



**MEETING MINUTES
TRUSTEES OF THE TRUST FUNDS
CEMETERY TRUSTEES
16 School Street, Allenstown, NH 03275
May 24, 2023**

CALL TO ORDER

The Allenstown Trustees of the Trust Funds and Cemetery Trustees meeting of May 24, 2023 was called to order by Chair Ron Adinolfo at 5:00 pm. Chair Adinolfo called for the Pledge of Allegiance.

ROLL CALL

Present on the Board: Ron Adinolfo, Cheryl McDonald, and Richard Caruso (remote).

Allenstown staff: Sherry Miller, Financial Director

Others Present: George Lemire, prospective Alternate Trustee
Mike O'Meara, Volunteer Administration

Cheryl McDonald made a motion to allow Richard Caruso to participate and vote via zoom. Chair Adinolfo seconded the motion.

Roll Call Voice Vote:

Ron Adinolfo, aye, Cheryl McDonald, aye, and Richard Caruso, aye

Motion passed unanimously.

Agenda Items:

- **Withdrawal Request** – Withdraw \$4,700.00 from the Library CRF and provide funds to the Library in a Cashier's Check for repair of Library Main Electrical and Subpanel per invoice in attached Withdrawal Request.

Cheryl McDonald made a motion to withdraw \$4,700 from the Library CRF and put the funds in a cashier's check for repair of Library Main Electrical and Subpanel per invoice. Richard Caruso seconded the motion.

Roll Call Voice Vote:

Ron Adinolfo, aye, Cheryl McDonald, aye, and Richard Caruso, aye

Motion passed unanimously.

- **Withdrawal (Transfer) Request** – Withdraw \$67,200.00 from the Assessing Valuation Update Capital Reserve Fund to reimburse the Town of Allenstown for the town-wide reevaluation of real estate in the municipality per support documentation in the attached Withdrawal Request.

Cheryl McDonald made a motion to approve the withdrawal of \$67,300 from the Assessing Valuation Update Capital Reserve Fund and to transfer the funds into the Town's general funds account ending in 8125. Richard Caruso seconded the motion.

Roll Call Voice Vote:

Ron Adinolfo, aye, Cheryl McDonald, aye, and Richard Caruso, aye

Motion passed unanimously.

- **Deposit Request** – Deposit \$16,000.00 into the Assessing Valuation Update Capital Reserve Fund in accordance with Article 08 of the Town Ballot as approved by the voters at Town Meeting on March 14th 2023 per support documentation in the attached Deposit Request.

Ron Adinolfo made a motion to accept the deposit of \$16,000.00 into the Assessing Valuation Update Capital Reserve Fund in accordance with Article 08 of the Town Ballot as approved by the voters at Town Meeting on March 14th 2023 per support documentation in the attached Deposit Request. Cheryl McDonald seconded the motion.

Roll Call Voice Vote:

Ron Adinolfo, aye, Cheryl McDonald, aye, and Richard Caruso, aye

Motion passed unanimously.

- **Transfer Request** – Transfer a total of \$21,682.54 from the Allenstown Sewer Commission general operating account and deposit into the following reserve funds in accordance with the request of the Sewer Commissioners dated April 11, 2023. Fund Name Deposit Amount SWTF Construction/ Improvement Fund \$18,430.16 Allenstown Sewer Commission Construction/ Improvement Fund \$3,252.38 TOTAL \$21,682.54

Ron Adinolfo made a motion to accept the transfer of a total of \$21,682.54 from the Allenstown Sewer Commission general operating account and deposit into the following reserve funds in accordance with the request of the Sewer Commissioners dated April 11, 2023. Fund Name Deposit Amount SWTF Construction/ Improvement Fund \$18,430.16, and Allenstown Sewer Commission Construction/ Improvement Fund \$3,252.38, for a total of \$21,682.54. Cheryl McDonald seconded the motion.

Roll Call Voice Vote:

Ron Adinolfo, aye, Cheryl McDonald, aye, and Richard Caruso, aye

Motion passed unanimously.

Michael O'Meara stated that the Town had presented the Trustees with a check for \$21,682.54 for the sewer connection. The Trustees present must endorse the back of the check for deposit.

- **Review/approve minutes from prior Trustee meeting(s):**
 - July 27, 2022
 - November 15, 2022
 - February 01, 2023
 - April 19, 2023

Ron Adinolfo made a motion to allow Vice Chair Caruso's approval of all minutes via zoom to be recorded as such on the documents. Cheryl McDonald seconded the motion.

Roll Call Voice Vote:

Ron Adinolfo, aye, Cheryl McDonald, aye, and Richard Caruso, aye

Motion passed unanimously.

Ron Adinolfo made a motion to accept the minutes of July 27, 2022, November 15, 2022, February 1, 2023, and April 19, 2023 as signed by the Trustees. Cheryl McDonald seconded the motion.

Roll Call Voice Vote:

Ron Adinolfo, aye, Cheryl McDonald, aye, and Richard Caruso, aye

Motion passed unanimously, and the subject minutes were approved as presented.

Ron Adinolfo made a motion to accept Vice Chair Caruso's signature via Zoom voice on the deposit requests and said authorization forms for the withdrawal. Cheryl McDonald seconded the motion.

Roll Call Voice Vote:

Ron Adinolfo, aye, Cheryl McDonald, aye, and Richard Caruso, aye

Motion passed unanimously.

- **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.**

Michael O'Meara changed the document to remove Trustees of the Trust and add Cemetery Trustees as they are two different entities in this case. He will confirm with legal to verify that is correct.

Ron Adinolfo stated the Diocese is waiting on us. The Trustees should update the amounts to reflect 2022 as it currently reflects 2020.

Michael O'Meara asked Sherry Miller to provide the ending numbers for 2022 to update the schedule and move it along to the Diocese to see if we can bring this to a closure.

Chair Adinolfo stated he did some research and one of the individuals is actually buried in Massachusetts. Louise Evans, who we hold a trust for, is buried in Mt. Auburn Cemetery in Cambridge, MA. There is one other individual they cannot find where he is buried. The Cemetery Trustees only need to meet once per year once this is cleared up.

- **OTHER BUSINESS**

Chair Adinolfo stated that he and Mike O'Meara discussed getting together some Capital Reserve Fund documentation. What are the policies and procedures to do this. They further discussed taking some of the burden off the Town Administrator, Derik Goodine. They decided to work with Sherry to work all the standardized forms together for when funds are requested. It will streamline things and help us keep track of all the things going on.

Sherry Miller can then forward us the forms once they have gone to the Board of Selectmen and been signed. He is hoping to get the books reconciled and all the forms squared away by the next meeting and would like the Board to meet monthly until this is done.

Chair Adinolfo stated he would like to ask all the Department Heads to give them a list of their anticipated Capital Reserve Funds requests for a particular budget year so that they know what might be coming through and if there is anything mid-year, they can email Sherry Miller and it can be added to the spreadsheet so they can see it is coming and will give her some kind of forecast as to what the expenses may be moving forward.

Chair Adinolfo also stated that he would like to get, along with a list of the trust funds, the associated warrant articles. This would be helpful as some times there is a question on whether or not an expenditure is appropriate for a particular trust fund.

Chair Adinolfo informed the board that he will be attending a Trustees Training on June 8th. He will get a video of the training and if Mr. Goodine could get him some thumb drives he will put the video on to pass out to the board members. He also stated he will be speaking to the new investment person to get him on board for their next meeting in June.

- **Confirm date for next meeting – Discuss meeting date/time for June 2023.**

The Board discussed possible meeting dates of June 13, 15, 20 or 22nd. Once they know when the investor is available, Ron Adinolfo will email the Trustees with the date.

- **Adjourn**

Cheryl McDonald made a motion to adjourn the meeting. Ron Adinolfo seconded the motion.

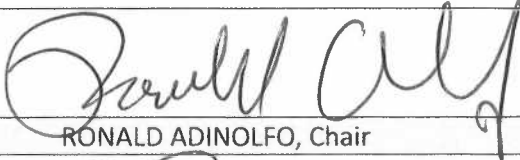
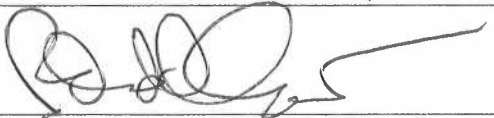
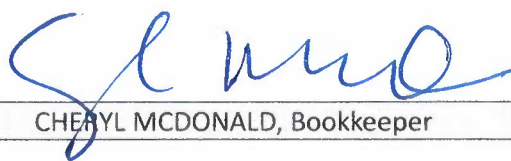
Roll Call Voice Vote:

Ron Adinolfo, aye, Cheryl McDonald, aye, and Richard Caruso, aye

Motion passed unanimously, and the meeting was adjourned at 5:43 pm.

TOWN OF ALLENSTOWN
TRUSTEES OF THE TRUSTS
CEMETERY TRUSTEES
PUBLIC MEETING MINUTES
May 24, 2023

Signature Page

Original Approval:		
 RONALD ADINOLFO, Chair	6/22/2023 DATE	
 RICHARD CARUSO, Vice-Chair	6/22/2023 DATE	
 CHERYL MCDONALD, Bookkeeper	6-22-23 DATE	
 George Lemire, Alternate Member	 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