating Budgets	\$2,072,210					\$2,072,210	
3	Town Building Truck	\$11,452	\$11,452				\$11,452	
3	Town Buildings and Grounds Equip	\$10,634	\$10,634				\$10,634	
3	Highway Truck	\$85,137	\$85,137				\$85,137	
3	Highway Heavy Equipment	\$42,642	\$42,642				\$42,642	
3	Police Cruiser	\$14,154	\$14,154				\$14,154	
3	Fire Heavy Equipment	\$52,006	\$52,006				\$52,006	
3	Frost Place Maintenance	\$867	\$867				\$867	
3	Bridge Construction	\$40,000	\$40,000				\$40,000	
4	Highway Improvement Fund	\$75,000	\$75,000				\$75,000	
4	Town Buildings Maintenance Fund	\$30,000	\$30,000				\$30,000	
4	Sidewalk Improvement	\$21,000	\$21,000				\$21,000	
4	Franconia Heritage Museum Fund	\$1,061	\$1,061				\$1,061	
4	Library Building Maintenance Fund	\$5,520	\$5,520				\$5,520	
4	Fire Department Safety Equipment	\$33,150	\$33,150				\$33,150	
5	Tri-Town Transfer Station	\$144,549					\$144,549	
6	Abbie Greenleaf Library	\$95,000					\$95,000	
7	Water Dept Operating Budget	\$365,848						\$365,848
8	Revaluation	\$10,000	\$10,000				\$10,000	
9	Contract for Ambulance Service	\$60,000					\$60,000	
10	Contract for Ambulance Service-Cont	\$325,890					\$325,890	
11	Fire Department Safety Equipment	\$40,000	\$40,000		\$40,000			
11	Fire Heavy Equipment	\$17,890	\$17,890		\$17,890			
11	Highway Heavy Equipment	\$38,000	\$38,000		\$38,000			
11	Buildings & Grounds Equipment	\$3,500	\$3,500		\$3,500			
12	Western Star 10-Wheeler Purchase	\$260,000		\$252,000	\$8,000			
13	One-ton dump truck - Bldg & Grnds	\$80,000		\$45,000	\$35,000			
14	Ventrac Tractor/Mower Bldg & Grnds	\$77,000		\$12,000	\$65,000			
16	Town Bldg Maintenance ETF	\$2,000	\$2,000		\$2,000			
17	Dow Field Capital Reserve Fund	\$1,530	\$1,530			\$1,530		
18	Rink Surface Maintenance ETF	\$2,040	\$2,040			\$2,040		
19	Recreation Van CRF	\$5,100	\$5,100			\$5,100		
20	Lafayette Rec Fundraising	\$16,334	\$16,334		\$16,334			
21	Non-Profits	\$32,558					\$32,558	
Totals		\$4,072,072	\$559,017	\$309,000	\$225,724	\$8,670	\$3,162,830	\$365,848
	Less income credit to operating budget						-\$644,555	
	Total taxes to be raised						\$2,518,275	
	tax impact						\$6	
	To trust funds 10 days frm twn meeting				\$117,724			

## 2023 CRF and ETF Fund Names List:

Year Established	Warrant #	Legal Fund Name	Purpose per Original Warrant Article	Fund Type	Agent to Expend	Comment
1966	14	Bridge Construction	bridge construction/maintenance	CRF	Selectmen	Town Fund
1985	9	Cemetery Maintenance Fund	cemetery maintenance	ETF	Cemetery Trustees	Town Fund
2017	12	Dow Clock Expendable Trust Fund	Maintenance, repairs and improvements to the Dow Clock	ETF	Selectmen	Town Fund
1994	5	Dow Field	Dow Field Maintenance	CRF	NONE	Town Fund
2003	18	Emergency Management Fund	disaster funds	ETF	Emer. Mgmt Dir.	Town Fund
2020	18	Energy	Providing funds for alternative energy and energy efficiency projects in municipal buildings and properties	CRF	Selectmen	Town Fund
2022	18	Fire Dept Safety Equipment ETF	Fire dept safety equipment	ETF	Selectmen	Town Fund
2017	14	Fire Heavy Equipment	Purchase heavy equipment for the Fire Department	CRF	Selectmen	Town Fund
2003	17	Franconia Heritage Museum Maintenance Fund	Maintenance of Museum	ETF	Selectmen	Town Fund
2013	13	Frost Place Maintenance	Frost Place maintenance	CRF	Selectmen	Town Fund
1994	6	Handicap Access	Library handicap access	CRF	NONE	Town Fund
2000	11	Highway Department Truck	highway truck(s)	CRF	NONE	Town Fund
2000	12	Highway Heavy Equipment	Highway heavy equipment	CRF	Selectmen	Town Fund
1997	9	Highway Improvement Fund	highway improvement	ETF	Selectmen	Town Fund
2017	11	Lafayette Recreation	Enhance the Lafayette Recreation programs, events and activities	ETF	Selectmen	Town Fund
1989	5	Legal	legal	CRF	Selectmen	Town Fund
1998	9	Library Building Maintenance Fund	library maintenance	ETF	Selectmen	Town Fund
2013	12	Life Squad Equipment	Life Squad equipment	CRF	Selectmen	Town Fund
2001	14	Life Squad Van	Life Squad van	CRF	NONE	Town Fund
1994	14	Police Cruiser	police cruiser	CRF	NONE	Town Fund
1984	3	Reassessment	property reassessment	CRF	Selectmen	Town Fund
2015	21	Recreation Van	Recreation Van	CRF	Selectmen	Town Fund
2002	17	Rink Surface Maintenance Fund	rink surface maintenance	ETF	Selectmen	Town Fund
2014	17	Rural Water Supply	cisterns and ponds	CRF	Selectmen	Town Fund
2002	5	School Building and Grounds Maintenance Fund	maintain & repair the school building	ETF	School Board	School Fund
2010	5	School District Technology Fund	repair, maintain & upgrade tech equip	CRF	School Board	School Fund
1997	8	Sidewalk Improvement	sidewalk improvement	ETF	Selectmen	Town Fund
1984	3	SPED CRF - Special Education	meet the expenses of educating educationally handicapped children	CRF	NONE	School Fund
1997	7	Town Building Maintenance Fund	maintenance of town building(s)	ETF	Selectmen	Town Fund
2007	6	Town Buildings & Grounds Equipment	town buildings and grounds equipment	CRF	NONE	Town Fund
2002	8	Town Buildings Vehicle	town maintenance truck	CRF	NONE	Town Fund
2002	9	Transfer Station Equipment	transfer station equipment	CRF	NONE	Town Fund
2011	7	Transfer Station Improvements	improvements to transfer station	CRF	Selectmen	Town Fund
2019	28	Welfare ETF	providing general assistance	ETF	Selectmen	Town Fund
2020	Trust	Lucy Pfofi Memorial Fund	graduating 6th graders demonstrating social responsibility	Trust	Lafayette Regional School	Town Fund
1983	Trust	Franconia Scholarship Fund	financial aid to graduating Franconia resident and Towse Athletic Award	Trust	Trustees & Advisory Committee	Town Fund

## 2023 Reimbursements:

Town of Franconia pending reimbursements as of 09-24-23						
Reimbursement Item	Amount	From Account	CRF/ETF	Documents Received	Documentation Needed	Status 09/24/23
Ventrac Tractor	\$11,325.00	Town Buildings & Grounds Equipment	CRF	1. 2023 warrant #14	1. Copy of check to MTE Equipment Solutions, Inc.	REIMBURSEMENT
				2. Minutes town meeting	2. QuickBooks report	COMPLETE
					3. Request from TA	
One-ton dump truck	\$31,139.00	Town Buildings Vehicle CRF	CRF	1. 2023 warrant #13	1. copy of check to Autosavers Group of St. Johnsbury	REIMBURSEMENT
				2. Minutes town meeting	2. QuickBooks report	COMPLETE
					3. Request from TA	
Besaw Iron Furnace	\$6,616.18	Franconia Heritage Museum Maint Fund	CRF	1. copy of check No. 44808 dated 7/18/22	1. BOS need to request and vote to have the Town reimbursed.	REIMBURSEMENT
					2. Minutes of BOS meeting	COMPLETE
					3. QuickBooks report	
					4. Request from TA	
Warren Tree cemetery work in 2022	\$5,925.00	Cemetery Maintenance Fund	ETF	all documents received	none pending	REIMBURSEMENT COMPLETE
Towse Award	\$100.00	Franconia Scholarship Fund	Trust Fund	1. Recommendation from Committee	1. Copy of check	REIMBURSEMENT
					2. Copy of QuickBooks report	COMPLETE
					3. Request from TA	
Pfosi Award	\$200.00	Lucy Pfosi Memorial Fund	Trust Fund	1. Recommendation from school	1. Copy of check	REIMBURSEMENT
					2. Copy of QuickBooks report	COMPLETE
					3. Request from TA	
Scholarship Award	\$3,900.00	Franconia Scholarship Fund	Trust Fund	1. Recommendation from Committee	1. Copy of check	REIMBURSEMENT
					2. Copy of QuickBooks report	COMPLETE
					3. Copy of invoice from school	
Western Star Truck	\$252,000.00	Highway Dept Trucks	CRF	1. Warrant #12	1. Copy of check(s)	PENDING
				2. Minutes town meeting	2. Copy of QuickBooks report(s)	
					3. Request from TA	
paint rink surface	\$12,885.00	Rink Surface Maintenance Fund	ETF	nothing	1. Copy of check	REIMBURSEMENT
					2. Copy of QuickBooks report	COMPLETE
					3. BOS need to request and vote to have the Town reimbursed.	
					4. Minutes of BOS meeting	
					5. Request from TA	
railing added to town hall	\$9,550.00	Town Building Maintenance Fund	ETF	nothing	1. Copy of check to Wilco	REIMBURSEMENT
					2. Copy of QuickBooks report	COMPLETE
					3. BOS need to request and vote to have the Town reimbursed.	
					4. Minutes of BOS meeting	
					5. Request from TA	
Total	\$333,640.18					