

Stoddard Trustees of the Trust Funds
Zoom meeting, 6 PM, Friday September 1, 2023
Public welcome (email stoddardtrustees@gmail.com for the link)

Agenda:

1. Call to order
2. Discussion of Recreation Trust Fund request by Selectmen
3. Other business

Attending:

David, Dean, Maureen, Terri

Meeting called to order 6:00 PM.

David said he spoke with Steve, the town auditor, because it was noted that we hadn't done the MS9 and 10 correctly last year. Steve said he understands what was done and knows how he can account for it. He just needed further information to get things right for the town. David provided him the information.

David was able to edit the Savings Bank of Walpole Bank Account to reflect our new email so that we can access the account.

The main agenda item is the recreation trust fund request from the Selectman. (A reminder to Maureen that we are required to meet in order to disburse funds. Thus we have this meeting to discuss the proposed expenditure.)

Background: A request came in for use of monies from the recreation fund. David asked Terri to report on the background of the request for the funds. She discussed the fund referencing *Article 27: To see if the town will vote to establish a Parks and Recreation Capital Reserve Fund under the provisions of RSA 35:1 for maintenance of municipally owned parks and support of community wide recreation and entertainment events. to raise and appropriate the sum of 11,943.43 to be placed in this fund from the unassigned balance and furthermore to name the selectmen as agents to expend from this fund. Majority vote required. recommended by the Board of Selectmen.*

The discussion at the Selectboard was that the initial request was maybe not an appropriate use of the current fund. So, the request was modified for Inga Dellea to create and gather through a survey information related to what the town residents might need, want, or wish in terms of Recreation. The Selectboard went around a little bit on this based on the language of what the fund is for. This wouldn't be an event itself but it would be in support of creating or getting ideas on what that recreation would entail. So, the Selectboard approved the work up to \$1000. The Selectboard thought that there might be an issue with the Trustees tracking multiple expenditures and thought we should do one check for the full amount. Then the idea was proposed by Michelle to approve the expense ahead of time.

Terri read the criteria and the Selectboard has now made the request to us to approve this expenditure. David also provided some other information. Inga would be billing the town as a consultant. David felt we could discuss approving the expenditure but not provide money until a final bill comes in. That bill could come directly to us or go to the Town and get paid through the town and then we would pay the town.

Dean added that he has had the experience of trying to track the receipts, etc. He felt that this would be someone who is being paid by the Town to do this project and we are just releasing the funds. It makes more sense to have the town pay her and we just release funds at the end for whatever the total is.

Terri added that she thinks the request should come from Michelle with the final total.

David thinks that Michelle and the town should deal with the consultant in terms of gathering receipts and tracking time. We all agreed that we would just reimburse what the town finds as reasonable. David asked if we need copies of the receipts and Terri agreed that, yes, we would need copies of any receipts of any purchases and any (signed by the Treasurer) expenditures they make to the consultant.

David made a motion: We approve the selectman's request for up to a \$1000 for Inga Dellea to do a community survey as approved by the selectman. The town will pay Inga for the project and provide the Trustees with receipts for any purchases made and proof of payment from the Treasurer to Inga. These receipts must be accompanied by the Selectman's minutes showing approval to support this project.

Dean seconded the motion. All in favor – David, Maureen, and Dean.

David said that this is the first time we've used this fund so it is important that we get the procedure correct. It was great to get the criteria in order to be able to expend these funds. There may be other town events that will be requesting monies as well so getting this procedure in order was important.

He asked Terri about warrant articles to replace funds. She felt we should have any warrant articles to Michelle by January in order to replenish funds for these accounts. Terri advised that we wait to see what recommendation comes from Inga's work and also see what has been recommended to come out of this fund by the selectboard related to other town events. David said that if there is a request from this fund that we should find out sooner so that if we do need to make a request on a warrant we have some solid basis for the warrant numbers. Terri told the requesting bodies the timeline as well so any requests should be made soon.

Other Business:

David is going to make an appointment to go to the cemetery committee because rather than emailing, he would like to present to them in person what the funds are and what criteria we have for those funds. Because there are funds with no criteria, if they want to spend that money they will need to take it to court themselves. Terri agreed. She said, they either need to dig in down in their cellars to find the correct criteria for each fund or to go to the court to get those fund criteria settled.

Dean asked to have the letter that David sent to the different town organizations whose funds we oversee about their current balances in order to keep the ones he is responsible for contacting consistent. David asked him to be sure to send the criteria as well.

A suggestion was made to start a document with contact information for the different banking institutions in the trustees account in gmail. Maureen will take that one. Just send whatever you want to add to her.

Meeting adjourned at 6:30 PM