



CITY OF DOVER

TRUSTEE OF THE TRUST FUNDS MINUTES

Meeting Type: Regular Meeting
Meeting Location: 2nd Floor Conference Room, City Hall
Meeting Date: **Friday, February 18, 2011**
Meeting Time: **9:00 am**

Members Present: Finance Director Daniel Lynch, Donald Cichon, Michael Murphy, James Brannen, David Dupont, and Kim Nunan

1. CALL TO ORDER

D.Lynch called the meeting to order at 9:10 am.

2. OLD BUSINESS

A. Approval of November 19, 2010 Minutes

D. Cichon moved to accept the Minutes; seconded by M. Murphy.
Vote: 5/0.

3. NEW BUSINESS

A. Review Monthly Common Trust Account Statements

David Dupont needs paperwork to get online viewing rights.

Conversation ensues in regards to Cash and Cash equivalents. Discussion continues about specific investment policies to determine whether or not accumulated income should be reallocated. The board determines new wording be added into the investment policy in regards to Accumulated Income and Cash and Cash equivalents. D. Lynch made notes on additional language to implement into the Investment Policy.

D. Cichon request we email the board the most recent version of the Investment Policy

Board asks that Frank Anderson – the New Private Bank and Trust Contact at Citizen bank - be invited to the next Board of Trustees meeting scheduled for May 20, 2011 @ 9:00 am. Board also requests Citizens compare our portfolio to “national and industry benchmarks” and index.

D. Cichon motion to instruct Citizens to Transfer \$300k from the Cash Accumulated Income Account and Reallocate it to Fixed income (see page 5 of our Investment policy.)
2nd by J. Brannen

Approved Allocation Guidelines Common Trust Assets *

Cash	0% - 10%
Fixed Income **	40% - 60%
Equities	40% - 60%
Inflation Hedge	0% - 10%

This Motion was later recalled by D. Cichon



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J. Brannen moves to add to the Investment policy:
Add 2 or more categories to the Approved Allocation guidelines for Common Trust Accumulated Income:

Equities *** 0-35%
Fixed Income ** 0-35%

** (1) No high yield
(2) Transfers to fixed income funds only at the direction of trustees

*** Transfers to Equities only at direction of trustees

Motion 2nd by D. Cichon
5/0

J. Brannen moves to Reallocate Investment of Common Trust Accumulated Income based on New Policy, \$300K including Equities and Fixed income within guidelines recently added.

Motion 2nd by D. Cichon
5/0

B. Review Monthly Capital Reserve Account Statement

Discussion ensued on how capital reserve accounts are affected by General Fund transfers based on City Council Resolutions. (See Transaction Worksheet)

Citizens Bank Monthly Statement - * Add Parking Account – Capital Reserve

C. Change in Citizens Bank Contact

Email New contact name to the Board of Trustees (email sent 02-22-2011)
The new Citizens Bank Contact with Private Bank and Trust is Frank Anderson, VP. He will be our relationship manager and primary contact. He will be responsible for the administration responsibilities for our account relationship. His phone number is 603-634-7742

D. City Treasurer Position

When the Board of Trustees brought up the question, Can the City Treasurer be Chair or Vice Chair on the Board of Trustees the City had obtained a Legal opinion that the Finance Director can not be the Treasurer. This realization brought about the movement for a new position, City Treasurer. D. Lynch will follow up with A. Krans on the answer to the original question, since it appears that the Treasurer can NOT be a board member, Can the City Finance Director be a Chair or Vice Chair on the Board of Trustees.



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D. Lynch invited any of the Board Members interested, a seat on the interview board for the hiring process of the new Treasurer. J. Brannen and D. Dupont indicated they had interest and if time allowed that J. Brannen would sit in on the interviews with D. Dupont as his back up should his schedule not allow.

J. Brannen moves that D. Lynch be Chair of the Board of Trustees
And that D. Cichon be Vice Chair.

2nd by D. Dupont
3rd by M. Murphy

Board requests Board Member contact information be emailed to each member.
(K. Nunan emailed to the board on 2/22/2011)

E. Review of Trust Disbursements

No handouts available. D. Lynch will email them to the Board

Discussion ensued about the signing of the MS9 and MS10, knowing that there is discrepancy but also knowing that Citizens bank is investigating the difference.

Board decides to hold off on signing. K. Nunan indicated that the Purchasing Agent will have a few upcoming Resolutions which will require their signatures. D. Lynch will attempt to coordinate the signing of the MS9 and MS10 along with those other documents.

4. ADJOURN

D. Cichon moved to adjourn at 10:57am
Vote: 5/0.