



TOWN OF DURHAM  
8 Newmarket Road  
Durham, NH 03824-2898  
603.868.5571  
[www.ci.durham.nh.us](http://www.ci.durham.nh.us)

Durham Trustees of Trust Funds Meeting  
8:30 AM, Friday, September 20, 2024  
Council Chambers, Town Hall  
8 Newmarket Road, Durham, NH

## MINUTES

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

Members Absent: None

- I. Call to Order: Chair Howard called the meeting to order at 8:32 a.m.
- II. Public Input : No member of the public offered comments.
- III. Approval of Agenda: There were no amendments to the agenda. The agenda was approved.
- IV. Approval of Minutes: The minutes of the meeting on August 16, 2024, were approved.
- V. Old Business:
  - A. Update on Doe Farm/Land Stewardship Sub-Committee (LSSC):

LSSC: Chair Howard reported that in August the Durham Housing Taks Force made a presentation to the LSSC.

DOE FARM: Chair Howard reported that Ms. Sara Callaghan took the lead and secured funding from the Lamprey River Advisory Committee which replaces the funds the Trustees have been putting in for the Doe Farm management plan. In addition, the Strafford Regional Planning Commission awarded money to cover the climate-change related parts of the management plan. This means that Charlie Moreno, the consulting forester hired by the town, must revise his management-plan proposal. Chair Howard will talk to Mr. Moreno this week. Chair Howard hopes to receive Mr. Moreno's revised proposal before the Trustees' meeting in October 2024.

Chair Howard also announced that Ms. Callaghan has stepped down as Durham's Land Stewardship Coordinator and has found a position at UNH Extension. Before Ms.

Callaghan left, she informed Chair Howard that the buckthorn foliar treatment was done around the first week of September. The contractor will come back in two weeks to assess the success of the spraying operation.

Chair Howard expressed the hope that the town can find a replacement for Ms. Callaghan soon.

B. Update on the Cemetery Committee:

Mr. Bebbington reported that since the Trustees' meeting on August 16, 2024, there have been three burials, two of which were full-body burials, and the other a cremains burial. Also, a full body burial and a cremains burial are scheduled for the coming weekend. There also have been three sales.

Mr. Bebbington also said that the cemetery fence has not been repaired yet. The managers of The Cottages have surveyed the damage, determined that they need to remove some trees before the fence can be replaced, and said that the repairs will cost more money than the amount they can approve on site. This likely means that they need approval from top management. Mr. Bebbington is in regular contact with the management of The Cottages, and they are working on it. Because of the tree removal that must still be done, the town cannot get in and replace the compost and trash bins that were damaged along with the fence.

VI. New Business:

A. Expenditure Requests

Chair Howard reported that the Trustees have received a request from the Oyster River School District to fund scholarships. The request involves five separate scholarship funds and \$9,000. There are seven recipients in all because three students will share the money from one scholarship fund. The Trustees approved the disbursement of the funds.

Chair Howard also said that the Trustees have received a letter, dated July 2024, from the Oyster River Cooperative School District requesting to withdraw \$2,500 from a scholarship trust fund (My Pathways Trust). There are three recipients for that scholarship. Chair Howard will pass the request to Ms. Deb Ahlstrom so she can process it, and the Trustees can discuss it at the next meeting.

B. Monthly MS-9 Reports

The August reports indicate that our funds have changed in value and earned income. We also did not spend any money, and so our net position has increased a little bit. Chair Howard said that he will prepare two documents that Cambridge Trust would like to receive from the Trustees. The first is an official statement from the Town of Durham indicating who the official signers are. The second is a letter from the Trustees

acknowledging that, especially in the case of capital reserves, the numbers reported in the MS-9 are different from the numbers in the investment statements, and the MS-9 reports should be used in determining the amount of funds that may be spent.

C. Reports or Issues Brought Forward by Trustees

Mr. Manalo said that the Trustees of the Trust Funds page on the Town of Durham website needs to be updated. Chair Howard said that he will send a request to Karen Edwards.

VII. Adjourn

The meeting was adjourned at 9:00 a.m.

Next Regular Meeting: October 25, 2024, at 8:30 a.m.

Approved:

\_\_\_\_\_  
Theodore E. Howard, Chair

\_\_\_\_\_  
Date