

TOWN OF ALLENSTOWN
Trustees of the Trust Funds and Cemetery Trustees
Town Hall, 16 School Street
Allentown, New Hampshire 03275
October 28, 2020

Michael O'Meara called to order the October 28, 2020 virtual meeting of the Trustees of the Trust Funds and Cemetery Trustees at 10:00 am.

Mr. O'Meara 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

Mr. O'Meara presented instructions for participating in this virtual meeting:

Please try to attend this meeting by calling the conference line in the Town Office Meeting Room at 603-485-7321. You will be asked to enter a code, which is 1234. It will then ask you to state your name and press the # sign. Please mute your phone to avoid background noise which will make it impossible for others and yourself to hear the meeting. You can unmute your call and make comments during the meeting upon direction of the Chairperson. Promptly re-mute your phone once you are done speaking. You can also join the meeting through video via the internet. Instructions are found in the document entitled "Remote Viewing and Listening Instructions; Trustee of the Trust Funds Meeting October 28, 2020". You can find it posted with this agenda at Town Hall, the Police Station, and with the Meeting Agenda on the Town Website, and even easier by clicking the link below: Derik Goodine is inviting you to a scheduled Zoom meeting.

Topic: Trustees of the Trust 102820

Time: Oct 28, 2020 10:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/82744899831?pwd=CHJzQWRRSm05NE9wWTBwVENqZzVYZz09>

Meeting ID: 827 4489 9831

Passcode: 102820

Agenda Items

- **Review Q3, 2020 Financial Statements (July 1st – September 30th 2020)**

Mr. O'Meara reported the following Trust Fund market value balances relevant to third quarter performance:

July 1, 2020	\$2,199,440.95
July 30, 2020	\$2,202,457.17
August 31, 2020	\$2,179,934.55
September 30, 2020	\$2,178,633.35

Mr. O'Meara said that these balances reflect the volatility of the economy over the last few months.

Mr. Laflamme agreed, saying the results are a function of the market.

- **Withdrawal – BOS Request to Transfer \$9,828.00 from the Fire Safety Equipment CRF to the Town General Fund to Reimburse the Town for a Required Five Percent (5%) Match of a Federal Grant to Replace Fire Department SCBA and a New Breathing Air Compressor/Fill Station Unit**

Mr. O'Meara said that a memo from Fire Chief Paul St. Germain was attached to this withdrawal request, along with an invoice from Fire Tech & Safety of New England. This, he said, is a FEMA grant for Self-Contained Breathing Apparatus (SCBA) and a fill station.

Mr. Laflamme asked if this is new equipment for the Fire Department or a replacement.

Mr. O'Meara said that this is replacing SCBA which has expired. He said the expense is mostly covered by a FEMA grant, but requires a 5% match by the Town. The funds will be transferred to the General Fund account ending in ...8125.

Ms. Bender stated that the FEMA grant amount was \$189,000.

Mr. Laflamme made a motion to approve the withdrawal of \$9, 828.00 from the Fire Safety Equipment CRF to be deposited in the General Fund account ending in ...8125 to reimburse the Town for a 5% FEMA grant match related to the purchase of SCBA equipment and a new fill station. Mr. Caruso seconded the motion.

A roll call voice vote was taken on the motion

Roger Laflamme – Aye, Rich Caruso – Aye, and Mike O'Meara – Aye

The motion carried unanimously.

Mr. O'Meara said he would complete this transaction with TD Wealth Management by Friday, October 30th.

- **Review/Approve Minutes from July 29, 2020 Meeting**

Mr. Laflamme made a motion to approve the minutes of the July 29, 2020 meeting as written. Mr. Caruso seconded the motion.

A roll call voice vote was taken on the motion

Roger Laflamme – Aye, Rich Caruso – Aye, and Mike O'Meara – Aye

The motion carried unanimously.

Mr. O'Meara stated that he would put the electronic signatures of Mr. Laflamme and Mr. Caruso on the minutes, along with his wet ink signature.

- **Cemetery Trustee Business**

Ms. Bender stated that she has been in communication with the Diocese about the perpetual funds being turned over to the Diocese for individuals interred in the church cemetery. She said that she consulted with Armand Verville, who asked why people would purchase additional care when care is

included in the purchase of a cemetery plot. She said that David Gabert sent her a list of five questions which she wished to share with the Trustees.

- 1) Do you know why the town received the money and not the parish?
- 2) What were the principal amounts for each individual and the income earned since?
- 3) What was the perpetual care policy at the time the money was received?
- 4) Why has the parish not received any income from these funds?
- 5) Are there any other funds that belong to the parish cemetery?

Ms. Bender said she will reply to Mr. Gabert. She said she will attempt to calculate the answer to the second question.

Mr. O'Meara said that perpetual care funds are regulated by State law.

Mr. Laflamme said that only the interest earned can be spent. The principal must be untouched. He said the logical answer to the fourth question is that the income – or interest earned – is for perpetual care.

Ms. Bender said that no money from these funds has been used.

Ms. Bender said that the answer to the fifth question is 'no'.

Mr. Laflamme asked if all of the individuals with these perpetual care funds are buried in St. John's cemetery.

Ms. Bender said one is in Mt. Auburn Cemetery in the Boston area, one is in the Evans public cemetery and one couldn't be found. She said that she will circle back to the person at the Department of Justice who gave her permission to turn the funds over to the Diocese.

- **Confirm Date for Next Meeting**

Mr. O'Meara announced January 27, 2021 as the date of the next meeting.

- **Adjournment**

Mr. Laflamme made a motion to adjourn at 10:21 am. Mr. Caruso seconded the motion.

A roll call voice vote was taken on the motion

Roger Laflamme – Aye, Rich Caruso – Aye, and Mike O'Meara – Aye

The motion carried unanimously, and the meeting was adjourned.

TRUSTEES OF THE TRUST FUND & CEMETERY TRUSTEES

SIGNATURE PAGE

OCTOBER 28, 2020

Richard Caruso, Chair

Yes - Via Remote Roll-Call Vote¹

Date Signed 03-December-2020

Roger Laflamme, Vice Chair

Yes - Via Remote Roll-Call Vote¹

Date Signed 03-December-2020

Michael O'Meara, Bookkeeper

Michael H. O'Meara

Date Signed 03 - DECEMBER - 2020

¹The Allenstown Trustee of the Trust Fund & Cemetery Trustees meeting of 28-October-2020 was conducted via Remote Teleconference/video conference due to the COVID-19 Public Health Emergency in effect in the State of New Hampshire at that time. Approval of the meeting minutes by those members of the Trustees of the Trust Fund & Cemetery Trustees that attended the meeting remotely is documented in the minutes of that meeting.