

Trustees of Trust Funds Meeting Minutes
June 08, 2016

The Trustees of the Trust Funds meeting was held in the Merrill Conference Room, Town Offices, 268B Mammoth Road, Londonderry, New Hampshire on June 08, 2016.

Attendees: Dan Collins, John McLaughlin, Howard Bookman & Steve R. Cotton

Meeting: Called to order at 9:00AM

Item 1: Steve asked for a motion to accept the meeting minutes from the July 14, 2015 as written. John made the motion, Howard second the motion, motion carried 4 – 0 – 0.

Item 2: Steve updated the Trustees that we have added a burial data base (.pdf) for our various cemeteries. In addition, for the cemeteries that we have maps for, they are being uploaded, this is still work in process.

Item 3: Steve updated the Trustees of the newly approved Dog Ordinance “Ordinance 2016-02” that does have an impact to our cemeteries. No Dogs allowed, except for service dogs and dogs(s) securely confined in a vehicle. Steve and Kent have placed the new signage at Glenwood, Pillsbury, and Pleasantview. The Hill and Sunnyside are the next cemeteries on the list to be done. With this new ordinance, our cemetery rules and regulations will need to be updated, Steve will update and send out to the Trustees for review. Howard asked if a notice is being place in the dog registration in the Town Clerks area, the answer is yes. It has also been in the local newspapers as well.

Item 4: Steve updated the Trustees on the trust funds being transitioned from U.S. Trust to Cambridge Trust. The transfer went smoothly, we are still working out reporting, Cambridge Trust has a more manual process, and they are working to automate the information need for the MS-9.

Item 5: Steve updated the Trustees on the cemetery lawn care, since we went out to BID last fall, mowing companies have changed. Trimmers mows Pillsbury, The Hill, Towne, and Kendall Pond. Sweet mows Sunnyside, Green Magic mows Glenwood and Valley, The Lawn Butler mows Pleasantview. This year was the 1st year in many that we had no complaints on lawn care for the Memorial Day weekend.

Item 6: We next discuss the Old Oak in the Glenwood Cemetery and two trees that were planted with permission near the Old Oak. The consensus of the Trustees and Steve was, this is not an issue and both the Old Oak and the other two trees near the CARR plot are to remain as is.

Item 7: Next we had a discussion on the rolls and responsibilities of the Trustees of Trust Funds/Cemeteries. Should there be a warrant article (RSA 289:6) to change the existing structure of the Trustees of Trust Funds/Cemeteries, and bring the responsibilities under the control of the Town Manager or his delegate? The reason for this question is, the current operation is the Finance handles the Capital Reserves, Administrator Support Coordinator handles plot sales, monthly reconciliation of Capital Reserves, Cemetery perpetual care, scholarship fund, and yearly MS-9 and MS-10 creation. However, the TTF are required to sign off on the MS-9 and MS-10 when

they have had little to no involvement. After much discussion, the TTF felt very strongly keeping the Cemetery portion, change the name and role to something like Cemeteries Trustees. And, move the Trust Fund piece back under the responsibility of the Town Manager or his delegate. Steve took the action item to discuss with the Town Manager, Finance Director, and Town Attorney to see if this recommendation is legal.

Item 8: Last item on the agenda was the review of our investment policy, no changes required at this time. Motion was made by Howard to accept the investment policy as is, Second by John. Motion passes 4-0-0.

Proposed Agenda (September 2016)

1. Approve June 08, 2016 TTF Meeting Minutes.
2. Hold on-site visit at the Pillsbury Cemetery with Cemetery Sexton Kent Allen.

Motion to adjourn by Howard, Second by John. Motion passes 4-0-0. Meeting adjourned at 09:32 AM.

Respectfully submitted,

Steve R. Cotton
Administrative Support Coordinator
Town of Londonderry