



**MEETING MINUTES
TRUSTEES OF THE TRUST FUNDS
CEMETERY TRUSTEES
16 School Street, Allenstown, NH 03275
December 07, 2023**

CALL TO ORDER

The Allenstown Trustees of the Trust Funds and Cemetery Trustees meeting of November 29, 2023 was called to order by Chair Ron Adinolfo at 5:01 pm. Chair Adinolfo called for the Pledge of Allegiance.

ROLL CALL

Present on the Board: Ron Adinolfo, Cheryl McDonald, and Rich Caruso*

Mr. Caruso arrived at 5:15PM after being delayed by a family matter.

There being a quorum of members present at the meeting opening time, this constituted a legal meeting of the Trustees.

Excused: N/A

Allenstown Staff: Derik Goodine, Town Administrator
Sherry Miller, Finance Director

Others Present: Scott McDonald, Chair, Board of Selectmen¹
Keith Klawes, Selectman
Jim Rodger, Selectman
George Lemire, Alternate Trustee
Mike O'Meara, Volunteer Administration

¹There being a quorum of Board of Selectmen present at the meeting location, Chair McDonald convened a meeting of that Board as part of the Trustee Meeting at 5:02PM.

Agenda Items:

• **Transition to NHPDIP**

- Chair Adinolfo provided a status update on the transition to NHPDIP, advising the Trustees of question² that had arisen regarding access to both Town and Trustee Accounts, the ability to transfer funds from and between those accounts, and the ability to limit that access/ability to specific accounts for both the Town Treasurer and the Trustees.

In summary, the Trustees should not have transactional access and ability in the Town General Fund to transfer funds to the Trustee sub-accounts, and similarly, the Town Treasurer should not have transactional access and ability in the Trustee sub-accounts to transfer funds to and from those accounts to the Town General Fund.

The Chair also advised of a proposal that was discussed with NHPDIP to set up a process in their system that would support the desired procedure, allowing electronic transfer of funds between accounts while also maintaining account separation and security measures. It was acknowledged that this process was still being developed and may not be in place in time to meet the December 15, 2023 deadline per RSA 35:12.

• **Motion to Suspend Transition to NHPDIP**

- Cheryl McDonald made a motion to suspend the transition to NHPDIP pending the resolution of outstanding questions on account access, limitation, and security. Chair Adinolfo invited George Lemire to participate as a full member pending the arrival of Mr. Caruso. Mr. Lemire then seconded the motion.

Roll Call Voice Vote:

Ron Adinolfo-Aye, Cheryl McDonald- Aye, and George Lemire- Aye.

The motion passed and the transition to NHPDIP was suspended.

- **Reversal of Previously Approved Deposits to NHPDIP**

Following the suspension of the transition to NHPDIP, the Trustees acted to rescind and void the following transactions to NHPDIP, as voted at the indicated Trustee Meetings:

- **November 14, 2023 Trustee Meeting**

- **Deposit Request from the Allenstown Sewer Commission**

A request from the Allenstown Sewer Commissioners to deposit funds into the CRF accounts listed below was reviewed by the Trustees, with funds to be allocated from ASC Check # ending in -164:

RESERVE FUND	AMOUNT
SWTF Construction/Improvement Fund	\$16,145.51
Sewer Construction & Improvement Fund	\$2,849.21
TOTAL	\$18,994.72

Rich Caruso made a motion to rescind the approval to deposit the \$18,994.71 request from the Sewer Commission to NHPDIP. Cheryl McDonald seconded the motion.

Roll Call Voice Vote:

Ron Adinolfo-Aye, Cheryl McDonald- Aye, and Rich Caruso- Aye.

The motion passed and the previously approved deposit to NHPDIP was rescinded.

- **CRF Deposit Requests – From Town Meeting of March 14th 2023**

The Trustees reviewed the deposit of funds into the CRF Accounts listed below in accordance with the vote taken at Town Meeting of March 14th, 2023, which authorized the deposit of the specified amounts in accordance with the applicable Warrant Article.

RESERVE FUND	AMOUNT	Article #
Library CRF	\$3,000.00	Article 04
Public Safety Facilities CRF	\$45,000.00	Article 05
Highway Equipment CRF	\$15,000.00	Article 06
Economic Development CRF	\$10,000.00	Article 07
Parks & Recreation Projects CRF	\$45,000.00	Article 09
Road Repair & Paving CRF	\$91,000.00	Article 10
Highway Garage CRF	\$25,000.00	Article 11
Fire Department Equipment CRF	\$25,000.00	Article 12
New Municipal Building CRF	\$200,000.00	Article 14
Master Plan CRF	\$5,000.00	Article 15
TOTAL	\$464,000.00	

Cheryl McDonald made a motion to rescind the approval to deposit the approved CRF funds for \$464,000.00 from the Town Meeting of March 14th, 2023 to NHPDIP. Rich Caruso seconded the motion.

Roll Call Voice Vote:

Ron Adinolfo-Aye, Cheryl McDonald- Aye, and Rich Caruso- Aye.

The motion passed and the previously approved deposit to NHPDIP was rescinded.

- **November 29, 2023 Trustee Meeting**

- **Allenstown School District ETF Deposit Requests – From School Ballot at Town Meeting of March 14th 2023**

The Allenstown School District (SAU 53) provided a Check in the amount of \$100,000.00 to the Trustees of the Trust Funds for Deposit into the specified ETF Funds as approved at Town Meeting of March 14, 2023. Funds are to be allocated from Allenstown School District Check # ending in -396, received from the School District on November 14, 2023:

SCHOOL DISTRICT FUND	AMOUNT	School Article #
Special Education ETF	\$50,000.00	Article 6
School Building Maintenance ETF	\$25,000.00	Article 7
Technology Replacement ETF	\$25,000.00	Article 8
TOTAL	\$100,000.00	

Cheryl McDonald made a motion to rescind the approval to deposit the approved ETF funds for \$100,000.00 from the Town Meeting of March 14th, 2023 to NHPDIP. Rich Caruso seconded the motion.

Roll Call Voice Vote:

Ron Adinolfo-Aye, Cheryl McDonald- Aye, and Rich Caruso- Aye.

The motion passed and the previously approved deposit to NHPDIP was rescinded.

- **Approval of Pending CRF & ETF Deposit Requests**

To comply with the requirements of RSA 35:12, the Trustees next acted to approve pending deposits to TD Wealth Management from the Sewer Commission, Town of Allenstown, and the Allenstown School District as indicated below:

- **Deposit Request from the Allenstown Sewer Commission**

The Allenstown Sewer Commissioners requests a deposit* to the CRF accounts listed below:

RESERVE FUND	AMOUNT
SWTF Construction/Improvement Fund	\$16,145.51
Sewer Construction & Improvement Fund	\$2,849.21
TOTAL	\$18,994.72

*Funds are to be allocated from Allenstown Sewer Commission Check # ending in -164

Cheryl McDonald made a motion to approval the deposit of \$18,994.72 as requested by the Sewer Commission. Rich Caruso seconded the motion.

Roll Call Voice Vote:

Ron Adinolfo-Aye, Cheryl McDonald- Aye, and Rich Caruso- Aye.

The motion passed and the deposits were approved.

○ **CRF Deposit Requests - From Town Meeting of March 14th 2023**

RESERVE FUND	AMOUNT	Article #
Library CRF	\$3,000.00	Article 04
Public Safety Facilities CRF	\$45,000.00	Article 05
Highway Equipment CRF	\$15,000.00	Article 06
Economic Development CRF	\$10,000.00	Article 07
Parks & Recreation Projects CRF	\$45,000.00	Article 09
Road Repair & Paving CRF	\$91,000.00	Article 10
Highway Garage CRF	\$25,000.00	Article 11
Fire Department Equipment CRF	\$25,000.00	Article 12
New Municipal Building CRF	\$200,000.00	Article 14
Master Plan CRF	\$5,000.00	Article 15

TOTAL \$464,000.00

Cheryl McDonald made a motion to approval the deposit of \$464,000.00 into the CRF Accounts as approved at Town Meeting of March 14th, 2023. Rich Caruso seconded the motion.

Roll Call Voice Vote:

Ron Adinolfo-Aye, Cheryl McDonald- Aye, and Rich Caruso- Aye.

The motion passed and the deposits were approved.

Note: A Check in the amount of \$482,944.72 is required from the Town of Allenstown to process the approved Sewer & CRF deposits.

○ **Allenstown School District ETF Deposit* Requests - From School Ballot at Town Meeting of March 14th 2023**

SCHOOL DISTRICT FUND	AMOUNT	School Article #
Special Education ETF	\$50,000.00	Article 6
School Building Maintenance ETF	\$25,000.00	Article 7
Technology Replacement ETF	\$25,000.00	Article 8

TOTAL \$100,000.00

*Funds are to be allocated from Allenstown School District Check # ending in -396, received from the School District on November 14, 2023.

Cheryl McDonald made a motion to approval the deposit of \$100,000.00 into the ETF Accounts as approved at Town Meeting of March 14th, 2023. Rich Caruso seconded the motion.

Roll Call Voice Vote:

Ron Adinolfo-Aye, Cheryl McDonald- Aye, and Rich Caruso- Aye.

The motion passed and the deposits were approved.

Review/approve minutes from prior Trustee meeting(s):

- November 29, 2023

Rich Caruso made a motion to approve the minutes from November 29, 2023. Cheryl McDonald seconded the motion.

Roll Call Voice Vote:

Ron Adinolfo- Aye, Cheryl McDonald- Aye, and Rich Caruso- Aye.

Motion passed, and the minutes from November 29, 2023 were approved.

- **CEMETERY TRUSTEES**

- **Update on the status of the transfer of monies and future management of certain perpetual funds from the Town Cemetery Trustees to the Catholic Diocese of Manchester.**

Pending update on the status of signatures from the Catholic Diocese of Manchester and NH DOJ Charitable Trusts Division to execute the Agreement.

- **OTHER BUSINESS**

None.

- **CONFIRM DATE FOR NEXT MEETING**

It was confirmed that the next meeting is scheduled for Wednesday, December 13, 2023 at 5:00 pm.

- **ADJOURN**

Trustee Meeting:

Cheryl MacDonald made a motion to adjourn the meeting. Rich Caruso seconded the motion.

Roll Call Voice Vote:

Ron Adinolfo- Aye, Cheryl McDonald- Aye, and Rich Caruso- Aye.

Motion passed, and the Trustees Meeting was adjourned at 5:28 pm.

Board of Selectmen Meeting:

Scott McDonald made a motion to adjourn the Board of Selectmen Meeting. Keith Klawes seconded the motion.

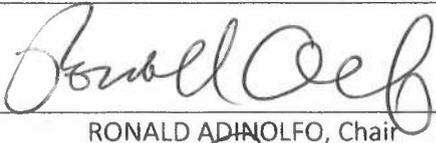
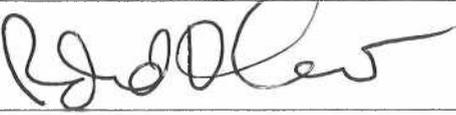
Roll Call Voice Vote:

Scott McDonald- Aye, Keith Klawes- Aye, and Jim Rodger- Aye.

Motion passed, and the Board of Selectmen Meeting was adjourned at 5:29 pm.

TOWN OF ALLENSTOWN
TRUSTEES OF THE TRUSTS
CEMETERY TRUSTEES
PUBLIC MEETING MINUTES
December 07, 2023

Signature Page

Original Approval:		
 RONALD ADINOLFO, Chair	12/13/2023 DATE	
 RICHARD CARUSO, Vice-Chair	12/13/2023 DATE	
 CHERYL MCDONALD, Bookkeeper	12/13/2023 DATE	
 George Lemire, Alternate Member	12-13-2023 DATE	
N/A, Alternate Member	DATE	
Amendment Approvals:		
Amendment Description:	Approval:	Date:
	RONALD ADINOLFO, Chair	DATE
	RICHARD CARUSO, Vice-Chair	DATE
	CHERYL MCDONALD, Bookkeeper	DATE
	George Lemire, Alternate Member	DATE
	N/A, Alternate Member	DATE