

TOWN OF ALLENSTOWN
Trustees of the Trust Funds and Cemetery Trustees
Town Hall, 16 School Street
Allenstown, New Hampshire 03275
April 29, 2020

Michael O'Meara called to order the April 29, 2020 meeting of the Trustees of the Trust Funds and Cemetery Trustees at 10:10 am. He then called for the Pledge of Allegiance.

Roll Call

Present on the Committee: Michael O'Meara, Richard Caruso, Roger Laflamme

Others present: Debbie Bender, Finance Director; Derik Goodine, Town Administrator

Chair O'Meara next read a statement on behalf of Chair Rich Caruso establishing authority to hold an electronic meeting, along with remote viewing and listening guidelines.

As Chair of the Allenstown Planning Board, I, Rich Caruso, find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically. Please note that there is no physical location to observe and listen to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are (will be):

- a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means.*** We have a Zoom conference calling session set up for those listening. The instructions are on the Town website on the Planning Board agenda page.
- b) Providing public notice of the necessary information for accessing the meeting.*** We previously gave notice to the public of the necessary information for accessing the meeting, including how to access the meeting using Zoom or telephonically. Instructions have also been provided on the website of the Town of Allenstown Planning Board page attached to the agenda for this meeting.
- c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access.***
- d) Adjourning the meeting if the public is unable to access the meeting.***

Agenda Items

- **Review Q1, 2020 financial statements (Jan – Mar 2020)**

Mr. O'Meara referred to the first quarter financial statements, saying that the market value of the Town's trust funds on January 1, 2020 was \$1,924,826.82. The value as of March 31, 2020 was \$1,955,345.47. During the quarter, he said, the market value dropped a bit and then recovered.

Mr. Laflamme asked about the yield.

Mr. O'Meara said it was 2.16%.

Ms. Bender said this is the advantage of conservative investing.

- **Deposit - Transfer Request from the Select Board to transfer funds in the total amount of \$233,294.00 from the Town General Operating Account to the Capital Reserve Account in accordance with the votes taken at Town Meeting on March 10th, 2020**

Mr. O'Meara listed the amounts allocated to the various capital reserve funds as the result of warrant article voting at the March 10, 2020 Town Meeting.

Fire Safety Equipment CRF	\$10,000.00	Warrant Article #12
Library CRF	\$2,469.00	Warrant Article #13
Public Safety Facilities CRF	\$20,000.00	Warrant Article #14
Streetlight CRF	\$6,500.00	Warrant Article #15
Landfill CRF	\$17,525.00	Warrant Article #16
Highway Equipment CRF	\$15,000.00	Warrant Article #17
Town Building/Maintenance CRF	\$20,000.00	Warrant Article #18
Economic Development CRF	\$20,000.00	Warrant Article #19
Assessing Valuation Update CRF	\$16,800.00	Warrant Article #20
Road Repair & Paving CRF (new acct)	\$50,000.00	Warrant Article #21
Parks & Recreation Projects CRF	\$30,000.00	Warrant Article #22
Highway Facilities CRF	\$25,000.00	Warrant Article #23
<u>TOTAL</u>	<u>\$233,294.00</u>	

Mr. O'Meara stated that the Road Repair & Paving CRF is new and a sub-account has to be created by TD Wealth Management. He asked for the voice approval of the Trustees for this action.

Roger Laflamme – Yes; Richard Caruso – Yes; Michael O'Meara – Yes

Mr. O'Meara said he would record the voice approval of the remote attendees and his wet ink signature on the Transfer Request and to establish a new sub-account.

Mr. O'Meara said that Finance Director Debbie Bender had prepared and given him a check (#48376) in the amount of \$233,294.00 on April 28, 2020. He said he would deposit the check with TD Wealth Management. He asked for the voice approval of the Trustees for this action.

Roger Laflamme – Yes; Richard Caruso – Yes; Michael O'Meara – Yes

Mr. O'Meara said he would add his wet ink signature to the check on behalf of the Trustees.

Mr. Laflamme asked if the check would first be deposited in one account and then distributed.

Mr. O'Meara said the amounts would be directly deposited to the sub-accounts.

- **Withdrawal – SAU #53 request to withdraw funds in the amount of \$7,685.99 from the Technology Replacement Trust Fund for deposit into the Bank Account # ending in -0115. The request covers the following invoice: Dell Marketing LP in the total invoice amount of \$7,685.99.**

Mr. O'Meara reported that the Dell Marketing invoice was for various server and server-related equipment items for the School Board. He asked for the voice approval of the Trustees for this action.

Roger Laflamme – Yes; Richard Caruso – Yes; Michael O'Meara – Yes

Mr. O'Meara said he would record the voice approval of the remote attendees and his wet ink signature on the Withdrawal Request.

- **Review/approve minutes from the January 29, 2020 Trustees meeting**

Mr. O'Meara asked for approval of the January 29, 2020 meeting minutes via voice vote.

Roger Laflamme – Yes; Richard Caruso – Yes; Michael O'Meara – Yes

Mr. O'Meara said he would record the voice approval of the remote attendees and his wet ink signature on the meeting minutes to indicate approval.

- **Any other business as necessary**

Ms. Bender said she would like to discuss the Cemetery Trust Funds. She stated that the Department of Justice (DOJ) maintains the information from the MS-9 and the MS-10 and now has an online system so that municipalities can enter specific information. She said that she did that. When the DOJ requested more information on the cemetery funds, she explained that there is no cemetery that the Town runs. Perpetual funds are for perpetual care and cannot be used for another purpose. She said she spoke with Armand Verville and learned that almost all of those for whom the Town is holding funds are interred in the St. John's church cemetery down the street. The DOJ attorney informed me that it is okay to contact the church and give them the funds, along with information about which funds are for which people, she said.

Mr. O'Meara said this would be acceptable.

Mr. Laflamme asked if they could then close out all of the perpetual fund accounts.

Ms. Bender said they could not because one person, Louise Evans, is interred in a family plot in Allenstown.

Mr. Caruso asked about the oversight for the perpetual funds being turned over to the church to ensure that the funds aren't used to repair a roof, for example.

Mr. O'Meara stated that the church is legally bound by the same RSA to which they are bound as to the use of perpetual funds.

Ms. Bender said that these are relatively small amounts, and the attorney she spoke with, Thomas Donovan, told her that the Diocese keeps all of the perpetual care funds. The Town can prepare a letter

acknowledging the transfer of the funds and the Diocese can be asked to sign off. She added that the burial location of only one of the funds, that for John Hill, cannot be found.

Mr. O'Meara said they would have to petition probate court for permission to transfer those funds to the General Fund.

- **Confirm date for next meeting, scheduled for July 29, 2020**

Mr. O'Meara stated that their next meeting will be on Wednesday, July 29, 2020 at 10:00 am. He said he hopes to have Matt Prifti from TD Wealth Management in attendance, as they try to have him at two meetings each year.

- **Adjournment**

Mr. Caruso motioned to adjourn at 10:34 am. Mr. Laflamme seconded the motion.

Mr. O'Meara called for a roll call voice vote on the motion to adjourn.

Roger Laflamme – aye; Richard Caruso – aye; Michael O'Meara – aye.

The motion carried unanimously and the meeting was adjourned.

TRUSTEES OF THE TRUST FUND & CEMETERY TRUSTEES

SIGNATURE PAGE

APRIL 29, 2020

Richard Caruso, Chair

Yes - Via Remote Roll-Call Vote¹

Date Signed 29-July-2020

Roger Laflamme, Vice Chair

Yes - Via Remote Roll-Call Vote¹

Date Signed 29-July-2020

Michael O'Meara, Bookkeeper

Michael H. O'Meara

Date Signed 7/29/2020

¹The Allenstown Trustee of the Trust Fund & Cemetery Trustees meeting of 29-July-2020 was conducted via Remote Teleconference/video conference due to the COVID-19 Public Health Emergence in effect in the State of New Hampshire at that time. Approval of the minutes by the members of the Trustees of the Trust Fund & Cemetery Trustees is documented in the minutes of that meeting.