



Town of Allenstown
Trustees of the Trust Funds
Cemetery Trustees

16 School Street, Allenstown, NH

Agenda

June 22, 2023

Time: 5:00 PM

Location: Allenstown Town Hall and Virtual Meeting

This meeting is open to the public who can attend in-person at Allenstown Town Hall. Please see information on the last page of the agenda for how the public can optionally attend this meeting online by joining a Zoom Online Conference/Video Call, or by viewing non-interactively through Facebook Live.

Please note that the Facebook Live option is provided for convenience only. It is not the official method to participate in the meeting, does not permit you to interact contemptuously with the Trustees, and is not monitored.

Agenda Items:

- Status of the Trust Funds Review with Mr. John Trotsky of TD Wealth Management
- Discussion on Developing Procedure(s) / Work Instruction(s) for Trustees (How-To Docs)
- CRF Withdrawal/ Transfer Requests:
 1. The Board of Selectmen requests an additional Withdrawal in the amount of \$1,368.57 from the Fire Department Equipment Capital Reserve Fund for the purpose of reimbursing the Town of Allenstown for work performed at the Allenstown Fire Department in 2022, per the attached supporting documentation. Transfer funds to the Town’s General Fund Account ending in 8125.

| Reserve Fund | Item | Amount |
|-------------------------------|--|-------------------|
| Fire Department Equipment CRF | Additional funds to reimburse the Town for the actual cost of work performed at AFD in 2022. | \$1, 368.57 |
| | Total | \$1,368.47 |

2. The Board of Selectmen requests a withdrawal from the Recreation Capital Reserve Fund to reimburse the Town for the purchase of equipment and parts for the operation and maintenance of the Allenstown Ice Rink, electrical services at the Allenstown Community Center, and Rail Trail related expenses that were incurred in 2022. Transfer funds to the Town’s General Fund Account ending in 8125.

| Reserve Fund | Item | Amount |
|----------------|---|------------|
| Recreation CRF | Ice Rink | |
| | Container & Shipping (Deerfield Towing) | \$5,000.00 |
| | Snow Blower (MowTown) | \$2,700.00 |
| | 13' x 10' Shelter (Shelters of New England) | \$1,719.00 |

| | | |
|----------------|--|--------------------|
| | 2 x Easy Hook Anchors (Shelters of New England) | \$59.98 |
| | Shipping (Shelters of New England) | \$199.00 |
| | Sub-Total | \$9,677.98 |
| Recreation CRF | Community Center | |
| | Install 5 Electric Hand Dryers (Dan Richard Electrical Services – Parts & Labor) | \$5,073.00 |
| | Sub-Total | \$5,073.00 |
| Recreation CRF | Rail Trail | |
| | Crushed Stone by the Ton (Allenstown Aggregate & Recycling LLC) | \$177.80 |
| | Crushed Stone by the Ton (Allenstown Aggregate & Recycling LLC) | \$135.82 |
| | 12 ADA N12 Pipe-Soil (Allenstown Aggregate & Recycling LLC) | 817.80 |
| | Sub-Total | \$1,131.42 |
| Recreation CRF | Total Requested | \$15,882.40 |

3. The Board of Selectmen requests a withdrawal from the New Town Hall Renovation Capital Reserve Fund to reimburse the Town of Allenstown for professional services related to the Allenstown Elementary School Reuse Feasibility Study, that were incurred in 2022. Transfer funds to the Town’s General Fund Account ending in 8125.

| Reserve Fund | Item | Amount |
|--------------------------|--|--------------------|
| Town Hall Renovation CRF | Existing Building Code Review and Reuse & Phasing Study – October 2022 (Harriman, Auburn, ME) | \$3,150.00 |
| | Existing Building Code Review and Reuse & Phasing Study – November 2022 (Harriman, Auburn, ME) | \$5,100.00 |
| | Existing Building Code Review and Reuse & Phasing Study – December 2022 (Harriman, Auburn, ME) | \$1,875.00 |
| | Total | \$10,125.00 |

- Discontinuance of the New Town Hall Renovation Fund in accordance with Article 13 of the 2023 Town Ballot as approved on March 14, 2023. Said funds, with accumulated interest to date of withdrawal, are to be transferred to the municipality's general fund.
- Establishment of a New Municipal Building Capital Reserve Fund under the provisions of RSA 35: 1 for the renovation of the Allenstown Elementary School at 30 Main Street in accordance with Article 14 of the 2023 Town Ballot as approved on March 14, 2023.
- Review/approve minutes from prior Trustee meeting(s):
 - May 24, 2023
- 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.
- Any other business, as necessary.
- Confirm date for next meeting – Discuss meeting date/time for July 2023.
- Adjourn

Meetings may be taped audibly and or by video for the purpose of written minutes. The Trustees reserve the right to hold non-public sessions as needed under the guideline set forth in RSA 91-A;3, II. Special accommodations for individuals with disabilities are available upon request (Americans with Disabilities Act of 1990).

The public can attend the in-person meeting at Allenstown Town Hall, 16 School St., Allenstown, NH.

You can also join the meeting through video via the internet by clicking the link below:

Topic: Trustees of the Trusts

Time: June 22, 2023 5:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/85323430878?pwd=S0g5blJtYlhOUIN2NFZnWFpncFdydz09>

Meeting ID: 853 2343 0878

Passcode: 2023

Dial by your location

+1 646 558 8656 US (New York)

Meeting ID: 853 2343 0878

Passcode: 2023

Find your local number: <https://us02web.zoom.us/j/85323430878?pwd=S0g5blJtYlhOUIN2NFZnWFpncFdydz09>

Materials for the meeting are posted on the town website. If you would like printed meeting materials, please contact the Town Administrator by phone: 603-485-4276 ext. 112 or by email @ TA@allenstownnh.gov by noon on Tuesday, June 20, 2023.

You may also observe the meeting live (bandwidth permitting) on the Town of Allenstown Facebook page. Please note that this option is provided for convenience only. It is not the official method to participate in the meeting, does not permit you to interact contemptuously with the Trustees, and is not monitored.

To actively participate in the meeting remotely, you must use the provided Zoom link.

Please note that should the optional telephonic or electronic methods become unavailable, the meeting will continue; as the meeting place and meeting is fully open to the public.