

Board of Trustees Meeting

MINUTES

FRIDAY APRIL 25, 2008

2:00 PM

OFFICE OF DANIEL R. LYNCH

MEETING CALLED TO ORDER BY	Daniel R. Lynch
SECONDED BY	Don Cichon
TYPE OF MEETING	Board of Trustees
FACILITATOR	Daniel R. Lynch
NOTE TAKER	Kimberly Nunan
TIMEKEEPER	Kimberly Nunan
ATTENDEES	Earle Goodwin, Don Cichon, Dan Lynch, Kimberly Nunan

1) Meeting was called to order at 2:00 PM by Daniel R. Lynch

2) Old business – No old business

3) New business- Approval of Meeting Minutes from November 30, 2007

January meeting was canceled due to weather related issues - Trustees took a minute to review minutes from last meeting.

Earl Goodwin raised a question in regards to Meeting Minutes – to please clarify that the “Wasach” which was referred to in the minutes was actually “Wasatch” . Yes, spelling error noted.

Don Cichon brought to the attention of the Trustees that although we lost 30K on the end of March that it is not a bad sign. He states, you need to examine losses over time in an up and down market. If we see 30K every quarter or month, we'd need to re-visit the investment.

Dan Lynch added that it is only a loss when you go to sell the share.

Dan Added that the minutes look ok, Don Cichon 2nd to approve the minutes. All were in favor of approving the minutes from the November 30th meeting.

Don Cichon questioned weather audio taping of meeting needed to be more formal with the use of “Roberts Rules”. Dan Lynch explained that the reason behind the audio tape is to demonstrate open government. The tape will be saved by city clerk. Minutes saved electronically, voice recording validates the written minutes so they will be accurate.

Dan Lynch – few items of correspondence. In March the State of NH banking Department issued a letter regarding PDIP to provide an update on the status of PDIP and national issues w/ on going difficulties for financial hardship/foreclosure situation. PDIP remains a safe conservative portfolio, of 17 pools in the country. NH has the 2nd most conservative investment policy.

An Account rep from Fidelity sent info on their portfolio. They are willing to meet with the Trust to talk about account management services.

Earl Goodwin - Old business - \$100,000 Perpetual Care for Washington Street bridge. City Manager said there would be a delay in the signing of this which was originally planned to sign in Early June.

We were expecting that \$100,000 of Dickenson's Purchase of the property will be for perpetual Care. Money that would be provided to the city to the Board of Trustee's for perpetual care for the Foot Bridge. Pedestrian bridge will be moved in 2010 after the vehicle bridge is done.

Total of \$500K for pedestrian bridge but \$100K for perpetual care. Keeps getting delayed Re: wet land permits etc...

Earl Goodwin provided a copy of the map with tentative info in regards to Washington St Bridge. This map was not filed with these minutes because Mr. Goodwin feels there will be additional changes.

Resolution for Recycling bins needs signing. All three trustees signed Resolution.

Dan Lynch – to Don Cichon, you mentioned Joe B Parks Trust. Area along Cochecco River called Joe Parks Garden. Originally a group of individuals working with Joe Parks who want to put money aside to keep up perpetual care on that property. We have to open a trust account for that because people will be raising money for that purpose. We've received \$500.00 toward that from Durham Garden Club and expect \$500.00 - \$2000.00 additional money.

Earl Goodwin asked who will be ensuring that this money will get spent on the park?

Dan Lynch explained that either Community Services may do work and the trustees will sign a resolution for a Budget transfer of funds.

Earl Goodwin – “Same as the Pedestrian Bridge” Dan Lynch said YES and Don Cichon added , “Except this money will come from multiple sources.

Dan Lynch confirmed and added, that we will issue them a receipt.

Don Cichon – When Allen Krans first mentioned this, he mentioned Dover Main Street.

Dan Lynch – Would Dover Main Street take the money originally? Allen asked who would do the up keep and maintenance but identified Dover Community Services would take care of that. That's when Dan Lynch decided the money should be put into the management of the trustees. It was a good decision because Dover Main Street no longer exists.

School district had a few accounts that were transferred into the trust funds. We have another such account, that is partly a passbook and CD
CD matures end of May then all monies will be turned over to trustees.

Resolution in May to City Council to move monies where they belong. Edward C Lozier Scholarship – annual scholarship to a Senior who will pursue a career in Auto Collision.

Don Cichon – Basically Joe Park and various Scholarships will be new lines of Trust for trustees.

Dan Lynch – Yes, under school and possibly General Govt... Ed Lozier has not yet gone through, But Joe Parks has been accepted by City Council already.

2:30 pm

Another school Item: Tied to last few fiscal year Audits, Student Activity Funds (6) created without authorization of Treasurer of City Funds – 6 new Accounts were established; 1 student account for each school-would deposit the funds and checks would sign money out of those accounts.

1 month ago Cpt. Bill Simons was contacted by the AG's office with concerns that fundraising activities need to fall under the trustees. All 6 accounts have about \$500,000 in annual activity. Some may fall under the trustees while others may not, depends on fund raising aspects.

When we need to come into play- Any fundraiser to raise money for the activity then it's the Trust Responsibility.

School is aware and working to resolve this issue. School is in process of providing a list of which activities are to fall under which accounts. Boosters Clubs are Registered 501C3 organizations, and function as independent entities under federal and state laws. Once list is compiled school admin and Treasurer will decide which funds belong in which hands, Trustees or school side of the ledger.

Earl Goodwin – Inquired whether this was retro active

Dan Lynch- If the money in the Account is from fund raising than that money needs to be moved.
We would like to wrap this up before June 30, 2008 before the next fiscal year and before the next Audit.

Earl Goodwin questioned, Does the school board get involved?

Dan Lynch – To a point, once it is all established they will acknowledge the change in the process.

2:40 pm Trust fund Values overview: Wasatch probably the worst of all the funds- Dec, Jan, Feb, March

Don Cichon- In order to interpret the gains and losses you need to look at the market. Explanation of how to read pie chart page 2 of 10. 22% of Capital Preservation looking at the Asset Class—if we want max growth w/ conservative investments we should take our current portfolio and compare it to this model. Don Cichon would like to take income and capital preservations and combine them in order to follow the model more closely. Conservative growth approach is more comfortable situation.

In regards to the Wasatch letter mentioned earlier – small cap fund- Don Cichon's immediate response would be NO because it's more of an aggressive growth.

Every year the policy has to be reviewed for compliance with state law and provide to AG office.

Last item on the agenda – Email accounts. City Attorney wanted to address with all boards and commissions.. NH right to know law opens those account to possible disclosure because it has city business involved.

We need to set up city email accounts so each trustee was handed an email form, signed and given back to Kim. (Don Cichon will mail his—received Monday 5-5-08) We will have IT sit in on our next meeting to go over how the email works. Move to adopt email address.

ONCLUSIONS	Meeting adjourned at 2:58 PM