

## **Trustees For Town of Canterbury Trust Funds**

### **Meeting Minutes**

**January 16, 2025, at Elkins Public Library**

**Attendees:** Tiffany Brown, Greg Heath, Silvia Styles, Kent Ruesswick

**Call to Order: 1703**

**Adjourned: 1804**

#### **Approve meeting minutes from November 14, 2024**

The Trustees reviewed minutes. Motion to approve minutes as reported by Silvia was made and seconded by Tiffany. All trustees were in favor by voice vote.

Tiffany to upload to Google Drive, Silvia to file minutes at Town Office.

#### **Old Business**

##### **Update on new Town of Canterbury website and Municipal Record Retention Committee by Town Administrative Assistant**

Greg wrote up what could be added to our page on the new town website. Reviewed and approved by Trustees and Greg will send to administrative assistant to upload.

##### **Investment Policy Statement Update**

Funds are performing as expected for the last quarter. Silvia reported that 2025 may have a drop to 4% (previously around 4.5%) in lieu of expected interest rate drops by the Federal Reserve.

##### **Outreach on Trust Funds availability to Shaker Regional School District, 4H and Town Welfare department update**

Greg to send out another inquiry (4H). Shaker Regional School District and Town Welfare department inquired of the Trustees and is reflected under New Business heading.

#### **New Business**

##### **Frank Drew Library Fund**

Greg made a motion to pay out balance of the income to the library, seconded by Silvia, all Trustees approved by voice vote. Will need to set up as a payee for direct deposit.

### **Shaker Regional School District**

Erin Chubb, Principal of CES requests funds for a Walmart gift certificate of \$150 for a CES student in need. Greg to ask Erin Chubb to purchase gift certificate up front and town will reimburse her by direct deposit. Greg made a motion to approve withdrawing money from the Lucia Elkins Sick and Worthy Poor fund, Tiffany seconded the motion. All Trustees in favor by voice vote.

### **Canterbury Recreation Department**

Randi Johnson, recreation director, has communicated with Silvia about the purchase of new nets for CES soccer. Silvia will reach back to Randi Johnson to discuss purchasing the nets and the Town will reimburse her.

### **Review of Town Report 2024**

**Jeremiah Clough Cemetery Fund Expendable Trust**-Silvia discussed the need to move this on the Town Report to under the Expendable Trust heading and out from under the Capital Reserve heading.

**Capital Reserve Funds** Highway Grader, Building Maintenance and Highway Backhoe – Silvia noted this is under income and expense of a negative number and is incorrect. Greg to review and fix this on the report before submission to the Town Administrative Assistant.

### **Discussion on NHDRA audit and resolution**

Greg reported that the auditor had concerns that Sam Lake Funds deposit–warrant article states up to \$15k to be deposited, but we deposit less than that every year. Greg explained and asked for a resolution but has not heard back from NHDRA. Greg to write a letter to explain the situation.

The auditor noted the Transfer Station Upgrades Fund, not transmitted correctly on MS-9, and has previous name. Will need to edit before next upload.

The auditor noted that in December 2023–Bridge Maintenance, Construction Fund deposit–last minute move by the Select Board–not in a warrant article. No explanation of where we should report it if it should not be in ‘New Funds’ column. Greg to write a letter to NHDRA to seek clarification.

**Any other Business that is legally brought before us**

**Town welfare officer inquired re: funds for use to purchase a cemetery plot**

Kent Ruesswick noted that the town does have indigent plots. Will refer town welfare officer to the cemetery trustees first—only cremains allowed though. Depending on the outcome of conversation between cemetery trustees and welfare officer there may be some assistance that could be given from the Lucia Elkins fund.

**Training on MS-9 reporting**

Silvia will train on MS-9 with Greg 1/22/25. Due on 3/19/25

**Silvia discussed Right to Know requirements 2025**

Tiffany will post the draft minutes to Google Drive, Silvia to have Admin Assistant to post to website and she will post at Town Hall.

**Meeting schedule for 2025**

Wednesdays 4/30, 7/23, 10/22, 12/17, 1/28/26 5:30-7. Look to change to the Meeting House. Silvia to inquire if the Meeting House is available.

**Respectfully Recorded and Submitted By:**

**Tiffany Brown**

**Trustee of Town of Canterbury Trust Funds-2025**