



TOWN OF DURHAM
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Durham Trustees of Trust Funds Meeting
8:30 AM, Friday, February 28, 2025
Council Chambers, Town Hall
8 Newmarket Road, Durham, NH

MINUTES

Members Present: Ted Howard, (Chair), Thomas Bebbington, Alberto Manalo, (Secretary),
Victor Sosa (Alternate Trustee)

Members Absent: None

Others Present: James Bubar (Town Councilor), Joan Drapeau (Durham resident), Deborah
Munsey (Durham resident)

- I. Call to Order: Chair Howard called the meeting to order at 8:30 a.m.
- II. Public Input : No member of the public offered comments.
- III. Approval of Agenda: The Trustees approved the agenda for the meeting.
- IV. Approval of Minutes: The Trustees approved the minutes of the December 20, 2024, meeting and the minutes of the January 24, 2025, meeting.
- V. Old Business:

A. Update on Doe Farm/Land Stewardship Subcommittee (LSSC):

LSSC: Chair Howard reported that the LSSC met on February 12, 2025. The primary topic of discussion was control of invasive plant species. Rich Reine of the Durham Department of Public Works gave a presentation on the DPW's approach to controlling invasive species vegetation near rights of way and along roadways. Information on DPW's vegetation management program is available on its website. The presentation was in response to an inquiry by Fitts Farm Drive residents who wanted to know if their efforts to control invasive species in their neighborhood are consistent with the town's approach. They also wanted to know if DPW had any ideas that could help them.

Chair Howard said that the Trustees are also engaged in invasive species control at the Doe Farm. The Durham Conservation Commission, at the request of former Durham

Land Stewardship Coordinator Sara Callaghan, funded the Trustee's latest effort on invasive species management. He also said that the Trustees have spent a lot of money on invasive species control, and, for the long term, it should assess the effectiveness of the control effort and decide what to do.

Doe Farm. The Trustees approved the contract with consulting forester Charlie Moreno to develop a management plan for the Doe Farm. The amount specified in the contract is \$8,500; the Strafford Regional Planning Commission will pay \$4,000 (for the work related to climate change), and the Lamprey River Advisory Committee will pay \$4,500 (for the original management plan) through a grant secured by Sara Callaghan.

Chair Howard said that the name of the Trustee's organization in the contract is incorrect. He will ask Charlie Moreno to make the change and send the document back to him. The Trustees will then sign it.

Chair Howard said that Mr. Moreno has delayed obtaining a sample of coarse woody debris at the Doe Farm because of snow on the ground. He will do this field work probably in April.

Mr. Bebbington and Chair Howard both said that the Trustees need a management plan for the Doe Farm for it to remain in the New Hampshire Tree Farm Program.

B. Update from the Cemetery Committee:

Mr. Bebbington said that the cemetery remains closed now. There were no burials. There were a few inquiries and one sale.

He also said that he anticipates calling a cemetery committee meeting in May. He will inspect the cemetery when the snow has melted and will meet with DPW to ask about their clean-up plan. He believes that DPW will do the work on the cemetery wall this year.

VI. New Business:

A. Dorothy Wilcox Trust

[Note: Discussion of this item started at 8:33 a.m.]

Ms. Joan Drapeau and Ms. Deborah Munsey met with the Trustees to ask questions about the Dorothy Wilcox Trust. Ms. Drapeau, who lives on Sullivan Falls Road, is a friend of Ms. Wilcox. She would like to follow through on Ms. Wilcox's wishes that the money be spent on the Durham Landing area and Mill Pond area. Ms. Munsey lives at the Wilcox home on Old Landing Road.

Ms. Drapeau wanted to know how much expendable money (interest) is in the Wilcox Trust. Chair Howard told her that as of January 31, 2025, the amount was \$16,716.40.

Ms. Drapeau also asked if there are any plans to spend the money. She said she would like the funds to be used. Chair Howard explained that the role of the Trustees is to make sure that the money is expended within the terms of the Trust. The Trustees do not decide how the funds are spent.

Chair Howard said that the Trustees will review the Wilcox Trust to determine the decision-making body for the Trust. He also encouraged Ms. Drapeau to talk with the Department of Public Works about work that the Wilcox Trust can pay for. Once DPW decides to do the work, they will request the Trustees to allocate the money from the Wilcox Trust.

Ms. Drapeau also asked if it is the Trustees' responsibility to make sure that the money in the Trust is spent. She would like to see someone overseeing the Trust so that the funds are used. Chair Howard said that the town government knows about the Trust, and for what purposes the money can be used.

[Note: Discussion of the Dorothy Wilcox Trust resumed at 9:07 a.m. Ms. Drapeau and Ms. Munsey were not present for this part of the discussion.]

Chair Howard said that the Trustees should suggest to the DPW to inspect the areas specified in the Dorothy Wilcox Trust and determine if improvements need to be made and could be funded by the Trust.

Mr. Bebbington said that the Trustees should review the terms of the Dorothy Wilcox Trust and find out what can and cannot be done.

B. Expenditure Requests

There were no new expenditure requests.

C. Monthly MS-9 Reports

The Trustees approved the MS-9 reports dated December 31, 2024, and January 31, 2025.

Chair Howard said that the Trustees need to review its investment policy. Deb Ahlstrom, Durham financial analyst, will provide the Trustees with a Word version of the policy. The auditors would like the Trustees to amend the policy and show that it approved and signed the policy on a specific date. The Trustees need approval dates for 2024 and 2025; they can then send the documents to the New Hampshire Charitable Trusts Unit.

Chair Howard also said the Trustees should formally include investment policy review in their yearly schedule of activities.

D. Reports or Issues Brought Forward by the Trustees

The Trustees approved a motion asking Chair Howard to write a letter to the Durham Town Council endorsing Mr. James Bubar's appointment as Alternate Trustee of the Trust Funds.

VII. Adjourn

Chair Howard adjourned the meeting at 9:25 a.m.

Next Regular Meeting: March 28, 2025, at 8:30 a.m.

Approved:

Theodore E. Howard, Chair

Date