



Warner Trustees of the Trust Funds

Meeting Minutes
Friday, January 8, 2021

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 2020-18, I'm acknowledging that an emergency currently exists in the State of New Hampshire and am therefore invoking the provisions of RSA 91-A:2, III (b). This Board is authorized to meet electronically, and these reasons shall be reflected in the minutes.

At this point, the Warner Town Hall remains closed for meetings. Therefore, there's no physical location to observe and listen to this meeting contemporaneously. 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 board 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. Roll Call

The meeting was called to order at 11:07 am. Committee members in attendance via Zoom teleconference were Trustees Nancy Bassett, Kimberley Edelmann and David Hartman. No one was in audio / visual range.

Two members of the public, Michelle Kendrick & Dale Trombley, also attended.

3. Upcoming Town Election

Kimberley noted that the Declaration of Candidacy filing period was from January 20 to January 29. Nancy was not going to run for another term as a Trustee of the Trust Funds. The Town needed someone to step up to the plate to fill the role.

Michelle (Bassett) Kendrick introduced herself and was attending the meeting to get a feel for what Trustees were doing.

Nancy and Michelle agreed to meet at the Town Hall to view and discuss the Trustee files.

4. Annual Disbursements / Distributions

Kimberley noted she had reached out to former Trustee of the Trust Funds, Dale Trombley, for assistance with the distributions work.

Via Zoom's "share screen" feature, Kimberley shared the spreadsheet produced by Dale. It showed the amounts of the distributions. Kimberley committed to emailing the numbers to Nancy along with information about who would be receiving each. Letters from the Trustees to Charter Trust would be sent. The letters would request issuance of checks to the recipients.

Mid-meeting, Kimberley invited Dale Trombley to the meeting to answer questions. Dale joined the meeting.

Dale that with the Town Cemeteries distribution, Pine Grove in particular, the Town could not distribute more than was actually expended to pay for the maintenance of Pine Grove. So that value needed to be determined.

The other distribution amounts were done.

Dale note that \$86 would go to the Currier Fund and \$123.98 to the Foster Fund. While one check for \$209.98 could be written, the accompanying letter would have to show the two values for the Almoners. The same would be done for the Library.

Nancy asked about the process. Dale confirmed that the Trustees would send a request to Charter Trust using the 3-part form. Then Charter Trust would send out checks. In the past, Dale would have the checks sent to her home, then she would then match the checks with cover letters and mail out to the recipients. The 3-part form includes a field for where to send the checks. Examples of the cover letters are in the Trustee's manual Dale wrote. Dale noted that alternatively, the checks could go direct from Charter Trust to the recipients.

Dale noted that Ida Reddington was part of Pine Grove, another caveat.

With the Ida Reddington fund being closed, a decision about how to use the \$39 received in the closeout should be used.

Everyone thanked Dale for her work.

Kimberley shared that at the Budget Meeting the night before, when the committee whizzed past the Trustees of the Trust Funds budget line, she brought focus to it and commented about the work that Dale had been doing for the Town despite the fact that she was no longer a Trustee. That raised some questions and conversation.

(Dale left the meeting at this point.)

5. Annual Report

Kimberley noted that now that the complete end of year reports were coming in, it was time to start work on the MS-9, MS-10, and the Annual Report submissions.

6. TD Bank

In response to questions about the accounts, Kimberley logged into TD Bank and shared the screen to show the features of the online TD Bank account. Kimberley showed how statements are not viewable online. The feature was not activated. Transfers from account to account was a feature, but one Warner would never use. The end of month statements were viewable but only showed limited information. There was no year end report online. She was not impressed. However, was it any better than other banks?

Nancy shared that she had gone to TD Bank and had to stay there for over an hour and half. She was not impressed by the service she had received nor the green decor.

7. Adjournment

The Board agreed to meet on January 22 at 11 am. David made a motion to adjourn. Nancy seconded. Roll call; all in favor. The meeting adjourned at noon.

Respectfully submitted,

Kimberley Brown Edlmann

Recording Secretary