



# Warner Trustees of the Trust Funds

Meeting Minutes  
Wednesday, April 29, 2020

**DRAFT**

## 1. Covid-19 Preamble

Kimberley Edelmann read the following into the record:

"Good morning. As host of this meeting of the Warner Trustees of the Trust Funds, due to the COVID-19 Coronavirus Crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, I'm acknowledging that an emergency currently exists in the State of New Hampshire and therefore invoking the provisions of RSA 91-A:2, III (b). Therefore, this Board is currently authorized to meet electronically, and these reasons shall be reflected in the minutes.

Federal, state, and local officials have determined that gatherings of 10 or more people pose a substantial risk to our community in its continuing efforts to combat the spread of COVID-19. Concurring with their determination, I find that this meeting is imperative to the continued operation of the Town of Warner government and services which are vital to public safety and confidence during this emergency.

Please note there's no physical location to observe and listen to this meeting contemporaneously. This is authorized pursuant to the Governor's Emergency Order. In accordance with the Emergency Order, I can confirm that we have or are:

- A) Providing audio public access to the meeting via telephone.
- B) Providing video public access to the meeting via the Zoom platform.
- C) Provided proper public notice of the necessary information for accessing the meeting.
- D) Providing during this meeting a mechanism for members of the public to alert this public body that they wish to speak or be recognized during any public comment.
- E) Provided a telephone number for the public to call in order to alert this public body during the meeting should they experience problems with access.
- F) Adjourning the meeting if the public is unable to access the meeting.

At this time, I welcome members of the public accessing this meeting remotely. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. Any person found to be disrupting this meeting will be asked to cease the disruption. Should the behavior continue, that person will be removed from the meeting.

Please note that all votes that are taken during this meeting shall be done by **Roll Call** vote.

Let's start the meeting by taking a Roll Call attendance. When each Trustee of the Trust Fund committee member states their presence, please also state whether there is anyone with you who is within audio or visual range of this meeting. This information is required under the Right-to-Know law, specifically RSA 91-A:2, III (c)."

## 2. Role Call

The meeting began at 11:05 am. Committee members in attendance via Zoom teleconference were: Nancy Bassett, Kimberley Edelmann, David Hartman.

Members of the public also in attendance via Zoom teleconference included Ken Cogswell, David Karrick, and Mary Whalen.

### **3. Agenda Items**

Kimberley read off a list of potential topics for the meeting and meetings to follow. Some of these were suggested by former TTF David Karrick, others by TTF Board members:

1. Activities & Duties of the Trustees of the Trust Funds
  - (a) Chairperson role - Elect
  - (b) Bookkeeper role - Elect
  - (c) Maintaining current & historical records
  - (d) Transaction processing - Fund disbursements, deposits, investments
  - (e) January - Preparation of tables & submission for the Annual Town Report
  - (f) February - Preparation of the **MS-9, Report of Trust and Capital Reserve Funds**
  - (g) February - Preparation of the **MS-10, Report of Common Fund Investments**
  - (h) May - Respond to Auditor's requests for documentation for Annual Audit
  - (i) December - Distributions to various Town & School entities
2. Access to the Trustees' accounts at TD Bank and Charter Trust
3. Access to the NH DOJ's Trustees of the Trust Funds portal, nhttf.org
4. Training, Reference Guides, Procedures, Investment Policy
5. Meeting Minutes & Records
6. April 16, 2020 decision of the NH Circuit Court, 6th Circuit - Probate Division - Concord. Case # 317-1944-TU-0004 - Trust of Ida M. Reddington

### **4. Roles**

The definition of the roles of Bookkeeper and Treasurer for the Trustees of Trust Funds was not understood. Kimberley said she would aim to learn more about that in the upcoming week or two while viewing the NH Municipal Association webinars aimed towards Trustees.

Discussion about who does what, specifically check writing, led to sharing one suggestion from the NHMA: When writing checks, one Trustee should prepare the check, another should sign it. The Trustees agreed this sounded like a good idea.

David Hartman made a **motion** to have Kimberley be the Chairperson for this year. Nancy Bassett seconded. Role call vote: Bassett - Yes, Edelmann - Yes, Hartman - Yes.

Both David Hartman and Nancy noted that they had followed the advice of David Karrick during the past two years. Both expressed concern that they don't bring the same level of knowledge and skills that Karrick brought to the board. In response, David Karrick noted that both Nancy and David have been extremely helpful and that it is hard to find people who are responsible enough to be Trustees.

### **5. Maintaining Physical Records**

Nancy Bassett and David Hartman had been working on reorganizing the Trustees filing cabinet in a more usable fashion. The records for the individual capital reserve funds were complete for 2018 through 2020. The charter trust files were not yet done.

It was noted that this was an ongoing effort.

The filing cabinet was currently in Mary Whalen's office for easy access. The Town Administrator / Selectmen's office table could be used while handling paperwork. In the longer run, the old Land Use office might be good to put to use.

David Karrick provided Kimberley with boxes of TTF paperwork that he had maintained at home. She let them sit for a few weeks (a Covid-19 precaution) and had started going through them. The aim was to get all of paper into the Town Hall.

## **6. TD Bank**

Last year, accounts were moved from Sugar River Bank in Warner to TD Bank.

Nancy noted that while there were 23 accounts, each of which had to be tracked by the Trustees, however the bank only provided 2 check registers. Nancy created additional register printouts for use.

The Trustees could view the accounts online. However, online transactions were not possible. Trustees still had to write and sign checks.

Kimberley had not yet viewed the TD Bank accounts. She said she would look to see what format the data was in and what data export capabilities were offered.

David Karrick suggested that the TTF Board meet with TD Bank in the near future.

## **7. Investment Policy**

Every year, the TTF Board must review and sign the Investment Policy. The Board agreed they would need to do that soon.

## **8. Processes**

As suggested by David Karrick soon after Town Meeting, Kimberley spoke with Dale Trombley. Dale had been providing behind the scenes support to the TTF Board ever since stepping down as a Trustee. This, in part, was due to the fact that the skills and knowledge of the role had yet to be fully passed down or filled. Dale said she was happy to continue providing support for the time being.

Dale wrote and shared a TTF Reference Guide with Kimberley. David Hartman and Nancy Bassett both have a copy. Kimberley had not yet finished reading it.

## **9. MS-9 and MS-10 Filings**

Dale Trombley had municipal accounting experience. It was acknowledged that Greg Colby did much of the work on MS-9 and MS-10 reports, with David Karrick making corrections as needed.

In the boxes David Karrick provided Kimberley, there were printouts which contained the data needed to complete the filings.

Kimberley noted that she had gotten an account on the NH Department of Justice Trustees of the Trust Funds Portal. Speaking with a support person for the portal, she learned that the previous reports were files in October.

## **10. Meeting Minutes**

Kimberley noted that there were no TTF Meeting Minutes on the Warner website. She would like to see that be corrected. Kimberley asked everyone to share whatever meeting minutes they might have. She would them to the website for online viewing by residents.

## **11. Adjournment**

Due to time constraints, the Board agreed to meeting again to continue discussions. David Hartman made a **motion**, seconded by Nancy to adjourn the meeting. Role call vote: Bassett - Yes, Edelmann - Yes, Hartman - Yes. The meeting adjourned at noon.

Respectfully submitted,

Kimberley Brown Edelmann

Recording Secretary