Town of Swanzey, New Hampshire

TRUSTEES OF TRUST FUNDS

Meeting Minutes – March 21, 2025

Town Hall, 620 Old Homestead Highway

Swanzey, NH

Note: Draft Minutes are subject to review, correction and approval by the Trustees. Review and approval of Minutes generally takes place at the next regularly scheduled meeting of the Trustees.

CALL TO ORDER: The meeting was called to order by Chair Scaramelli at 10:00 am. Present were Richard Scaramelli, Cynthia Kordys, Steven Bittel. Alternate Mark Scalera and Recording Secretary/Bookkeeper Beverly Bernard. Also present was Edna Coates, Human Services Coordinator.

Discussion: Guidelines for Income from Lucy Carpenter Trust

Bittel provided the following balances:
Income Fund: $301,000 (expendable)
Annual Expendable Income: $90,0000

Scaramelli noted the guidance letter from Attorney Cordell Johnston dated March 13, 2025. Coates provided information about what is asked of applicants for funding help. She said most assistance is for housing and housing support ($200,000 was paid in vouchers in 2024). Coates explained how funds are made to applicants for rent assistance and mortgage assistance.

It was agreed upon that Town welfare should be applied for first before funds from the Carpenter fund would be made available to an applicant. Bittel said he did not think housing funds are applicable to use of Carpenter funds. Inability to take care of self is required for use of these funds. There was a discussion about income limits. Coates said federal level income levels are used.

It was noted that in his letter Attorney Johnston said the following services could be provided for by the Carpenter fund:

- Congregate services programs
- Homemaker services provided by a provider agency
- Respite care service for persons with Alzheimer's disease or related disorders
- Caregiver support services

Bittel said he didn't think there was an income limit for application from those who are incapable of caring for themselves due to age, sickness, or other misfortune. Scalera said he interpreted the need as being a medical need. Scaramelli said **activities of daily living (ADL)** define assisted living, which matches what the Carpenter Home originally provided to residents.

It was agreed that any funds from the Carpenter trust would be supplemental to the basic services that the Town provides. There was a discussion about requests Coates has received in the past such as furnace replacement, well pump repairs, roof needing to be replaced. Bittel said these types of need are a bridge too far. Scaramelli said these types of funding would make a residence livable. Bittel said

personal care is the need, not housing. Coates said home health care is hard to find because of shortage of staff.

Scaramelli asked about the possibility of restricting the need to medical need. Bittel said we should start with tight restrictions and expand over time. Scalera noted the underlying reasons for needing help. Bittel said setting a limit is a good idea.

Coates noted families can assist their family member before applying for Town funds. Scaramelli said that screening should be part of any application, to discover if the applicant has access to family help. $5,000 limit was discussed for ADL per applicant. There was a discussion about the attorney's suggestion to have applicants receive the same distribution amount in any given year. Bittel said that he would rather have Coates make that judgement as to amount. Others agreed with Bittel.

One-time extraordinary need for a ramp for wheelchair access was discussed. And generally agreed upon that this would fit the criteria for Carpenter funds. A definition of ADL assistance was generally agreed upon.

Assistance need for ADL for the purposes of the eligibility of applicants for Carpenter funds:

- Ramp for wheelchair access
- Toileting
- Bathing
- Dressing
- Cooking and eating
- incontinence management
- medication management

The following terms were also agreed upon:

- $10,000 cap for first year for any single applicant which is reduced to $5,000 for no more than three additional years. Date of application would be used for annual disbursements.
- ADL must be criteria for funding.
- The committee expressed by the Selectmen in their Resolution dated (Richard could you supply the date of the Resolution?) should be established.
- Any applicant will have exhausted every other funding means before being eligible for Carpenter funds.
- Applicant will be required to fill out appropriate forms

Coates suggested an additional limitation to applicant age of 18 and older. Bittel suggested being silent regarding age for the time being.

Residency requirement was discussed. Scaramelli said a resident at a hotel or motel should not qualify for assistance. Scaramelli suggested the attorney be asked for more guidance on residency, in particular the Coach House motel.

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Coates asked about promoting this funding. Scaramelli said he believes no promotion is necessary. Coates will be the arbitrator for applicants. The following process was discussed and generally agreed upon.

Process:
Coates develops the application documents; she then meets with the new committee to review the selected applications, and the new committee meets with the Selectboard. The Selectboard issues a requisition to the Trustees (when the Selectmen agree with the committee recommendation). The Trustees issue vouchers for funding.

Coates asked about the need for W-9s and whether she will need to obtain three bids for service. Coates said she needs to report that the Town has paid this business this amount of money when she pays a vendor through welfares. This will be referred to Attorney Johnston as well since the Trustees do not deal with W-9s.

Scaramelli said he will create a document to take to the Selectmen outlining the ADL requirements, the terms agreed upon for funding, and the process as understood thus far.

Coates left the meeting at 11:13 pm.

Accounting Discussion
Bittel said he spoke to Towns about the Q4 finals, and they are finally done. He noted new categories. Common Fund fits into Income Only expended category. The Non-Restricted Fund (NRF) fits into the category of Private Funds and may be expended. Capital Reserves (CR) and Expendable Trust Funds (ETF) are two separate categories. He said Capital Reserves were reported as General Fund Operating Income.

Bittel said Towns is not willing to continue doing the accounting work and therefore the Trustees need more help. He said many towns use banks. He suggested the Trustees consider someone who would provide the accounting and participate in Trustee meetings. New Hampshire Trust was noted. He suggested a list of advisors to manage the Town's accounts who have CFAs. He suggested inviting some of these people to attend a meeting to discuss further. He also suggested Vanguard might do a presentation to the Trustees.

Kordys said Charter Trust became Bar Harbor and they might provide the services needed. Bittel asked if they do accounting for the MS-9. Scaramelli said he would contact New Hampshire Trust. Kordys will contact Bar Harbor to research further.

Accessory Funds to Carpenter Fund
Scaramelli noted four other funds predicated on the Carpenter House funding: Chales Carlton, Bouvier, and George and Edna Whitcomb. He noted the principal is about $125,900 and the income comes to $32,000 a year.

Eliminating Funds Smaller than $5,000
Bittel reminded the Trustees about eliminating the small funds, which has been discussed in the past.

Bittel left the meeting, and Scalera was briefly seated for Bittel.

Next Meeting: April 17, 2025

ADJOURNMENT:
Scalera moved to adjourn the meeting. There was a second by Kordys. All were in favor. Adjournment occurred at 11:33 a.m.

Respectfully Submitted,

Beverly Bernard, Recording Secretary and Bookkeeper

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