

**Minutes**

**TRUSTEES OF TRUST FUNDS**

**December 21, 2022**

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

The meeting commenced at 4:00 pm. Trustees reviewed transaction activity for November in the CRF; on 11/16/22, withdrawals totaling \$227,024.96 were made payable to the Town of Franconia via electronic funds transfer (EFT) from various capital reserve funds as follows:

Police Cruiser	\$31,188.16
Town Buildings Maintenance Fund	\$100,000.00
Sidewalk Improvement Fund	\$15,000.00
Rink Surface Maintenance Fund	\$10,985.00
Library Building Maintenance Fund	\$62,076.80
Town Buildings Vehicle (V-plow)	<u>\$7,775.00</u>
Total	\$227,024.96

The only Common Trust Fund transaction occurred on 11/16/22 and was payable to the Town of Franconia in the amount of \$100.00 via EFT from the Franconia Scholarship Fund (Towse).

The Trustees reviewed the November 30, 2022 Three Bearings/Fidelity Common Capital Reserve Fund (CRF) report with a beginning balance of \$2,594,069.31 on 11/01/2022. Dividend income of \$3,503.57 was received during the month. After the \$227,024.96 in CRF withdrawals noted above and an increase in investment value of \$51,427.01 in November, the ending account value was \$2,418,471.36 at 11/30/2022. On a year-to-date basis, there has been a decrease in investment value of -\$170,895.07 in the CRF.

The Trustees reviewed the November 30, 2022 Three Bearings/Fidelity Common Trust Fund (CTF) report with a beginning balance of \$298,977.15 on 11/01/2022. Dividend income of \$570.57 was received during the month. After the \$100.00 CTF withdrawal noted above and an increase in investment value of \$14,112.35 in November, there was an ending account value of \$312,989.50 at 11/30/2022. On a year-to-date basis, there has been a decrease in investment value of -\$31,583.88 in the CTF.

The MS-9's for the period from 1/01 through 11/30/22 and for 11/1 through 11/30/22 were reviewed with the transaction activity for both the CRF and CTF as noted in the first 2 paragraphs above. Three Bearing's quarterly portfolio management fees of \$2,780.22 for the CRF and \$359.81 for the CTF for the period from 9/1 to 11/30/22 are accounted for on an accrual basis and reflected on the MS-9 in November 2022 (net of dividends earned during the month for the CRF and the CTF) even though the transactions are not paid until 12/5/22 per the Fidelity brokerage accounts.

Minutes: Draft minutes for the November 30, 2022 Trustee meeting were reviewed with several changes noted. Karen made a motion to accept the minutes as revised with a second by Jan. All present

voted in favor of approving the minutes as revised. Carol will send the final approved minutes for November to the Town Administrator for posting to the Town's website.

Cemetery business: On 12/16/22, Jan received the Cemetery Trustees (CTs) request for upkeep of perpetual care lots in the amount of \$1,828.50 but found that the 11/30/2022 MS-9 reported insufficient income available for 3 of the lots to fund the allocated amounts the CTs had requested. Jan has advised them that the amount for W. Moody was reduced from \$15.58 to \$10.66 (-\$4.92), J. Wilson was reduced from \$31.16 to \$6.12 (-\$25.04), and M. Shores was reduced from \$62.32 to \$9.79 (-\$52.53) so that the total amount was reduced to \$1,746.01 and would be remitted by Three Bearings to the Town via EFT prior to year-end. She cautioned the CTs to review the MS-9 prior to making future requests so that corrections won't need to be made. She also inquired as to whether the trustees had received proceeds of cemetery plots that would need to be moved over to the capital reserve.

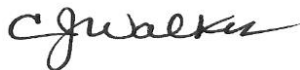
Kim provided a check in the amount of \$1,105.00 payable to Fidelity Investments for the Cemetery Maintenance Expendable Trust Fund for 2022 Cemetery plot transfers.

Jan received a message from Kim indicating that the Skid Steer for the Transfer Station had arrived. The invoice is for the full net amount of \$31,729.00 (\$49,254.00 including the bucket plus \$1,275.00 for pallet forks less the \$14,000 bobcat trade-in and a \$4,800 municipal discount) with Franconia's 57% portion being \$18,085.53 for which Jan will request an EFT from Three Bearings from the Transfer Station Equipment CRF (with \$1,000 coming from income and \$17,085.53 from principal) payable to the Town, also prior to year-end. Sugar Hill's portion has already been received but the status of Easton's payment was unclear.

A request from Kim for \$7,482.10 from the Legal Fund to offset the overspent legal budget was tabled due to incomplete information provided.

There being no further business, the trustees adjourned the meeting at 5:15 pm. The next trustee meeting will be held on Wednesday, January 25, 2023 at the Town Hall beginning at 4 pm.

Respectfully submitted,



Carol Walker, Trustee