

# Town of Hampton



## TRUSTEES OF THE TRUST FUNDS

JULY 30, 2007

3:00 PM

PRESENT: Robert V. (Vic) Lessard, Chairman  
John J. Kelley, Sr.  
Glyn Eastman  
Edward (Ted) Atwood  
Warren J. Mackensen, Bookkeeper  
John W. O'Dowd, Senior Wealth Advisor, TD Banknorth  
Steven H. Reynolds, Portfolio Manager, TD Banknorth

Chairman Lessard called the meeting to order at 3:00 PM.

There was discussion of a newly-drafted and revised Investment Policy for the Hampton Real Estate Trust Fund.

Mr. O'Dowd indicated that he felt the Investment Policy was well thought out and a thorough policy. He stated that he was in favor of it because it includes a discussion about investment risks, and it reflects the effects of inflation. He recommended that the Investment Policy be adopted to grow the Trust Fund going forward.

Each section of the policy was reviewed and discussed in detail.

**MOVED** by Mr. Mackensen to approve the Investment Policy as amended.

**SECOND** by Mr. Eastman.

**VOTE:** 4-0-1

**MOTION PASSED**

There was discussion of the legal effect of the Investment Policy. It is considered a policy rather than a contract. Chairman Lessard explained his rationale for abstaining from the vote on the Investment Policy. After additional discussion, the Chairman indicated that he was in favor of the Investment Policy as amended and wished to change his vote. Another vote was taken.

**VOTE:** 5-0-0

**MOTION PASSED UNANIMOUSLY**

There was discussion of the Investment Management Agreement that has been in place with TD Banknorth. It is no longer valid because of the change in investment policy. TD Banknorth suggested replacing the existing agreement with one that included the new 50

basis points fee schedule that applies to the managed account under the new Investment Policy.

**MOVED** by Mr. Eastman to retain TD Banknorth as the Investment Manager for the newly-approved Investment Policy.

**SECOND** by Mr. Mackensen.

**VOTE:** 5-0-0

**MOTION PASSED**

Mr. O'Dowd will send a new Investment Management Agreement to the Board for signatures. This agreement will be in effect until October of 2008.

There was a discussion of individual stocks.

**MOVED** by Mr. Kelley to hold the next meeting of the Trustees on Monday, August 13<sup>th</sup> at 3:00 PM.

**SECOND** by Mr. Eastman.

**VOTE:** 5-0-0

**MOTION PASSED**

The agenda for the next meeting will include signing of the Investment Management Agreement and discussion of a newly-drafted Internal Control Policy.

Mr. Mackensen raised the issue that postings of meeting agendas and minutes at the Library are being removed from the bulletin board. There was discussion of this problem.

Mr. Mackensen reported that he is gradually moving Trust Fund and Capital Reserve Fund CDs to the New Hampshire Public Deposit Investment Pool. The Sports Scholarship Fund has been moved. The Cemetery Burial Trust Fund and the Town Roads Capital Reserve Fund are next to be moved to the Pool.

In response to a question from the Chairman, Mr. Mackensen indicated that there is currently \$341,000 in the Town Roads Capital Reserve Fund.

Mr. Mackensen advised that he has compiled a Cash Receipts Book that is available for review.

**MOVED** by Mr. Kelley to adjourn.

**SECOND** by Mr. Eastman

**VOTE:** 5-0-0

**MOTION PASSED**

Meeting adjourned at 4:30 PM

Respectfully Submitted,

Barbara Renaud