

Approved: August 24, 2018



**Trustees of Trust Funds  
Meeting Minutes  
Friday June 15, 2018  
Memorial Room, Merrimack Town Hall, East Wing**



The meeting was called to order at 8:30 am.. Trustees present were Balcom, Wilkes, and Christensen. Also present was Tom Boland, Deputy Finance Director for the Town. Present from Cambridge Trust were Judith Noel, Eric Jussaume, and Lindsey Donovan. Present from the Merrimack Public Library was Library Trustee and Treasurer, Janet Krupp.

The minutes of May 18, 2018, were approved as distributed. Motion by Balcom, second by Wilkes, 3-0-0.

Eric Jussaume and Lindsey Donovan reviewed current economic trends and conditions noting that Cambridge Trust cash equivalents are now yielding 1.6%. Most of our Capital Reserve Funds have been in laddered CD's as that was the best guaranteed holding when Cambridge Trust started managing our CRF. Total Town CRF is \$6,761,413 as of 6/6/18. It was agreed that US Treasury instruments would also be suitable, now that interest rates on treasuries are rising. This will simplify management since there is no \$250,000 FDIC rule.

Town liquidity needs for the next six months were discussed. In the Town CRF, we have approximately \$3MM in cash. It was noted that later in the agenda there would be a request from the Town for ~ \$1.5MM. Keeping \$500K in cash and investing the balance was agreed upon, noting that laddered CD's come available if needed, and that we get an influx of cash in December.

The Merrimack Village District has total CRF of \$5,552,016. No major withdrawals are anticipated as upcoming projects appear to be funded from bonds or other sources. \$250-300,000 was seen as a reasonable cash position.

The Merrimack School District has total CRF of \$829,815, With \$432,074 in cash. We have a request for \$225,000 leaving \$207K as the cash position. It was noted that the School approaches budgeting differently than the Town and MVD, placing lower reliance on CRF, so this should be an adequate cash position.

Common Funds (Principal) has a market value of \$4,306,318 with about 73% in equities, and 24% in fixed income. Estimated annual yield is ~2.56%. Total return since fund inception (12/31/16) has been ~9%. Common Funds (Income) market value is \$2,713,384. With ~69% in equities, ~1.2% (\$33K) in cash. Yield is 2.79%. Similar figures were shown for the Scholarship fund (market value \$222,750) It was noted that we would like to see a little bit stronger yield with some discussion about a goal above 3%.

For future reports, it was agreed that a monthly MS-10 is not necessary since it duplicates monthly statements. The fiscal year ending June 30, 2018 will be the first to do online filing with the state. The Department of Justice did not conduct annual training this year so little is known about this. Training may come in the fall, after our

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filing deadline. Judy Noel noted that they had reviewed the Investment Policy and had no recommendations for changes.

On a motion by Balcom, second by Wilkes, a payment to the School District of \$225,000 from the School repair fund was approved, 3-0-0.

On a motion by Wilkes, second by Balcom, payment of the 3 flower funds bill was approved, \$39.50 for each, 3-0-0. Merrimack Flower Shop delivers and installs potted annuals to Last Rest Cemetery for June Abbott, Harvey & F Richardson and Isaac Coombs Shedd.

Payments to Merrimack Public Library were approved as requested. Christensen received email authorization (attached) as the Library indicated they would like to receive funds earlier in the year so that expenditures could be made in the same fiscal year. This was \$2344.08 from the Patterson, Lawrence and Carroll fund and \$2987.05 from the Lawrence Fund.

The Town requested reimbursement of expenditures for ten CRF totaling \$1,466,456.57. A copy of the request is attached. Motion by Balcom, second by Wilkes, 3-0-0.

Other business: the town auditors will be here from August 16-August 23. Next meeting is planned for August 24, then September 21.

Motion by Balcom, second by Wilkes to adjourn at 9:50 am passed 3-0-0.

Respectfully submitted,

Chris Christensen, Trustee Secretary/Treasurer

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**Re: FW: Trust Fund Money Request**

Bill Wilkes [cobalt862@gmail.com]

**Sent:** Wednesday, May 23, 2018 8:10 AM

**To:** [Chris Christensen](#)

OK by me

On Sun, May 20, 2018 at 3:25 PM, Chris Christensen <[trustfunds@merrimacknh.gov](mailto:trustfunds@merrimacknh.gov)> wrote:

I researched this in view of my recollection that Library Funds had to be paid out 100%. I could not find that restriction in either the Library Trustees RSA 202 or the TTF RSA 35.. The Library would like to get funds earlier in the year so that expenditures or allocations can be in the same fiscal year. If you're OK with this, I'll do it and we can put the emails in the minutes to cover the right to Know law requirements.

Chris Christensen  
Trustee Secretary/Treasurer

## Memo



**To:** Trustee of Trust Funds  
**From:** Town Manager  
**Subject:** Capital Reserve Funds  
**Date:** June 13, 2018

Please issue a check or wire transfer to the Town of Merrimack for the amounts indicated. An itemized schedule of the expenditures for which reimbursement is requested has been attached, and copies of related invoices have been provided for your files.

Computer Equipment CRF	\$ 20,567.53
Fire Equipment CRF	221,262.96
Ambulance Equipment CRF	175,586.00
Communication Equipment CRF	111,894.94
Road Infrastructure CRF	389,425.96
Highway Equipment CRF	25,727.00
Solid Waste Equipment CRF	51,184.00
Library Maintenance CRF	44,356.25
Sewer Infrastructure Improvement CRF	408,226.85
Milford CRF	<u>18,225.08</u>
<b>Total</b>	<b><u>\$1,466,456.57</u></b>

Town Manager

The primary bank of the Town of Merrimack is RBS Citizens Bank. The account that will be involved in receiving the funds is the Treasurer's Account.

**Wiring Instructions:**

Bank Name: Citizens Bank  
Bank Address: 1 Citizens Drive, Riverside, RI 02915  
ABA Number: 011000120  
Account Name: Town of Merrimack  
Account Number: 3300 039 411  
Account Type: Checking