



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
2nd: 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
2nd: 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
2nd: Dave Dupont
5/0 Approved

F. Creation/Establishment of Opioid Trust Fund

Daniel Lynch gave an update on account balance.



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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 19th meeting.



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

No Progress

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

- August 19th, 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

2nd: Don Cichon

5/0 Approved