



**LEBANON TRUSTEES OF THE TRUST FUNDS  
JUNE 9, 2021 - 9:00 AM  
REMOTE VIA MICROSOFT TEAMS  
LEBANONNH.GOV/LIVE**

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- 1. Call to Order**
  - 2. Approval of Minutes**
    - A. Approve minutes of May 26, 2021
  - 3. Old Business**
  - 4. New Business**
    - A. Review of all accounts
  - 5. Adjournment**

Due to the current situation with the COVID-19 Pandemic, the City of Lebanon is offering its meetings via Microsoft Teams. Members of the public are encouraged to attend by going to [LebanonNH.gov/Live](https://LebanonNH.gov/Live) where you will find instructions on how to enter the meeting. Members of the public will be able to participate and ask questions through the Microsoft Teams software or by phone. Please visit [LebanonNH.gov/Live](https://LebanonNH.gov/Live) for full details.

THE AGENDA, IN ITS ENTIRETY, IS AVAILABLE ON THE CITY'S WEBSITE AT [LEBANONNH.GOV](https://LebanonNH.gov).

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**CITY OF LEBANON, NH  
TRUSTEES OF THE TRUST FUNDS  
Remote via Microsoft Teams  
LebanonNH.gov/Live  
WEDNESDAY, May 26th, 2021  
10:00 AM**

**MEMBERS PRESENT:** Jay Hutchins, Lawrence (Larry) Kelly, Jay Simms

**MEMBERS ABSENT:** None

**STAFF PRESENT:** Vicki Lee (Finance Director)

**OTHERS PRESENT:** Charlie Mason and Laurie Leduc with Clarfeld Private Wealth

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- 1 **1. CALL TO ORDER:** Chair Hutchins called the meeting to order at 10:02 AM  
2  
3     • **Director Lee reviewed the meeting procedures for remote meetings and NH RSA 91-A**  
4       **“Right to Know” requirements.**  
5  
6 **2. APPROVAL OF MINUTES: December 2, 2020**  
7  
8 **Mr. Kelly MOVED to approve the December 2nd, 2020 Minutes as presented in the May 26<sup>th</sup>, 2021**  
9 **agenda packet and amended.**  
10 **Seconded by Mr. Simms.**  
11  
12 **Amendments:**  
13  
14 Page One under New Business Add “Director of Charitable Trusts in the NH Department of Justice and  
15 with Audrey Blodgett, paralegal in that office” after Tom Donovan  
16  
17 **Roll Call Vote:**  
18 **Jay Hutchins, Lawrence Kelly, and Jay Simms all voting Yea.**  
19 **None voted Nay.**  
20  
21 *\* The Vote on the MOTION was approved (3-0).*  
22  
23 **3. OLD BUSINESS:** None  
24  
25 **4. NEW BUSINESS:**  
26 **A. Account Review by Clarfeld/Citizens Wealth Management-**Mr. Charlie Nason, with Clarfeld  
27 Citizens Wealth Management, made his introduction and gave the Trustees his background in Finance  
28 and with Clarfeld.  
29  
30 Mr. Nason reviewed the current state of the financial markets to include movements and trends of the  
31 economy, fundamentals, investment exposures, and the domestic and global financial dynamics. He

1 explained that the market had recovered from an all-time high sell off back in early 2020 by 100%. He  
2 said that the Trust Fund was up 22.9% from March of 2020 to March of 2021.

3  
4 Mr. Nason started with the review of the Trust Fund. He said that currently Clarfeld was managing  
5 \$20,000,000.00 for Lebanon, \$3.7 million was in the Trust Funds and \$16.3 million was in the Capital  
6 Reserve.

7  
8 He explained that Lebanon's investment policy dictated that 60% of the Trust Funds are in fixed income  
9 and 40% would be in an equity fund. He said the Trustee's investment policy was dated about a year ago  
10 and was in good shape. He did not see anything in the policy that needed to be changed at the present.

11  
12 He explained that there had been a net gain of \$669,000.00 since March of 2020. He also highlighted the  
13 quarterly returns for the last three years. In the 1<sup>st</sup> quarter of 2021, the Trust Fund was up 2%. The Trust  
14 Fund had appreciated in the last 3 years, 8.3% per year, compounded. He also said that the 2% that the  
15 Trust Fund was up in the first quarter of 2021 was now up 4.9%. It has continued to appreciate through  
16 the end of April 2021.

17  
18 He showed a slide that showed how the Trust Fund did over time. The results were net of fees. Over 3  
19 months the Trust Fund returned 2% versus the benchmark which returned 1/2 %. Over the last year the  
20 Fund returned 22.9% versus the benchmark of 21.1%.

21  
22 Mr. Hutchins asked if the duration of the Bond Fund should be shorter given interest rates were expected  
23 to rise? Mr. Nason said they were comfortable where it was now, it was about 20% short of the  
24 benchmark.

25  
26 The Capital Reserves, over the last 12 months started at \$15,038,000.00 and grew to \$16,239,000.00.  
27 The portfolio, in the 1<sup>st</sup> quarter returned -60 basis points or 6/10ths of 1%. Over the last three years it has  
28 returned 2.3% a year, compounded.

29  
30 Cash went from 9.4% at the end of the 2<sup>nd</sup> quarter to as high as 13.5%. That usually happened because  
31 Bonds matured. At the end of the 1<sup>st</sup> quarter cash was 5.7%. Fixed income was 90.6% at the end of the  
32 2<sup>nd</sup> quarter. It was currently 94.3% of the Capital Reserve Fund.

33  
34 He also explained what Bonds the Capital Reserve was spread throughout. The modified duration of the  
35 Capital Reserve Funds in aggregate was 2.8 years.

36  
37 **B. Review and Adopt Investment Policy for 2021-** There was no further discussion or review of the  
38 Investment Policy for 2021.

39  
40 **Mr. Simms MOVED to accept the Investment Policy for 2021.**  
41 **Seconded by Mr. Kelly.**

42  
43 **Roll Call Vote:**

44 **Jay Hutchins, Lawrence Kelly, and Jay Simms all voting Yea.**

45 **None voted Nay.**

46  
47 **\* The Vote on the MOTION was approved (3-0).**

1 **5. OTHER BUSINESS:** A meeting was scheduled to review all accounts that the Trustees oversaw.  
2 The meeting was set for June 9<sup>th</sup>, 2021, at 9:00AM.

3

4 **6. ADJOURNMENT:**

5

6 *A MOTION was made by Mr. Kelly to adjourn the meeting.*

7 *The MOTION was seconded by Mr. Simms.*

8

9 **Roll Call Vote:**

10 **Jay Hutchins, Lawrence Kelly, and Jay Simms all voting Yea.**

11 **None voted Nay.**

12

13 *\* The Vote on the MOTION was approved (3-0).*

14

15 Respectfully submitted,

16 Barbara Higgins

17 Recording Secretary