



Town of Hebron

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Hebron Trustees of the Trust Fund

Meeting Minutes

August 15, 2017

Members Present: Jan Collins, Dennis Dodge, Marion Weber

Members absent: None

Others Present: None

Time Convened: 4:00 p.m.

Time Adjourned: 4:45 p.m.

Next Meeting: TBD

Agenda:

1. Review and correct Request for Distribution form for funds from Cemetery General Care Funds
2. Process request from Select Board for funds from the Security Alarm Capital Reserve Fund
3. Discuss Cemetery General Care Fund distribution
4. Sign necessary documents to process requests for funds

Discussion:

- Discussion about procedure for calling meetings. Dennis will contact Town Clerk, Tracey Steenbergen for instructions.
- Dennis explained that the Request for Distribution form signed by Marion and him on July 19, 2017 was identified as the "Cemetery General Maintenance Fund" and was rejected by Bearing Point Wealth Partners. The correct name of the fund is "Cemetery-General Care" fund. A corrected form was completed and signed by Janice and Dennis. These funds will be used to reimburse the Town \$2,500.00 for payment to Terrain Planning & Design for landscape design for the Hebron Town Cemetery—copy of invoice attached to minutes.
- Reviewed Dennis' letter and spreadsheet to Select Board regarding apportionment of the seven (7) "General Care" funds. He has reviewed pertinent documents in the Town Clerk's

office to determine a basis for distributing funds. With the exception of the Lonske fund which is an expendable trust to be used for planting and care of shrubs, only income from these trusts may be used. A copy of Dennis' letter and spreadsheet attached to these minutes for reference.

- Discussion of "Perpetual Care Trust Funds": Question of how Hebron can use the perpetual care funds to defray cemetery maintenance costs. Dennis will distribute a document received from Terry Knowles that addresses legal expenditure of perpetual care trust funds (copy attached). To paraphrase the document, it is the responsibility of the Cemetery Trustees to determine how to use the funds (income only) and then submit a request for payment to the Trustees of the Trust Fund.
- Request for \$1,513.00 from the Security Alarm Capital Trust Fund processed. Dennis has copy of Select Board minutes with request, the Request for Distribution form and the invoice from Mango Security Systems, Inc. Invoice is for installation, update and training. Dennis will fax copies of documents to Bearing Point to process, keep the originals and email copies to Marion.
- Jan questioned allocation of funds with Bearing Point Wealth Partners. Dennis will contact fund advisor, Steven Stokes, to set up a Friday appointment in September.
- Marion asked when we should receive money from Town for the sale of the 1978 Ford F800 Fire Truck (\$852) and the sale of the 1970 Caterpillar Grader 14E (\$9,215). Dennis will ask Town Treasurer when we will receive money.

Respectfully submitted,

Marion Weber, Secretary