

DRAFT

Richmond Trustee of Trust Funds
Minutes of May 23, 2024

The Trustees of the Trust Funds met on May 23, 2024 at 641 Old Homestead Hwy. in Richmond. Present at 3 PM were Francesca (“Fran”) Heap and Stillman (“Tim”) Rogers; Rostislav (“Rosti”) Eismont joined ten minutes later. No members of the public were in attendance.

The meeting opened at 3 PM.

Tim and Fran discussed the recent State legislation concerning NH PDIP. Whether the trust funds reside at NH PDIP or at another type of financial institution, the duties of the trustees are unlikely to change, although there might be more financial reporting required at fiscal year end without the NH PDIP data feed to the State.

All three trustees reviewed the minutes of the meeting of February 22, 2024. The minutes were accepted as written.

The Trustees reviewed a Municipal Building Fund Transfer Request, concerning the Fire Station, in the amount of \$35,687.36. The Trustees placed the request on hold, pending:

- a) A copy of the meeting minutes in which the Selectmen approved the Fund Transfer Request;
- b) Signature of the Chair of the Select Board on the Fund Transfer Request;
- c) An explanation of why only half of the monies paid is being requested for transfer.

The Trustees reviewed a Bridge Improvement Fund Transfer Request, concerning both Tully Brook Bridge and the Whipple Hill Bridge. The Trustees placed the request on hold, pending:

- a) A copy of the meeting minutes in which the Selectmen approved the Fund Transfer Request;
- b) Signature of the Chair of the Select Board on the Fund Transfer Request;
- c) More information concerning the \$500 extra payment towards an easement for Moeller & Cullen. Specifically:
 - a. Fran questioned whether the purchase of an additional easement is what the Bridge Improvement Fund is for. Fran to call State for guidance;
 - b. Trustees would like description of easement and, particularly, the setback from the road. Tim and Rosti believe an easement would only be appropriate beyond the setback;
 - c. It is unclear if the original easement ever went through a Fund Transfer Request.
- d) The Trustees continue to have concerns about Quantum’s billing practices. It was noted that different labor rates were being charged for the same job title, varying from month to month. Also, it is unclear what is meant by “Burdened Labor” on Quantum’s invoices.

Fran will discuss the two Fund Transfer Requests with Susan Harrington.

The meeting closed at 4:19 PM.

Respectfully submitted,
Francesca Heap, Trustee