

Tourtellotte Board of Trustees

Minutes of meeting held:

February 5, 2018 at the Thompson Public Library

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Cherie Waller
TOWN CLERK

Present:

Kenneth Beausoleil
Joseph Lindley (Chair)
Susanne Witkowski
William Witkowski
Orla McKiernan-Raftery (Treasurer)
Joseph Iamartino (Secretary)
Melinda Smith

Public Guests present: Steve Herbert, Bill Birch, Rhonda Rooney

1. Meeting called to order: 6:00 PM by chair Joseph Lindley
2. Approval of Minutes from Jan. 10, 2018
 - a. Minutes from Jan. 10, 2018 were reviewed with the confirmation of the second on 5b as Joseph Iamartino
 - b. Motion by KB to accept corrected minutes. Second by OMR; Motion approved by all present except SW who abstained.
3. Chair called for Public Comments: None
4. Financial discussion
 - a. Orla presented trust expenditures (report submitted). For Fiscal 2018, Transfer by Fund Balance was: \$5K for Memorial Room repairs & restoration and \$45K for building care and maintenance added to the balance from 2017 of \$33,104.64, hand rail / terrazzo repairs of \$84,794.95 left a \$1,690.31 deficit. Orla will transfer from the Fidelity fund to reconcile this deficit.
 - b. Window project: Orla and Bill Birch confirmed that the \$300K for the window project (phase 1) will be spent by the end of June 2018.
 - c. Review of all part expenditures; OMR: "Everything is bought and paid for so that the focus for this year will be solely on the window project."
 - d. Future expenses; Orla confirmed previous discussion of \$5K for Memorial Room and \$10K for the balance of the building.
 - e. Question from SW. "What is the next project after this window project?"
 - f. Joe Lindley responded: "The next project is phase II of the window project. Phase 1 is from the south tower to the north tower and includes the windows over the Memorial Room / Museum. Phase II are the remaining windows." Bill Birch added, "windows in the library, auditorium, stair/towers".

- g. BW commented: "Since the design work is done, let's keep the momentum going and finish both phases while the team has the energy to get this done." Those in attendance nodded in agreement.
- h. Joe Lindley explained the need for a Tourtellotte Trust bylaw change. There were significant challenges securing the funds for the window phase 1 project despite the proper treasurer actions and board approvals. The Trust had set aside the funds over the years to achieve the level needed to pay for the Phase 1 window program. However, to access the funds, these funds still required town approval.

Joe Lindley said that the Town's Attorney William St. Onge has provided the by-law guidance to prevent a future problem. The Trust's Bylaws will be changed to reflect an improved funding set-aside procedure to comply with the town's wishes. Several members of the Trust expressed dissatisfaction with the unnecessary complexity of the procedure but for the sake of town unity, will accept the bylaw change.

SW made a motion to action the bylaw change per St. Onge's recommendations. JI seconded the motion.

There was further discussion required based on questions from Bill Witkowski and Joe Iamartino. "The final text of the by-law addition has been checked by Atty. St. Onge?" Joe Lindley responded: YES, and said he and Orla would ensure this is properly recorded in the town records if approved by the Board. The text recommendation is an added paragraph under Article 5, Section i:

Any funds set aside for a major capital improvement project and held in abeyance by the Trust, to allow those funds the opportunity to earn income, must be processed through the standard annual budget approval process. The capital improvement project funds will be listed as a capital line item in the annual town budget, where the accumulating amount will be recorded. Example: Major restoration project X is estimated at \$100,000. The Board may decide to assign \$25,000/year over a four year period until the necessary funds are available.

There being no further discussion or questions, Joe Lindley asked for motion to accept the text as presented. Motion to accept as presented by Orla. Seconded by Ken. Motion approved by all.

- 5. Next meeting: August 15, 2018, Time and place to be reconfirmed but planned for 6:00 PM, Thompson Town Hall.
- 6. JL asked for adjournment. Ken Beausoleil made a motion to adjourn,, seconded by Orla. All signified agreement by saying "good night". Meeting close: 6:24 PM

Respectfully submitted for your humble servant,

Joseph Iamartino