

**TOWN OF BEDFORD
TRUSTEES OF THE TRUST FUNDS
MEETING MINUTES
29 Apr 2016**

A meeting of the Bedford Trustees of the Trust Funds was held on Friday, 29 Apr 2016, in the Conference Room of the Bedford Town Office Building, 24 North Amherst Road, Bedford, NH. Present were: Ken Peterson, Larry Cheetham, and Dennis “Mac” McMahan.

The meeting was called to order by Chair Peterson at 8:00am.

The Chair welcomed the new Trustee, Mac McMahan who, after having been duly elected by the voters of the Town of Bedford, had been sworn into office on 28 Mar 2016 by the Town Clerk, Ms. Lori Radke.

The minutes of the 01 Mar 2016 meetings were approved 2-0-1.

The Trustees moved immediately to New Business:

-- The annual post Town elections organizational meeting was held. Trustee Peterson was elected the Chair and Trustee Cheetham was elected the Treasurer.

--Trustee McMahan presented copies of his proposed changes to the “new person” welcome manual that is provided to newly elected Trustees. It was agreed that all would review the proposed new changes while Trustee McMahan would “meld” in draft form the old manual with the proposed “new” manual.

--The Town Clerk stopped by to discuss the possibility of the Trustees meeting with the Cemetery Trustees to take permanent authority and responsibility for funds that have been generated by the group “Friends of the Bedford Cemeteries”. It was agreed that the two groups would meet on 23 May 2016 at 10am in the Town Office Building Conference Room.

--The Chair excused himself to go confer with the Town Manager about the need to transfer the “ownership” of the e-mail address “TrustFunds3” from the previous Trustee to Trustee McMahan. The TM said he would have the swap completed by the end of the day. The Chair returned to the Trustee Meeting.

--Trustee Cheetham reviewed the 31 Dec 2015 investment results with the other Trustees. It was noted that although there was an un-realized loss in the CIP funds, it was an “academic” loss as the underlying assets would be held until maturity and thus their full value would be recouped. The Trust Funds also showed a loss, which is more noteworthy as Trust Funds are invested in more volatile securities as required by law to attempt to maintain their purchasing power over time, not just to generate income. The TTF capital reserves investment policy does not allow investment in equities, only cash or fixed income securities not exceeding a five year maturity. Trustee Cheetham noted that in the most recent month, March 2016, the capital reserves and trust funds appreciated \$17,900 and \$2,400 dollars respectively, which exceeds all of the 2015 unrealized losses booked in FY2015.

--The Chair noted that although the Trustees do not have a line item in the annual budget, they can expect the full support of the Town through the Town Manager. This support includes legal support from the Town’s Attorney if necessary. The Chair agreed that he would coordinate with the TM before asking for the use of the Town’s Attorney.

Old Business:

--The Trustees welcomed Ms. Tammy Penny the Assistant Director of Finance & Personnel for the Town of Bedford. The Chair restated the permission for the finance department to "open" the "Confidential Marked" statements sent from Citizens Private Bank and Trust (CPB&T) to Trustee Cheetham and to use them as necessary. Trustee Cheetham stated that he is working with CPB&T to enable the sending of these statements electronically to the Town Finance Office and to the individual Trustees. Ms. Penny then excused herself to return to her office.

--A discussion ensued about the now infamous Citizens Bank checking account with \$10,298.22 in it and no defined genesis of this money. The Chair re-stated the invitation to former Trustee Chair Scott Earnshaw to attend the meeting to discuss Mr. Earnshaw's opening of this account in May of 2012. Mr. Earnshaw did not respond to the invitation prior to the meeting.

--Trustee Cheetham will continue his discussion with Nate Gagne (Bedford IT) about the possibility of creating a town electronic "folder" available for Trustee work.

--The Chair distributed to the other Trustees the information required to access the Trustees' account with CPB&T, along with the statement that the webpage address would be sent separately via an e-mail to each Trustee by the Chair.

--Trustee Cheetham noted that the (Trustees' controlled) four school funds will be consolidated into one fund (the "School Maintenance Fund") as decreed by the voters via warrant articles during the 08 March 2016 election. When in 2014 the Chair first noted the existence of these funds, the School District was generally unaware of their existence. Trustee Cheetham has taken "point" since his election in 2015 to coordinate these funds between the Trustees and the School District.

Trustees' Comments:

--It was agreed the next meeting would be at 9am on 23 May in the Town Office Conference Room.

The meeting was adjourned at 10:00am.

Respectfully submitted by:
Kenneth S. Peterson
Chair