

These minutes were approved at the February 24, 2023 meeting.

MINUTES

Trustees of the Trust Funds Meeting
January 27, 2023
Council Chambers, Town Hall
8:30 AM

Members Present: Mike Everngam - Chair, Bill Cote, Craig Seymour—Members; Tom Bebbington, Ted Howard – Alternates

Members Absent: None

Others Present: Chris Lucas, Wil Fleming – Cambridge Trust (joined at 8:59 AM)

- I. The Chair called the meeting to order at 8:31 AM.
- II. There was no public input.
- III. Approval of Agenda. Chair Everngam moved approval as posted, Craig Seymour seconded. Passed.
- IV. Approval of Minutes: Chair Everngam moved, Bill Cote seconded to approve the minutes of the December 16, 2022 minutes.
- V. Old Business:

A. Update on Doe Farm/Land Stewardship Sub-Committee (LSSC).

The LSSC met on January 24th. The meeting agenda was distributed to the Trustees by e-mail.

Chair Everngam indicated that there was minimal mention of Doe Farm and he stressed the environmental and conservation importance of Doe Farm.

Everngam views his role as a representative for Doe Farm to the LSSC. The Trustees need to have a continued relationship with the Land Stewardship Coordinator (LSC). Management of the farm lodges with the LSC on behalf of the Conservation Commission and Town Council.

Ted Howard asked about the parcel on Packers Falls Rd and the associated management plan. Are any ongoing costs associated with this parcel? Chair Everngam indicated that funding could be done a number of ways but if a trust is formed, then the Trustees would administer that trust. Everngam understood that this was a conservation easement and that he and Howard will be attending the LSSC meeting on February 6th. Everngam stated that Ted Howard has agreed to be the Trustees representative to the LSSC.

Chair Everngam said that the Attorney General has provided guidance that Trustees' have no authority to manage real property. This is consistent with the view that the Trustees have fiduciary, rather than operational, responsibilities for Town assets.

B. Update on Cemetery Committee.

Craig Seymour has brought all cemetery records (save one) to the records room in the Town Office. He will start a 2023 file for new plot sales. The deed books are also in the file cabinet. There is one inquiry for a deed. The Town Cemetery is currently closed. Chair Everngam has a key to the storage room as does the Town Clerk and Finance Office.

VI. New Business

A. Expenditure Requests.

None to report.

B. Monthly MS-9 Spreadsheet.

Chair Everngam said that he will work with Deb Ahlstrom to create a csv file from the Excel spreadsheet to upload to the state MS-9 system. Once done, it can easily be updated annually. The Cambridge Trust MS-9 provides great detail and should be read by the Trustees.

NOTE: Chair Everngam said that given that the Investment Advisors had not yet arrived that Item D on the Agenda will be discussed.

D. Discussion adding Name of Veteran to Viet Nam Memorial.

Craig Seymour received a letter from Bruce Bragdon, former Trustees chair, about developing a procedure for adding names. Chair Everngam provided the Trustees with a draft proposal to the Town Administrator. It included a 6 year residency requirement that was a policy of previous Trustees, around 2003-2004 according to Craig Seymour. Discussion ensued about whether combat experience was a requirement and it was agreed that this should not be included. A veteran is one who served regardless of combat experience and specific examples were cited.

One key component of the draft policy/procedure was to provide a copy of the veteran's DD 214 that authenticates service. Tom Bebbington mentioned that a fire in the early 1970's in the records storage in St. Louis destroyed millions of veterans' records that could not be recovered. He said that memorializing a DD 214 would likely preclude veterans whose records were lost. Bebbington indicated that some equivalent should be included. After discussion, it was agreed that a DD 214 or a Certificate of Military Service from the National Personnel Records Center would be acceptable. Chair Everngam indicated he will add this to the letter to the Town Administrator.

Craig Seymour said that Mike Lynch, former DPW Director, has good knowledge of the memorials.

Ted Howard asked about who would be the approving body/manager. Chair Everngam indicated that the Memorial Park is in a trust and that the Trustees will likely be the approving/disapproving body. He will include this in the revised draft to the Town Administrator. Howard summarized that the letter should include: the proposal, an alternate to the DD 214 and that the Trustees will receive and act on the request. Chair Everngam stated that he will revise the draft letter to reflect this and share it with the Trustees prior to sending it to the Town Administrator.

C. Investment Advisor's 4Q22/EOY22 Report.

Chris Lucas and Wil Fleming provided a detailed report on the US and global financial picture. As for funds controlled by the Trustees, the performance overall was good. A detractor from overall performance was that Q4 was underweight in equities according to our Investment Policy. Lucas stated that Q4 GDP was 2.9% better than expected and annualized to 2.1%. He said that 2023 outlook was teetering on the recessionary line for various reasons. Both Lucas and Chair Everngam mentioned that more workers are needed.

Lucas summarized:

- Portfolio is underweight in equities and may be adjusted next Quarter
- May add to International holdings;
- A recession remains possible
- Fixed Income is currently a better place for investment as we may see a 3 – 5% return. The Money Market for the town is returning 3.96%.

Fleming and Lucas then presented updates on all town funds. Each trustee received a copy prior to the presentation.

Chair Everngam distributed a graph he created from data gathered from the MS-9 and bank statements. It highlighted the performance of the Investment Portfolio from 2017 to 2022 (estimated). After input, he stated he will revise it.

Fleming indicated that they have the People's Bank data as of 3/31/22. Deb Ahlstrom desires each month be categorized rather than an aggregate.

It was also noted that there is a discrepancy between the bank statement and the MS-9 regarding cash on hand. This is due to the cash that has been reinvested. To clarify, Cambridge Trust provided a letter for the Trustees to sign. After review, Chair Everngam moved approval, Bill Cote seconded and it was approved. All trustees signed the letter and it was notarized. A copy of the letter is attached below.

VII. Adjourn.

There being no other business, the meeting adjourned at 9:53 AM. The next regular business meeting is scheduled for February 24, 2023 at 8:30 AM at the Town Offices.

Approved: /s/ Michael H. Everngam
Michael H. Everngam

Date

CAMBRIDGE TRUST

PRIVATE BANKING WEALTH MANAGEMENT

January 26, 2023

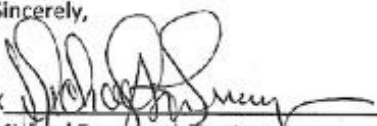
Town Of Durham Trustees of Trust Funds
8 New Market Road
Durham, New Hampshire 03824

**RE: Town of Durham Agency Funds 5200118, Town of Durham Capital Reserves
5200126, Town of Durham Cemetery Funds 5200134, Town of Durham Trust Funds
5200142**

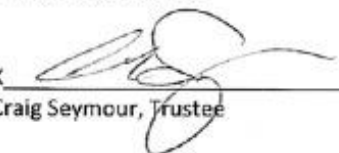
Dear Cambridge Trust Company;

May this letter, signed by the Town of Durham Trustees of Trust Funds, serve as approval for the investment of the Income Cash in the Trust Funds. The Trustees acknowledge that there is more Income Cash available for distribution than is shown on the monthly Cambridge Trust account statements, and that the M59 reports will serve as a guide for the correct income cash available in sub-accounts. Furthermore, the Trustees acknowledge that the resultant portfolio allocations inclusive of the investment of Income Cash are aligned with the Investment Policy Statement previously approved by said Trustees.

Sincerely,

x 
Michael Evergam, Trustee

x 
William Cote, Trustee

x 
Craig Seymour, Trustee



Rachel M. Deane
State of New Hampshire
County of Strafford
I certify that this is a true and correct copy
of a document.
Notary Public, New Hampshire
Dated 1/27/2023 Comm Ex 5/19/2026

RACHEL M. DEANE
NOTARY PUBLIC
State of New Hampshire
My Commission Expires
May 19, 2026