



**CITY OF DOVER**

## TRUSTEES OF THE TRUST FUND MINUTES

Meeting Type: Regular Meeting  
Meeting Location: City Hall Council Conference Room  
Meeting Date: **Monday May 20th, 2024**  
Meeting Time: **9:00 am**

### 1. **CALL TO ORDER – 9:04**

In attendance: Daniel Lynch, Don Cichon, Michael Murphy, Dave Dupont, Branden Ladebush, Julie Labonte.

### 2. **Approval of February 26, 2024 MINUTES**

Motion To Adopt: Don Cichon  
2<sup>nd</sup>: Dave Dupont  
5/0 Approved

### 3. **NEW BUSINESS**

#### **A. Digitizing Community First Donation Envelopes**

Beth Fischer volunteer member of the Dover Community presented information/request to establish a digitized (electronic) means for people to donate to Community First projects or other Trust Funds. Board will research what options may exist and discuss at future meeting.

#### **J. Clarefeld Citizens Bank Investment Account Review (Board moved up item 3.J.)**

Corey Boucher and Laurie Leduc presented account information, and reviewed investment performance for quarter ended 3/31/2024.

#### **B. Review of Capital Reserve Statements for February, March and April.**

#### **C. Review Trust Fund Investment Statements February, March and April.**

#### **D. Review Trust Fund Disbursements February 1, 2024 through April 30, 2024**

Motion To Approve \$10,819.81 of Trust Fund disbursements: Branden Ladebush  
2<sup>nd</sup>: Dave Dupont  
5/0 Approved

#### **E. Review Capital Reserve Disbursements February 1, 2024 through April 30, 2024**

Motion To Approve \$6,256.51 of disbursements from Vehicle Reclamation Capital Reserve per documentation: Don Cichon  
2<sup>nd</sup>: Dave Dupont  
5/0 Approved

#### **F. Creation/Establishment of Opioid Trust Fund**

Daniel Lynch gave an update on account balance.



**CITY OF DOVER**

## TRUSTEES OF THE TRUST FUND MINUTES

Meeting Type: Regular Meeting  
Meeting Location: City Hall Council Conference Room  
Meeting Date: Monday May 20th, 2024  
Meeting Time: 9:00 am

### **G. Accumulated Income Sub Account**

Board previously approved combining sub account with Common Trust Fund investment account. This change to take effect in July 2024.

### **H. Resolutions most recently signed: via DocuSign**

1. Cemetery Flowers
2. Resolution: Standard and ADA Portable Restroom Units
3. Tire and Electronics Recycling Services

### **I. Resolutions to be signed:**

1. FY25 CIP Projects Exp FY24- Reimbursement from Capital Reserve
2. FY24 CIP Projects Exp FY24- Reimbursement from Capital Reserve
3. FY24 CIP Projects Exp FY23- Reimbursement from Capital Reserve
4. FY23 CIP Projects Exp FY24- Reimbursement from Capital Reserve
5. FY23 CIP Projects Exp FY24- Reimbursement from Capital Reserve
6. FY23 CIP Projects Exp FY23- Reimbursement from Capital Reserve
7. FY22 CIP Projects Exp FY24- Reimbursement from Capital Reserve
8. FY22 CIP Projects Exp FY23- Reimbursement from Capital Reserve
9. FY21 CIP Projects Exp FY24- Reimbursement from Capital Reserve
10. FY21 CIP Projects Exp FY23- Reimbursement from Capital Reserve
11. FY20 CIP Projects Exp FY24- Reimbursement from Capital Reserve
12. FY20 CIP Projects Exp FY23- Reimbursement from Capital Reserve
13. FY19 CIP Projects Exp FY24- Reimbursement from Capital Reserve
14. FY19 CIP Projects Exp FY23- Reimbursement from Capital Reserve
15. FY19 CIP Projects Exp FY22- Reimbursement from Capital Reserve
16. FY18 CIP Projects Exp FY24- Reimbursement from Capital Reserve
17. FY18 CIP Projects Exp FY23- Reimbursement from Capital Reserve
18. FY17 CIP Projects Exp FY24- Reimbursement from Capital Reserve
19. FY17 CIP Projects Exp FY23- Reimbursement from Capital Reserve
20. FY16 CIP Projects Exp FY23- Reimbursement from Capital Reserve
21. FY14 CIP Projects Exp FY24- Reimbursement from Capital Reserve
22. FY12 CIP Projects Exp FY23- Reimbursement from Capital Reserve

### **K. Clarefeld Citizens Bank online data access training.**

Pushed to August 19<sup>th</sup> meeting.



**CITY OF DOVER**

## TRUSTEES OF THE TRUST FUND MINUTES

Meeting Type: Regular Meeting  
Meeting Location: City Hall Council Conference Room  
Meeting Date: **Monday May 20th, 2024**  
Meeting Time: **9:00 am**

#### 4. **Old Business – Trusts with Small Balances or No Beneficiaries**

No Progress

#### 5. **Next Meeting Date(s)**

- August 19<sup>th</sup>, 2024 at 9:00am
- Don Cichon requested materials to be sent out by the Wednesday before the meeting.
- Closure for Beth Fischer – Information from Interware needed for availability of services available.

#### 6. **ADJOURN**

Motion To Adjourn at 11:15 am: Dave Dupont

2<sup>nd</sup>: Don Cichon

5/0 Approved