

Town of Lee, NH  
Trustees of Trust Funds  
Minutes of Meeting – 12 June 2020  
Zoom Meeting

Meeting came to order at 1000

Trustees in attendance:        John Tappan  
   Rebecca Hawthorne

Others in attendance:        Caren Rossi  
   Michelle Martinson

1) Trustee Tappan calls the meeting to order via Zoom at 10:00 AM

“As Chairman of the Trustees of the Trust Fund, due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu’s Emergency Order #12 pursuant to Executive Order 2020-04, this Board is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to the meeting, which was authorized pursuant to the Governor’s Emergency Order. However, in accordance with the Emergency Order, this is to confirm that we are:

*a.) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means;*

We are utilizing the Zoom platform for this electronic meeting. All members of the Board have the ability to communicate contemporaneously during this meeting through the Zoom platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone # 1-301-715-8592 and entering Meeting ID 839 4469 0344 and Password 012522 or by entering the same information through: zoom.us

*b) Providing public notice of the necessary information for accessing the meeting;*

We previously gave notice to the public of how to access the meeting using Zoom, and instructions are provided on the Town of Lee’s website at: leenh.org

*c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access;*

If anybody has a problem, please call 603-659-6783

*d) Adjourning the meeting if the public is unable to access the meeting.*

In the event the public is unable to access the meeting; we will adjourn the meeting and have it rescheduled to another time.

Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

Let’s start the meeting by taking a Roll Call attendance. When each member states their presence, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.”

Trustee Tappan is present with no one else in the room. Trustee Hawthorne is present with no one else in the room. Michelle Martinson is present with no one else in the room. Caren Rossi is present with no one else in the room.

- 2) Trustee Tappan moves to approve minutes from 24 March 2020. Trustee Hawthorne seconds. **Roll Call Vote: Rebecca Hawthorne, yes. John Tappan, yes. Motion Carries.**
- 3) Trustee Tappan moves to approve 2019 Lee Fair reimbursement request for \$6,470.04 from the Lee Fair Fund. Trustee Hawthorne seconds. **Roll Call Vote: Rebecca Hawthorne, yes. John Tappan, yes. Motion Carries.**
- 4) Review and approve FY2020 reimbursement requests from the following funds:
  - a) Fire Equipment \$158,895.50
  - b) Highway Department Road and Bridge Improvement Plan Capital Reserve Fund \$9,577.00
  - c) Lee Library Building Capital Reserve Fund \$1,145.00
  - d) Transfer Station Equipment \$10,500.00
  - e) Town Buildings Capital Reserve Fund \$38,065.64
    - i) Trustees previously voted the sprinkler repair and inspection could not be reimbursed from the Town Buildings Capital Reserve Fund. The amount of the sprinkler and inspection requested is \$2915.64
  - f) Trustee Tappan moves to reimburse the town \$215,267.50. The requested amount of \$218,183.14 less the Sprinkler repair and inspection amount of \$2915.64. Trustee Hawthorne seconds. **Roll Call Vote: Rebecca Hawthorne, yes. John Tappan, yes. Motion Carries.**
- 5) The town has previously deposited appropriations at the beginning of the year, however, they will be delaying until later this FY. Trustees will be expecting the land use change tax at the beginning of the FY.
- 6) Trustee Tappan moves to transfer certificate maturing at Newburyport Bank to Municipal Money Market account at Newburyport Bank. Trustee Hawthorne seconds. **Roll Call Vote: Rebecca Hawthorne, yes. John Tappan, yes. Motion Carries.**
- 7) Trustee Tappan moves to transfer certificates maturing at Enterprise Bank and Cambridge Trust to cash sweep at Cambridge Trust and to reimburse the town from the cash sweep. Trustee Hawthorne seconds. **Roll Call Vote: Rebecca Hawthorne, yes. John Tappan, yes. Motion Carries.**
- 8) Trustees will reevaluate the placement of remaining cash sweep funds as the economy progresses.
- 9) Trustee Tappan moves to deposit full amount of the land use change tax monies to the cash sweep at Cambridge Trust when it is received. Trustee Hawthorne seconds. **Roll Call Vote: Rebecca Hawthorne, yes. John Tappan, yes. Motion Carries.**
- 10) Trustee Tappan will be observing the opportunities that arise and will call a meeting when there are new opportunities.
- 11) Trustee Tappan moves to adjourn at 10:36 AM. Trustee Hawthorne seconds. **Roll Call Vote: Rebecca Hawthorne, yes. John Tappan, yes. Motion Carries.**

Meeting was adjourned at 1036.

John Tappan  
Trustee

Karen Long  
Trustee

Rebecca Hawthorne  
Trustee

Minutes accepted by: John Tappan and Rebecca Hawthorne  
at the 18 June 2020 meeting.