

Town of New Durham, New Hampshire

TRUSTEE OF TRUST FUNDS MEETING

MINUTES of December 20, 2014

Attendees: Bookkeeper Lois Parker, Trustee Angela Pruitt, Trustee David Allyn, Town Finance Officer Judith Crouse, Town Clerk Carol Ingham

The meeting was called to order by Bookkeeper Lois Parker at 8:06 AM.

Agenda Business:

- The minutes of the December 13, 2014, meeting were reviewed and approved as written. (Move: Parker. Second: Pruitt. **Passed unanimously.**) Approved minutes are to be forwarded to the Town Clerk for posting.
- Town Finance Officer Judith Crouse reported that, per instructions from the DRA, the transfer of \$52,559.87 made on December 15, 2014, was to cover the shortage between the amounts voted at the 2014 Town Meeting to be placed into Capital Reserve and Expendable Trust Funds and the actual expenditures from the Funds. It was not explained that the entire amount voted at Town Meeting (\$304,472.00) needed to be transferred. The balance of \$251,912.13 was transferred on December 17, 2014.
- TFO Crouse submitted supporting documentation for the December 8, 2014, BOS request for \$8,707.00 for payment of accrued benefits of town employees. Motion to transfer \$8,706.66 from the Accrued Benefits Liability Expendable Trust Fund to the Town's General Fund. Move: Parker. Second: Pruitt. **Passed unanimously.**
- TFO Crouse submitted supplementary supporting documentation to the Trustees for the December 8, 2014, BOS request to transfer funds from the Town Buildings Improvement Expendable Trust Fund for a water pump replacement at the Fire Station (\$4396.97) and the creation of an RFQ for a solar panel system for the Highway Department Maintenance Building (\$75.00). Bookkeeper Parker will increase the amount of the pending transfer of funds to the Town's General Fund accordingly per the vote of the Trustees at the December 13, 2014, meeting. (Reference the minutes of December 13, 2014).
- TFO Crouse submitted supplementary supporting documentation to the Trustees for the December 8, 2014, BOS request to transfer funds from the Computer and Office Equipment Expendable Trust Fund for the international fee charged by FIA Card Services (\$27.00).

Bookkeeper Parker will increase the amount of the pending transfer of funds to the Town's General Fund accordingly per the vote of the Trustees at the December 13, 2014, meeting. (Reference the minutes of December 13, 2014).

- TFO Crouse will follow up on the missing receipts for Aquatic Control Technology, Inc. (\$1500.00) and New England Milfoil (\$400.00) and will submit to the TOTF upon receipt.
- The Trustees will meet in June of 2015 with TFO Crouse to explore the possibility of transferring any available funds between the CRF/ETFs and the Town General Fund at that time in order to avoid the last minute logistics of administering numerous requests at the end of the year.

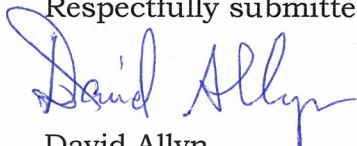
Old Business:

- Following up on an item from the December 13, 2014, meeting, the Trustees revisited the request from the Town Welfare Clerk to extend resident financial assistance to a couple who had both become unemployed. Though the couple has qualified for a reduced housing rental rate program (Section 8 through the New Hampshire Housing Authority), they are still waiting to be approved and to enter the program. The Trustees had voted to issue a check from the John Shirley Charity Fund in the amount of \$500.00 for assistance. The Town Welfare Clerk had requested information as to why the request for the full amount to cover two months' rent for the couple had not been fulfilled. The Trustees have determined the Charity Fund has limited resources and completely fulfilling the request would deplete the funds too severely. The Trustees did, however, increase the donation to the couple to \$875.00 which will pay for one full month's rent. Bookkeeper Parker will deliver the check to the Welfare Clerk. Move: Allyn. Second: Pruitt. **Passed unanimously.**

New Business:

- Town Clerk Carol Ingham presented information regarding online banking opportunities with TD Bank which would save time and opportunities for errors that are present in the current method of transfer (creating request, faxing, etc.). The Trustees will discuss at the next meeting.
- Motion to adjourn at 9:13 AM. (Move: Parker. Second: Pruitt. **Passed unanimously.**)

Respectfully submitted,



David Allyn,
Trustee of Trust Funds
New Durham, NH