



# Town of Hebron

PO Box 188

Hebron, NH 03241

Phone: 603-744-2631

[execassist@hebronnh.org](mailto:execassist@hebronnh.org)

## Zoom Meeting Minutes

July 7, 2020

**Members Present:** Parker Griffin, Mark Coulson, Marion Weber

**Members absent:** None

**Others Present:** None

**Time Convened:** 10:40 a.m.

**Time Adjourned:** 11:10 a.m.

**Next Meeting:** TBD

### Agenda:

1. Review/approve minutes from meetings on January 20, 2020
2. Elect officers
3. Review 2020/21 Warrant Articles
4. Discuss requirements for audit by Roberts & Greene scheduled for July 28 & 29

### Discussion:

1. Minutes of January 20, 2020 minutes approved; motion by Parker, second by Mark
2. Officers elected; Parker Griffin, Chair and Marion Weber, Secretary. Parker to determine if new trustee forms need to be filed. Mark explained he needs to be sworn in by Town Clerk.
3. Parker to obtain paid copy of 'Three Bearings' March, 2020 invoices from Karen Sanborn to be kept in Secretary's file.
4. Requirements for July 28 and 29 audit:
  - a. Parker to contact Three Bearings regarding 18 month M-9 report; Annual Summary of Activity. Mark questioned the year ending date. He noted that the M-9 Trust Funds included in the Annual Report sent to Hebron residents in May was dated from January 1, 2019 through March 31, 2020.

- b. The following documents will be included in the Secretary's notebook and given to the Town Executive Assistant prior to July 28, 2020
  - i. Investment account statements
  - ii. Documentation for all receipts and disbursements made during fiscal year
  - iii. Copy of documentation detailing new fund; Preservation of Records Reserve Fund
  - iv. Minutes of Trustees' meetings for fiscal year
- 5. Parker asked if we should be looking at Three Bearings investment philosophy. Marion suggested it might be appropriate to schedule a meeting with an investment advisor to review. Discussion tabled for present.

Motion to adjourn by Mark, second by Marion

Respectfully submitted,

Marion Weber, Secretary