



Town of Hebron

PO Box 188
Hebron, NH 03241
Phone: 603-744-2631
execassist@hebronnh.org

Meeting Minutes

December 3, 2018

Members Present: Jan Collins, Marion Weber

Members absent: Dennis Dodge

Others Present: Carol Bears

Time Convened: 4:00 p.m.

Time Adjourned: 5:00 p.m.

Next Meeting: TBD

Agenda:

1. Minutes from January 31, 2018
2. Postpone (old business)
 - a. conversation about management fee payment to Bearing Point (?) re suggestion by Steve Stokes
 - b. Creating a new policy eliminating perpetual care designation
3. Review procedure for 2018 Deposits and Distribution Requests
 - a. Deposits – checks may take up to 5 business days; ACH deposits—2 days from execution
 - b. Withdrawals needed by end of year
 - i. If need to come from investments, Bearing Point must have time to do equity and or mutual fund trades
 - ii. May be covered by 2018 deposit
2. Discuss email re acceptable Department of Justice, Charitable Trust Unit fund classification list
 - a. Refer to email from Karen Corliss dated July 20, 2018 re setting up a fund for donations entitled “Preservation of Town Buildings” to accept donations for any town building preservation.

b. Discussed timing and filing of year end MS-9 and MS-10

Discussion:

- For the present decided to table two action items from the January 31, 2018 meeting
- Jan will call Linda Wakefield to clarify and ask for assistance with the request by the Department of Justice; Charitable Trust Unit for fund purposes to allow for 19 predefined choices. This needs to be completed by **December 10**. Will bring up request to set up new fund for “Preservation of Town Buildings” as requested by Select Board. She will also ask for assistance with year-end reports. Jan and Marion will hold another meeting after Jan has contacted Linda.
- Carol reminded us that we need to prepare a budget for the financial administration fees; also noting that it will be based on 18 month term as town is changing fiscal year end to June 30.
- Should have money to deposit for all funded items and also requests for distributions by December 15. Distributions will be transferred directly into town account. Carol noted that the actual required date is December 24.
- Discussion about Dennis’ spreadsheet re discrepancies between 2018 town Requests for Distributions and actual invoice documentation. Will keep Karen Corliss’ explanation with spreadsheet for auditing purposes.

Respectfully submitted,

Marion Weber, Secretary