

Town of Hampton



TRUSTEES OF THE TRUST FUNDS

MAY 19, 2008 3:00 p.m.

PRESENT: Robert (Vic) Lessard, Chairman
Ted Atwood
Warren J. Mackensen, Bookkeeper
David Hamilton, Clerk
David A. Batchelder, CFA (guest)

ABSENT: John J. Kelley, Sr.

The meeting was called to order at 3:10 p.m. by Chairman Lessard.

Minutes of the last meeting:

The minutes from the meeting of April 21, 2008, were reviewed.

MOVED by Mr. Atwood to approve the minutes.

SECOND by Mr. Hamilton.

VOTE: 4-0-0

Motion Passed

Real Estate Trust Fund:

The Trustees reviewed the month-end market values bar graph and line graph for the Real Estate Trust Fund.

The Trustees noted that the April 19th meeting had estimated the amount of the quarterly income disbursement to the Town as \$180,000. The actual disbursement of quarterly income to the Town was \$150,000 on April 28, 2008. The amount was reduced when the actual and accrued income year-to-date was computed. The next quarterly income disbursement is planned for the third or fourth week of July.

Real Estate Trust Fund Request For Proposals:

The Trustees reviewed the draft specifications for the RFP. Several edits were made to refine the RFP. The Trustees sought the opinions of Hampton resident, David Batchelder, a Chartered Financial Analyst who has worked in the institutional money arena. Mr. Batchelder answered several trustee questions regarding the provisions of the RFP. He described the differences between asset managers and investment consultants. The draft specifications will be revised accordingly.

The Trustees also reviewed the prospective bidder list for the RFP to be released in late June. Several additional institutions were added to the list.

The schedule for the RFP was discussed. The schedule will be as follows:

July 1, 2008	Release RFP to the bidder list
July 30, 2008	4:00 p.m. Bids due. Five copies required.
August 4, 2008	3:00 p.m. Public bid opening, Selectmen's Meeting Room
August 11, 2008	3:00 p.m. Trustees meet to discuss the bids and develop a short list
September 15, 2008	3:00 p.m. Trustees interview investment firms on short list
September 22, 2008	3:00 p.m. Trustees meet to select the investment firm; Investment Advisory Agreement signed by the Trustees
October 1, 2008	New Investment Advisory Agreement takes effect

Smaller Trust Funds and Capital Reserve Funds:

The Trustees reviewed the trust funds and capital reserve funds invested in the NH Public Deposit Investment Pool (NH PDIP). As of May 17, 2008, the current interest rate was 2.4%. The Trustees agreed that a change in institution to obtain a higher rate of interest would not be prudent in light of the collateral and liquidity provided by the NH PDIP.

Library Trust Funds:

The Trustees reviewed the Lane Memorial Library Trustees' Meeting Minutes of March 20, 2008. The Library Trustees minutes stated that they intend to invest the Lane family members' donations in the Fidelity Balanced Fund, with the exception of the Lydia Lane Trust Fund (\$500). The Trustees of the Trust Funds have not been contacted to execute this transaction as yet.

Hampton Beach Village District:

The Trustees received a check from the Hampton Beach Village District in the amount of \$4,400.14 for the Capital Projects Capital Reserve Fund. The check was deposited into the trustees' checking account on May 19, for later transfer to the NH Public Deposit Investment Pool. This transfer from the Hampton Beach Village District (HBVD) to the Trustees of the Trust Funds clears up the reserve differences between the HBVD Commissioners' books and the HBVD figures reported by the Trustees during the last twelve months.

The next meeting of the Trustees is scheduled for Monday, June 16, 2008, at 3:00 p.m.

MOVED by Mr. Mackensen to adjourn.

SECOND by Mr. Atwood.

VOTE: 4-0-0

Motion Passed

The meeting adjourned at 4:44 p.m.

Respectfully submitted,

Warren J. Mackensen

Warren J. Mackensen, Bookkeeper