

Town of Andover
PO Box 61, Andover NH 03216-0061

TRUSTEES OF THE TRUST FUNDS (TTF)

Trustees:

Jeffery Dickinson
Kent Hackmann
Wendy Pinkham

Minutes of Meeting #5, September 11, 2023

1. Dickinson called the meeting to order at 3:20 p.m. in the Town Library with a Roll Call. All trustees were present. Also present was Donna Duclos.

2. Approval of the corrected minutes of Meeting #4, August 21, 2023, distributed by email and corrected, by a motion made by Dickinson, seconded by Pinkham, and carried unanimously.

3. Old Business:

3.1. Citizens Bank. When the trustees returned to consider moving accounts to Franklin Savings Bank, a wide-ranging discussion took place. Pinkham pointed out many puzzling matters on the Citizen Bank statements and had difficulty reconciling the statements and tracking deposits to appropriate trustee accounts. Dickinson is also working on reconciling details. The master escrow account (\$485K) deserves attention. The trustees want to verify which accounts were created as capital reserve accounts and which were created as expendable trust funds. As Pinkham observed, the difference on how the moneys can be spent from either is quite significant. A related question is: Who has the responsibility for moving money around the various accounts? The three trustees did not know the answer and regretted the absence of Elita Reed, the town's financial director, who usually attends the meeting.

Going forward, the trustees want to learn more about (a) capital reserves and (b) expendable funds. The first step is to meet with Elita Reed before the next trustee meeting, and the second step, with a view to moving accounts from Citizens Bank to an alternative bank, is to meet with representatives from two alternatives. The trustees agreed that it would be desirable to invite Ms. Heather Capraro (Franklin Savings Bank) to meet with the trustees on October 13, 2023, and to invite Ginger Marsh, a representative of Sugar River Bank, to the meeting after that one.

3.2. Bar Harbor Bank. The trustees could not find statements from that bank for the Fourth of July committee. Apparently, the statements, which were sent to the town office, were not forwarded to the TTF.

3.3. Cemetery Accounts. The minutes continue to observe that the Cemetery Trustees (see 2021 Annual Report of the Town of Andover, p. 45) should create a warrant article, for the next town meeting, to consolidate the accounts. The John Proctor Trust and the many cemetery trusts made over many years, as well as many changes in state procedures, complicate the administrative job before the TTF and Cemetery Trustees. The John Proctor Trust, it seems, was

established for cemetery maintenance. The Trust money was invested in Allspring High Yield Bond-A in January 2022. Whether that investment makes sense remains to be seen.

3.4. The Cemetery Trust Fund accounts for perpetual care. At a future meeting, Dickinson will report on his findings from the NH Justice Department, the agency that oversees trust funds, about what needs to be done, especially for the many accounts for perpetual care.

4. New Business:

4.1. 2023 4th of July Committee payments. The trustees learned that the vendors had been paid.

4.2 Action taken on 9 requests for payments, 7/14/2023, sent by Elita Reed. The trustees received and noted payments made.

4.3. The trustees received and voted to accept with thanks to Pinkham a five-page draft, Trustees of Trust Funds Investment Policy, Town of Andover. The trustees will consider it for adoption at a future meeting.

5. Next Meeting. Friday, October 13, 2023, 3:00 pm, Town Library. Franklin Savings Bank representative Heather Capraro will attend the meeting.

6. Adjournment: By a motion to adjourn made by Dickinson, seconded by Pinkham, and carried unanimously, the meeting adjourned at 4:14 pm.

Respectfully submitted,

Kent Hackmann

Distribution:

Trustees

Town Administrator, Town of Andover <tadmin@andover-nh.gov>

Finance Director, Town of Andover (Elita Reed) <finance@Andover-nh.gov>

Lisa Meier, Town Clerk <tctc@andover-nh.gov>