

	<p style="text-align: center;"><b>APPROVED</b></p> <p style="text-align: center;">TOWN OF GRANTHAM NEW HAMPSHIRE TRUSTEES OF THE TRUST FUNDS MEETING MINUTES MARCH 10, 2020 300 Route 10 South, Grantham, NH 03753</p>
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Trustee Dahlman called the meeting of the Town of Grantham Trustees of Trust Funds (TTF) to order at 1:28 p.m. on Tuesday March 10, 2020, in the Jerry Whitney Memorial Conference Room in the Grantham Town Building, located at 300 Route 10 South in Grantham, New Hampshire.

**PRESENT:** Trustee Maria Dahlman, Trustee Evan Weaver, and Board Clerk Emily Owens

**ABSENT:** Trustee Robert Fogg

**REVIEW AND APPROVE MINUTES OF THE JANUARY 14, 2020 MEETING:** The minutes were tabled until the next meeting. *Approved Unanimously.*

**NEW BUSINESS:**

- **WITHDRAWAL REQUEST TOWN OF GRANTHAM:** Town Administrator Melissa White submitted a request on January 29, 2020, to the Trustee, to be reimbursed \$4,999.00 from the Road Improvement Expendable Trust Fund – TTF #589. A copy of the Minutes from the January 22, 2020 Board of Selectmen’s meeting, a signed Memo from the Board of Selectmen, and an invoice from Blakeman Engineering, Inc were provided to the Trustees. The funds are held in Sugar River Bank, the current balance is \$5,057.89 as of February 29, 2020, and there are sufficient funds to cover the request. Trustee Dahlman moved to approve the Town Administrator request to withdraw \$4,999.00, seconded by Trustee Weaver. *Approved Unanimously.*
- **WITHDRAWAL REQUEST VILLAGE DISTRICT OF EASTMAN (VDE):** The Village District of Eastman has made the following requests, to the Trustees, to be reimbursed from the following accounts. In his absence Trustee Fogg recommends the Trustees approve the requests.
  1. **Water Treatment Fund withdrawal** – The Village District of Eastman submitted a request dated March 3, 2020 to withdraw \$12,745.38 from TTF # 555 - Water Treatment Trust Fund. Prior to the meeting, Trustee Fogg reviewed the five invoices as enumerated below. The VDE Commissioners approved the withdrawals at the January 15, 2020 meeting and are authorized as agents to withdraw funds. The funds are held in Sugar River Bank and the current balance, as of December 31, 2019, is \$22,466.58.

Vendor	Invoice Date	Amount Requested	Check #	Check Date
AD Instruments	02/28/19	\$ 6,229.63	5489	03/08/19
Hydrus Control	04/18/19	\$ 1,830.45	5591	05/03/19
Hydrus Control	08/14/19	\$ 1,875.33	5775	08/23/19
AD Instruments	10/21/19	\$ 1,500.00	5869	11/01/19
Everett Electric	11/13/19	\$ 1,310.00	5915	11/27/19

2. **Meter Replacement Capital Replacement Fund** – The Village District of Eastman submitted a request dated March 3, 2020 to withdraw \$2,970.00 from the TTF # 550 – Meter Replacement CRF. Prior to the meeting, Trustee Fogg reviewed the invoices for March 27, 2019 and October 4, 2019 from Stiles Company and a copy of the VDE checks, #5555 dated April 5, 2019 in the amount of \$1,650.00 and #5864, dated October 18, 2019, in the amount of \$1,320.00, for parts for the replacement of meter valves. The VDE Commissioners approved the withdrawals at the January 15, 2020 meeting and are authorized as agents to withdraw funds. The funds are held in Sugar River Bank and the current balance, as of December 31, 2019, is \$36,340.38.
3. **Office Building Capital Replacement Fund** – The Village District of Eastman submitted a request dated March 3, 2020 to withdraw \$600.00 from the TTF #563 – Office Building CRF. Prior to the meeting, Trustee Fogg reviewed the November 8, 2019 invoice from Briar Hill Signworks exceeding the requested amount and a copy of VDE check #5930, dated December 13, 2019, in the amount of \$1,400.00 for a new sign. The VDE Commissioners approved the withdrawals at the January 15, 2020 meeting and are authorized as agents to withdraw funds. The funds are held in Sugar River Bank and the current balance, as of December 31, 2019, is \$629.82.
4. **Vehicle Replacement & Repair CRF** – The Village District of Eastman submitted a request dated March 3, 2020 to withdraw \$39,748.00 from the TTF #560 – Vehicle Replacement & Repair CRF. Prior to the meeting, Trustee Fogg reviewed the receipts from Newport Chevrolet and a copy of VDE check #5868, dated October 22, 2019, in the amount of \$35,212.00 for the purchase of a new 2019 GMC Sierra. Additionally, the VDE requested reimbursement for receipts paid to Jim's Captown in Newport, NH for \$1,000.00 on November 24, 2019 and \$3,536.00 on December 31, 2019 for equipment supplies for the truck. They supplied copies of credit card receipts to document the expenditure. The VDE Commissioners approved the withdrawals at the January 15, 2020 meeting and are authorized as agents to withdraw funds. The funds are held in Sugar River Bank and the current balance, as of December 31, 2019, is \$60,436.42.
5. **Water Mains and Valves Maintenance ETF** – The Village District of Eastman submitted a request dated March 3, 2020 to withdraw \$23,097.98 from TTF # 534

- Water Mains and Valves Fund. Prior to the meeting, Trustee Fogg reviewed the 16 invoices and checks as enumerated below:

Vendor	Invoice Date	Amount Requested	Check #	Check Date
WSO Plus	09/03/19	\$ 700.00	5804	09/06/19
United Construction	09/07/19	\$ 4,321.67	5843	10/04/19
Pollard Water	09/23/19	\$ 468.75	5839	10/04/19
Pollard Water	10/07/19	\$ 3,204.86	5862	10/18/19
Ferguson WaterWorks	10/15/19	\$ 126.48	5876	11/01/19
Ferguson WaterWorks	10/16/19	\$ 309.88	5876	11/01/19
F.W. Webb	10/21/19	\$ 197.05	5875	11/01/19
F.W. Webb	10/21/19	\$ 210.26	5875	11/01/19
United Construction	10/31/19	\$ 1,750.83	5921	11/27/19
United Construction	10/31/19	\$ 750.00	5921	11/27/19
Pollard Water	11/05/19	\$ 1,203.30	2901	11/15/19
WSO Plus	11/07/19	\$ 2,190.00	5908	11/15/19
United Construction	11/27/19	\$ 300.00	5944	12/13/19
United Construction	07/01/19	\$ 2,154.97	5829	09/20/19
Ferguson WaterWorks	02/11/19	\$ 419.72	5498	03/08/19
Eversource	06/04/19	\$ 4,790.21	5666	06/28/19

The VDE Commissioners approved the withdrawals at the January 15, 2020 meeting and are authorized as agents to withdraw funds. The funds are held in Sugar River Bank and the current balance, as of December 31, 2019, is \$186,453.39.

6. **Well Renovation Capital Replacement Fund** - The Village District of Eastman submitted a request dated March 3, 2020 to withdraw \$13,860.00 from the TTF # 559 – Well Renovation CRF. Prior to the meeting, Trustee Fogg reviewed an invoice from Barrie Miller’s Well & Pump Service, Inc. dated December 17, 2019 and a copy of VDE check #5952, dated December 27, 2019, in the amount of \$13,860.00 for labor and parts associated with Source 6. The VDE Commissioners approved the withdrawals at the January 15, 2020 meeting and are authorized as agents to withdraw funds. The funds are held in Sugar River Bank and the current balance, as of December 31, 2019, is \$18,221.10.
7. **Wastewater Collection Operation & Maintenance TTF** - The Village District of Eastman submitted a request dated March 3, 2020 to withdraw \$1,962.80 from the TTF # 581 – Wastewater Collection O&M TTF. Prior to the meeting, Trustee Fogg reviewed invoices from WSO Plus, Inc. dated October 5, 2019 and a copy of VDE check #1847, dated October 18, 2019, in the amount of \$1,458.94 for labor

and parts associated Niblick Lane manhole. Additionally, he reviewed an invoice from Ferguson Waterworks dated November 6, 2019 and a copy of VDE check #1855 dated November 15, 2019 in the amount of \$503.86 The VDE Commissioners approved the withdrawals at the January 15, 2020 meeting and are authorized as agents to withdraw funds. The funds are held in Sugar River Bank and the current balance, as of December 31, 2019, is \$2,342.13.

8. **Wastewater Disposal Operation and Maintenance Fund** – The Village District of Eastman submitted a request dated March 3, 2020 to withdraw \$2,174.18 from TTF # 583 – Wastewater Disposal O&M Fund. Prior to the meeting, Trustee Fogg reviewed an invoice from WSO Plus, Inc. dated August 1, 2019 and a copy of VDE check #1813, dated August 9, 2019, in the amount of \$2,624.18 for labor and parts associated with Niblick Lane manhole. The VDE Commissioners approved the withdrawals at the January 15, 2020 meeting and are authorized as agents to withdraw funds. The funds are held in Sugar River Bank and the current balance, as of December 31, 2019, is \$87,986.53.
9. **Wastewater General Upgrades and Maintenance Fund** – The Village District of Eastman submitted a request dated March 3, 2020 to withdraw \$34,202.00 from TTF # 587 – General Wastewater System Repair and Upgrades Fund. Prior to the meeting, Trustee Fogg reviewed an invoice from JP Industries dated November 13, 2019 and a copy of VDE check #1861, dated November 27, 2019, in the amount of \$34,202.00 for labor and parts associated with four baffle curtains. The VDE Commissioners approved the withdrawals at the January 15, 2020 meeting and are authorized as agents to withdraw funds. The funds are held in Sugar River Bank and the current balance, as of December 31, 2019, is \$558,796.11.

Trustee Dahlman moved to approve the Village District nine requests specified above, seconded by Trustee Weaver. ***Approved Unanimously***

- **DEPOSITS VILLAGE DISTRICT OF EASTMAN (VDE):**

1. \$67,968.42 was deposited on March 4, 2020 into TTF #587 - Wastewater General Upgrades from the VDE check #1876 dated December 31, 2019.
2. \$125,000.00 was deposited on March 4, 2020 into TTF # 534 – Water Mains and Valves from VDE check # 5968 dated December 31, 2019.

**ADJOURNMENT:** There being no further business, a motion was made by Trustee Dahlman, seconded by Trustee Weaver and approved unanimously to adjourn at 2:00 PM. The next Trustee meeting is scheduled for Tuesday April 14, 2020, at 1:30 PM in the Jerry Whitney Memorial Room.

Respectfully submitted,

Emily Owens, Board Clerk