

# Town of Hillsborough

## Trustees of Trust Funds

### UNAPPROVED MINUTES

|                 |                                                     |
|-----------------|-----------------------------------------------------|
| <b>Date</b>     | September 11, 2026                                  |
| <b>Time</b>     | 4:00 p.m.                                           |
| <b>Location</b> | Hillsboro Fire Department Meeting and Training Room |

### Call to Order and Attendance

**Call to order:** The meeting was called to order at 4:01 p.m.

**Present:** Riché Colcombe and Judy Thibault

### Documentation for Requests

The Trustees discussed the documents that should accompany requests submitted for approval. Judy provided a document summarizing the required supporting documentation and explaining why each item is needed.

### Approval of Previous Minutes

The minutes of July 31, 2026, were approved with the following amendment: add that a discussion was held regarding the Town's request and that the request was tabled until additional documentation requested was received.

### Correspondence

The Trustees received thank-you cards from students who received a scholarship.

### Requisitions

The Trustees reviewed and acted on the following requisitions:

| Requester            | Fund                                                       | Amount       | Purpose                                                               | Action   |
|----------------------|------------------------------------------------------------|--------------|-----------------------------------------------------------------------|----------|
| HDSD School          | Technology Fund CR176                                      | \$18,755.00  | Network system upgrades                                               | Approved |
| Water and Sewer      | Sewer System Improvement CR136                             | \$40,031.69  | Replacement pump for the West Main Pump Station reimbursement request | Approved |
| Water and Sewer      | Sewer I/I Reduction CR134                                  | \$122,977.15 | Park and Whittemore Street project request                            | Approved |
| Water and Sewer      | Water Line Rehab CR148                                     | \$8,300.98   | Park and Whittemore Street project request                            | Approved |
| Town of Hillsborough | Parks New Equipment CR186                                  | \$2,043.68   | Parks new equipment                                                   | Approved |
| Town of Hillsborough | Municipal Buildings Maintenance Repairs and Upgrades CR152 | \$520.00     | Municipal building maintenance repairs and upgrades                   | Approved |

| Requester            | Fund                                                        | Amount      | Purpose                          | Action                                  |
|----------------------|-------------------------------------------------------------|-------------|----------------------------------|-----------------------------------------|
| Town of Hillsborough | Fire Department Equipment Capital Reserve Fund CR156        | \$44,166.00 | Fire Department equipment        | Approved                                |
| Town of Hillsborough | Highway Department Equipment Capital Reserve Fund CR158     | \$46,101.52 | Highway Department equipment     | Approved                                |
| Town of Hillsborough | Cemetery Repairs and Maintenance Capital Reserve Fund CR170 | \$2,880.00  | Cemetery repairs and maintenance | Approved pending additional information |
| Town of Hillsborough | Parks Repairs and Maintenance Capital Reserve Fund CR162    | \$3,634.30  | Parks repairs and maintenance    | Not approved                            |

**Motions:** For each requisition except for the Parks Repairs and Maintenance request, Judy made the motion to approve, Riché seconded, and the motion was approved. The Cemetery Repairs and Maintenance requisition was approved pending receipt of additional information (cemetery trustee meeting minutes approving repair and expenditure.).

**Parks Repairs and Maintenance CR162:** Riché and Judy discussed an invoice from Fieldstone Land Consulting for a Concept Plan for Manahan and questioned whether the expense should be paid from CR162 because Manahan has its own trust. Judy moved not to approve the request; Riché seconded, and the motion carried. A notice will be sent to the Select Board.

## Town Administrator Communication

The Trustees reviewed the email communication from the Town Administrator concerning the documentation required to approve voucher requests. The Trustees agreed that an email outlining the documentation required for future requests would be sent.

## Other Business

- The Trustees received a response from the Town Attorney regarding the Hillsborough Medical Services Trust scholarship. The letter included a draft scholarship application. The Trustees will review the draft and discuss it at the next meeting.
- The Trustees received an email from Laurie Jutzi resigning from the Trustees of Trust Funds. The Trustees regretfully acknowledged and accepted her resignation.
- Riché will send a letter to the Board of Selectmen requesting that Pat Nash be appointed to the Trustees of Trust Funds for the remainder of the year.

## Adjournment

5:20 PM

**Status:** These minutes are unapproved and are subject to correction and approval by the Trustees of Trust Funds.

# Documentation Needed

Typically, when a town board (such as the Select Board, Cemetery Trustees, Water and Sewer Commissioners, Village Districts, etc.) requests a withdrawal from a capital reserve fund, the following documentation should be included:

1. **Written Request to the Trustees of Trust Funds**
  - Identifies the specific capital reserve fund.
  - States the amount requested.
  - Describes the purpose of the expenditure.
  - Confirms the expenditure is consistent with the fund's stated purpose. [\[gc.nh.gov\]](http://gc.nh.gov), [\[nhmunicipal.org\]](http://nhmunicipal.org)
2. **Authorizing Vote**
  - If the fund requires town meeting approval, provide a copy of the warrant article and the vote authorizing the expenditure.
  - If agents to expend were named when the fund was established, provide minutes of the board meeting showing the vote authorizing to expend the funds. [\[gc.nh.gov\]](http://gc.nh.gov), [\[lawserver.com\]](http://lawserver.com)
3. **Meeting Minutes**
  - Certified minutes documenting the motion and vote requesting the withdrawal.
  - The minutes should clearly state the amount and purpose. [\[gc.nh.gov\]](http://gc.nh.gov), [\[nhmunicipal.org\]](http://nhmunicipal.org)
4. **Supporting Cost Documentation**
  - Purchase agreements. (if applicable)
  - Contracts or invoices. (if applicable)
  - Copies of checks [\[nhmunicipal.org\]](http://nhmunicipal.org)
5. **Trustees' Disbursement Record**
  - The Trustees of Trust Funds typically vote to release the money and record the disbursement in their meeting minutes and accounting records, as required by RSA 35. [\[gc.nh.gov\]](http://gc.nh.gov),

## Practical Example

If a town's Highway Department wants \$75,000 from the "Road Equipment Capital Reserve Fund" to purchase a loader, the file provided to the Trustees would normally contain:

- Withdrawal request letter.
- Copy of Select Board (or designated agents to expend) vote approving the request.
- Meeting minutes.
- Equipment quote or bid.
- Proof that the fund purpose includes highway equipment. [\[gc.nh.gov\]](http://gc.nh.gov), [\[nhmunicipal.org\]](http://nhmunicipal.org)



## **TOWN OF HILLSBOROUGH**

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Iris R. Campbell, Chairman  
James C. Bailey, III  
Richard F. Pelletier  
**Board of Selectmen**

Laura Buono  
**Town Administrator**

September 12, 2026

Board of Selectmen  
Town of Hillsborough  
27 School St  
Hillsborough, NH 03244

RE: Parks Repairs and Maintenance Capital Reserve Fund (CR162)

Dear Select Board Members:

During our Friday, September 11 meeting, the Trustees of the Trust Funds reviewed the various voucher requisitions submitted by the Town.

RSA 35:15 V requires the Trustees to confirm the "expenditures from a capital reserve fund shall be made only for or in connection with the purposes for which said fund was established." Applying that standard, the Trustees voted to return the voucher and request clarification regarding the use of the Parks Repairs and Maintenance Capital Reserve Fund (hereinafter referred to as CR162) for an expenditure related to Manahan Park.

The Manahan Trust Fund was established in May 1996. Its first stated purpose is "for the care, development, maintenance and benefit of Manahan Park." We believe the testator's intention of the Manahan Trust was to fund the expenses associated with the park, and the Town has consistently followed this intent for the 20 years preceding the establishment of CR162.

The voters established CR162 at the March 2016 Town Meeting; however, the warrant did not specifically identify which parks were intended to be covered by this fund. At the time CR162 was established, the Town already had a dedicated trust that had historically funded the expenses associated with Manahan Park.

Given this history, the Trustees are concerned that using tax-funded appropriations from CR162 for Manahan Park expenses may not reflect the purpose for which voters established the capital reserve fund. The information provided with this voucher does not establish that voters intended CR162 to assume expenses that have historically been funded through the Manahan Trust.

Select Board Members  
Town of Hillsborough  
September 12, 2026  
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The voucher includes Fieldstone Land Consultants PLLC invoice # 26586, in the amount of \$1,469.10, for a "Concept Plan – Manahan Park" charged to CR162. The voucher did not include meeting minutes or other documentation showing the Select Board approved this expenditure to be incurred and paid for by the capital reserve fund.

The Trustees therefore voted not to approve the voucher pending clarification. We respectfully request that the Select Board provide the minutes or other documentation identifying the authorization for this expenditure and clarify why the Parks Repairs and Maintenance Capital Reserve Fund, rather than the Manahan Trust Fund, is the appropriate source of payment.

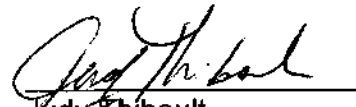
The Trustees recognize that the Select Board is responsible for determining how Town funds are administered. Our responsibility, however, is to ensure that expenditures from funds in our custody are consistent with the purposes for which those funds were established. Based on the information currently provided, we cannot determine that this expenditure meets that requirement.

We appreciate your review and receiving the requested clarification.

Respectfully,



Riché Colcombe  
Trustee of the Trust Funds

  
Judy Thibault  
Trustee of the Trust Funds



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Board of Selectmen

Laura Buono  
Town Administrator

September 12, 2026

Cemetery Trustees  
Town of Hillsborough  
27 School St.  
Hillsborough, NH 03244

RE: Cemetery Repairs & Maintenance Capital Reserve Fund – CR170

Dear Cemetery Trustees:

During our Friday, September 11 meeting, the Trustees of the Trust Funds reviewed the various voucher requisitions submitted by the Town.

RSA 289:7 establishes that Cemetery Trustees are responsible for expending money raised and appropriated by the municipality for cemetery purposes. It also provides that income from cemetery trust funds is to be expended in accordance with the conditions of each donation or bequest and that such funds are held in the custody and under the management of the Trustees of the Trust Funds. Trust fund income is transferred to the Cemetery Trustees in response to vouchers executed by the Cemetery Trustees.

Consistent with these requirements, the Trustees of the Trust Funds need to verify that requests for funds held in our custody have been properly authorized and submitted by the Cemetery Trustees. The voucher currently before us was not accompanied by Cemetery Trustee meeting minutes or other documentation showing authorization for the expenditure.

The Trustees therefore voted to approve the voucher pending additional information. We respectfully request the minutes or other documentation from the Cemetery Trustees identifying the authorization for this expenditure and supporting the request for payment from CR170.

The Trustees recognize that the Cemetery Trustees are responsible for determining how funds appropriated for cemetery purposes are administered. Our responsibility is to ensure that funds held in our custody are disbursed in accordance with the applicable statutory requirements and the purposes for which those funds were established. Based on the information currently provided, we cannot determine that the request has been properly authorized.

We appreciate your review and receiving the requested clarification.

Respectfully,

Riché Colcombe  
Trustee of the Trust Funds

Judy Thibault  
Trustee of the Trust Funds



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September 12, 2026

Board of Selectmen  
Town of Hillsborough  
27 School St  
Hillsborough, NH 03244

RE: Trustee Vacancy Recommendation for Appointee

Dear Select Board Members:

Regrettably, Laurie Jutzi resigned from her position as a Trustee of the Trust Funds, effective September 1, 2026. While the work of a Trustee may go unnoticed by the public, it is an important responsibility to the Town.

Although Laurie's time as a Trustee was brief, we sincerely appreciate her service and contributions. Laurie served as Secretary and was conscientious in helping maintain the records and business of the Trustees. We are grateful for her willingness to serve the Town and wish her all the best.

RSA 31:22 provides that a vacancy in the office of Trustee of the Trust Funds shall be filled by the Select Board for the remainder of the unexpired term. At our meeting on Friday, September 11, the Trustees discussed the candidates who expressed interest in the vacancy and agreed to **recommend Patricia Nash** of 13 Lake View Court for appointment to serve the remainder of Laurie's term.

We respectfully submit this recommendation and appreciate your attention to filling this vacancy.

Respectfully,

Riché Colcombe  
Chairwoman, Trustee of the Trust Funds



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Laura Buono  
Town Administrator

September 12, 2026

Mrs. Laurie Jutzi  
590 Center Road  
Hillsborough, NH 03244

Dear Laurie,

We want to thank you for your service to the Town of Hillsborough as a Trustee.

Although your time with us was brief, your time, effort, and willingness to serve were sincerely appreciated. Especially, your willingness to take on the role of Secretary.

Serving as a Trustee is an important responsibility, even though much of the work goes unnoticed. We are grateful that you were willing to step forward and serve our community in this way.

Thank you again for your service and for the time you gave to the Trustees and the Town of Hillsborough. We wish you all the best in the future.

With sincere appreciation,

Riché Colcombe  
Trustee of the Trust Funds

Judy Thibault  
Trustee of the Trust Funds

Dear Hillsboro Trustees,

I am reaching out with a very warm thank you for the scholarship you have awarded to me. I will be forever grateful for your generosity because you are paving the path to my future and helping me achieve my dreams one step at a time. I will be attending the University of New Hampshire to study Animal Science in the hopes of becoming a veterinarian; to help all kinds of animals and be their voice. Once again, Thank you. Sincerely,  
Skylia Auger

To the Hillsboro Trustees of the Trust Fund:

2026

I want to express my gratitude for the generous scholarship you awarded me through the J. Simoes scholarship! I am deeply appreciative of your support as I continue to seek higher education. Thank you very much!

Sincerely,

Louisa Kott

Dear Chamberlain-Olson Scholarship committee

Thank you so much for selecting me to be a recipient of your scholarship! It will be a big help in allowing me to continue my education!

Thank you,

Katie Connarn