

TRUSTEES OF TRUST FUNDS
Milton, New Hampshire
Minute of the Meeting
Wednesday, February 28, 2018 @ 4:00 pm
Town Hall Meeting Room

Board Members Present: Treasurer, Marion Trafton; & Chairman, Karen Brown.

Public Present: Cemetery Trustee, John Katwick

The meeting was opened at 4:04 pm. The Pledge of Allegiance was recited by those in attendance.

Minutes: The minutes were reviewed from the 9-13-2017 meeting.

- Marion Trafton motioned to accept the minutes of the 9/13/2017, with an amendment made to the minutes reflecting that the four scholarships were to be awarded to the four recipients for the first and second semesters, not for the 4 years of school, seconded by Karen Brown. Motion passed.

Vouchers

Cemetery Vouchers

Milton Cemetery Capital Reserve Fund

John submitted the following vouchers for approval:

John submitted a check request for funds to be transferred from his 01-4195-890 general fund account in the amount of \$4,475.26 which is the remaining balance not expended in 2017. Marion requested that a Trustee Voucher be submitted in regards to this request before any transfer is made. John agreed to generate the voucher.

A Voucher was submitted in the amount of \$8,050.00 invoice (#590272) to reimburse the Town's General Fund for services performed by Urban Tree Service for tree removal services. The funds will come out of the Milton Cemetery Capital Reserve Fund. All the necessary documents were present to approve this voucher.

- Karen Brown motioned to approve this voucher, seconded by Marion Trafton, motion passed.

A voucher was submitted in the amount of \$675.00 invoice (#001) to pay for services performed by Mason Contractor for restoration of tomb exterior walls in the Milton Mills Cemetery. The funds will be taken from the Milton Cemetery Capital Reserve Fund. Check will be paid to Frederick A. Meyer III & Sons, Inc. All necessary documents were present to approve this voucher.

- Karen Brown motioned to approve this voucher, seconded by Marion Trafton. Motion passed.

A Voucher was submitted in the amount of \$375.00 invoice (#1378) to reimburse the Town's General Fund for services performed by A+ Property Maintenance, for cemetery maintenance. The funds will be taken from the Milton Cemetery Capital Reserve Fund. All necessary documents were present to approve this voucher.

- Karen Brown motioned to approve this voucher, seconded by Marion Trafton. Motion passed.

A Voucher was submitted in the amount of \$3,782.44 for Perpetual Care, Cemetery Maintenance & Flowers for the Milton Mills Cemetery, with funds coming from the Milton Cemetery Capital Reserve Fund. This expenditure is to come from the Milton Cemetery Perpetual Care Income for 2017. These funds are generated by the Perpetual Care Funds associated with each grave that has Perpetual Care Funds attached to them. All necessary documents were present to approve this voucher.

- Karen Brown motioned to approve this voucher, seconded by Marion Trafton. Motion passed.

Cemetery Vouchers

Cemetery Expendable Trust Fund

A Voucher was submitted in the amount of \$5,524.74 to reimburse the Town's General Fund for operating expenses for the Milton Mills Cemetery, with funds coming from the Town of Milton Cemetery Expendable Trust Fund. All necessary documents were present to approve this voucher.

- Karen Brown motioned to approve this voucher, seconded by Marion Trafton. Motion passed.

A Voucher was submitted in the amount of \$821.12 to reimburse the Town's General Fund for 2017 Perpetual Care, Cemetery Maintenance and flowers for other Town owned cemeteries, with funds coming from the Town of Milton Cemetery Expendable Trust Fund. All necessary documents were present to approve this voucher.

- Karen Brown motioned to approve this voucher, seconded by Marion Trafton. Motion passed.

Cemetery Vouchers

Hayes Cemetery

A voucher was submitted in the amount of \$1,225.00 for Perpetual Care of specified burial lots in the Hayes Cemetery. The funds to come from the Hayes Cemetery Perpetual Care Funds, with the check being disbursed to M.J. Morgan, secretary of the association. All necessary documents were present to approve this voucher.

- Marion Trafton motioned to approve this voucher, seconded by Karen Brown. Motion passed.

1988 Daniel and Geneva Lockhart Fund

A four Vouches were submitted in the amount of \$217.66 for two flower/bulb plantings that were done at Veteran's Park, and two that were done in the triangle adjacent to Veteran's Park, by Elizabeth LeClair all taking place between the spring of 2017 and the fall of 2017. All necessary documents were present to approve these vouchers.

- Marion Trafton motioned to approve this voucher, seconded by Karen Brown. Motion passed.

A Voucher was submitted in the amount of \$225.00 on behalf of the Milton Winter Carnival Committee for a program performed by Wildlife Encounters Traveling Zoo as part of the 2018 Milton Winter Carnival. Wildlife Encounters is an animal rescue facility that travels to schools and community events to educate the public about the responsible care and treatment of animals and rehabilitates and cares for all the animals that are brought to them for rescue. Funds to reimburse the Milton Winter Carnival Committee.

- Marion Trafton motioned to approve this voucher, seconded by Karen Brown. Motion passed.

Town of Milton Vouchers

A Voucher was submitted in the amount of \$32,075.00, for reimbursement to the Town's General Fund for a 2017 F250 Crew Cab that was purchased from Grappone Auto Group on behalf of the Milton Fire Department, with funds coming from the 2005 Ambulance Vehicles and Equipment and /or Fire Department Vehicles. All necessary documents were present to approve this voucher.

- Marion Trafton motioned to approve this voucher, seconded by Karen Brown. Motion passed.

A Voucher was submitted in the amount of \$37,424.00, for reimbursement to the Town's General Fund for a 2016 Ford F250 Super Duty Truck that was purchased from Granite Ford, LLC on behalf of the Milton Public Works Department, with funds coming from the 1997 Highway Truck Capital Reserve Fund. All necessary documents were present to approve this voucher.

- Marion Trafton motioned to approve this voucher, seconded by Karen Brown. Motion passed.

A Voucher was submitted in the amount of \$1,860.97 on behalf of the Salmon Falls Youth Sports Association, for the transfer of these previously raised funds on behalf of their purpose which is the construction and renovation of town owned ball fields. The funds were being held in a separate trustee account and now be under the direction of the newly formed non-profit known as the Salmon Falls Youth Sports Association. The transfer of these funds will deplete the current holdings of said account. The funds will be turned over to the Treasurer/Secretary Michelle Beauchamp.

- Karen Brown motioned to approve the voucher and transfer the balance of the trustee held account into the holdings of the Salmon Falls Youth Sports Association.

School Vouchers

A Voucher was submitted on behalf of the Milton School District for \$23,247.68 for reimbursement to the Milton School District, with funds coming from the 2005 School Building Maintenance & Repair Capital Reserve Fund. The funds were spent on the Nute Sump Project. A breakdown of the project was attached to the Voucher. All necessary documents were present to approve this voucher.

- Karen Brown motioned to approve this voucher, seconded by Marion Trafton. Motion passed.

Carl Siemon Scholarship Fund

A voucher was submitted on behalf of Eban Gourley in the amount of \$625.00 for second semester tuition reimbursement, to be paid to Franklin Pierce University. All paperwork requirements were met, so the following motion was made.

- Marion Trafton made the motion to pay Franklin Pierce University (\$625.00) for tuition reimbursement for second semester on behalf of Eban Gourley, with the funds coming out of the Carl Siemon Scholarship Fund, seconded by Karen Brown. Motion passed.

Bearing Point Financial Planners

The Trustees reviewed and signed the MS9 & MS10 presented to them from Bearing Point Financial Planners. All figures look to be in order. Marion Trafton will send them the signed copies for their records. The trustees had their yearly review of the Investment Policy that they have with Bearing Point Financial, and signed the necessary document which will also be returned to Bearing Point for their records

Town Policy

The Trustees discussed the new policy that the Board of Selectman have put in place for all town documents to protect the town from the loss or ability to locate documents when needed. The Selectmen have requested that the original or a copy of all documents relating to town business be left at town hall from all boards and committees that relate to town business. Karen has been making sure that all trustee documents are being stored on the premises.

Karen Brown motioned to adjourn the meeting at 5:03 pm., seconded by Marion Trafton. Motion passed.

Respectfully submitted;
Karen J. Brown, Chairman
Trustee of the Trust Funds

Karen J. Brown: _____

Marion Trafton: _____

Brittney Leach: _____

Date Approved: _____

DRAFT