

Trustees of Public Funds

Meeting

5:00 PM August 28, 2019

Hanna Cosman Room,
Municipal Center

Present: Trustees - Tyler Boone, Marshall Wheelock, Deborah Zak
Administration – Peter Elwell, Town Manager
Guests – none in attendance

Agenda:

- Call meeting to order; approval of 3/21/19 minutes
- Review information from Edward Jones relative to investment account
- Review fiscal 2018 income and distributions
- Discuss possible implications of Act 46 relative to distributions to our local school
- Discuss how we may parse out our duties in the future
- New Business
- Adjourn

Marshall Wheelock called the meeting to order at 5:09PM. Tyler Boone moved to accept the minutes of 3/21/19; Deb Zak seconded the motion; all were in favor.

Marshall briefly reviewed the Portfolio Analysis prepared by Edward Jones, which showed a return on investment since 2009 of 7.78%, largely due to equity growth over time. He reminded the trustees that there are limitations to investments, and Edward Jones is aware of those regulations which are defined by 24 Vermont Statutes Annotated 2432. Additionally, cash is needed on hand for distributions in the range of \$4,000-\$5,000 annually. Overall, the fund continues to perform well. Edward Jones has recommended further “rebalancing” of the fund aiming to reduce the equity investments below the current level of 61.51%.

Marshall reviewed the 6/30/19 reporting to the Town of Brattleboro, which includes a list of documents submitted in May 2019 showing distributions of 2018 income, 2019 capital gains allocations, individual fund reconciliation for the last fiscal year, and a worksheet of 2019 earned income which will be distributed in 2020. As of 6/30/19, the fund had unrealized capital gains of \$39,484.99 and a balance of \$261,018.33. He explained the reconciliation of the individual public funds’ balances to the investment account, and the distributions for the past year. The group reviewed the accounting for the income and capital gains for the funds, which Marshall calculates annually.

The trustees discussed duties going forward. Deb offered to work with Marshall to learn the fund accounting, distributions of income, and account reconciliations in the coming year. Tyler is willing to reach out to Edward Jones to become more familiar with the investment account.

The group discussed the potential impact of Act 46 on fund distribution. Tyler moved that in the future we distribute the funds currently payable to the Brattleboro Town School District and the Brattleboro Union High School District to the new entities established under Act 46 to replace those districts. Marshall seconded the motion; all were in favor.

The group felt this was in keeping with the decision made over fifty years ago to make the payments intended for the Brattleboro High School to the Brattleboro Union High School, when the latter replaced the former. The trustees felt that it would be prudent to have the town counsel review this, and Marshall will contact Bob Fisher.

Deb offered to scan the fiduciary documents for the funds into an electronic file and to talk with the Finance Department about safe storage early in the coming year.

The trustees will meet again in February, prior to town meeting. Now that the town office building locks at 5PM, future meetings will be held in one of the meeting rooms at the Brooks Memorial Library.

There being no further business, a motion was made the adjourn the meeting. Tyler moved to adjourn; Deb seconded the motion; all were in favor.

The meeting adjourned at 6:17PM.

Respectfully submitted,

Deborah Zak, Secretary,

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