

*Stockbridge Trustees of Public Funds
Stockbridge Town Office*

DRAFT

Minutes--January 10, 2018

In attendance: Craig Cota, Trustee Chair; Mary Ellen Dorman and Bill Edgerton, Trustees; and Todd Allen, Vice President and Senior Portfolio Manager, Mascoma Wealth Management

Call to order: 10:11 A.M.

Review of Agenda: No changes

Minutes: The October 11, 2017 minutes were reviewed and approved.

Citizen Speak: none

Old Business:

- a. Current cases--Ms Dorman briefed the Trustees on a case she worked on that utilized \$400 from the TPF's cash account.*
- b. Trustees cash account--The Trustees voted unanimously to add \$1,000 to this account, monies to be provided by the Whitcomb Welfare Fund in light of possible additional emergency needs during the winter.*
- c. Capstone Quarterly Report--2017 support totaled \$3,027.*
- d. Capstone cash balance--the Trustees voted unanimously to increase the TPF's cash balance with Capstone (currently \$1,411) by \$3,600, monies to be provided by the Whitcomb Welfare Fund.*
- e. The Trustees discussed the pros and cons of setting individual (annual) caps for non-emergency aid to individuals. The Trustees then voted unanimously to set a cap of \$1,000 for rental assistance and that the cap will be reviewed annually.*
- f. Investment Policy Statement: The Trustees reviewed the draft of a new Investment Policy Statement that had been discussed at the June 14, and October 11, 2017 meetings and voted unanimously to approve the IPS effective January 10, 2018. The IPS sets forth the investment objectives, policies and guidelines for the portfolio of funds under the stewardship of the Trustees. It also includes a table showing the Asset Allocation Guidelines in effect. The Guidelines are subject to change depending on market conditions.*

New Business:

- a. Review of the 2017 financial results with TPF's Investment Advisor, Todd Allen, of Mascoma Wealth Management: Mr. Allen briefed the Trustees on the performance of its portfolio in 2017. The portfolio's return since Trustee funds were transferred to Fidelity under Mascoma Wealth Management's management on May 5th was 8.6% (14.4% for the entire year). The benchmark return for the same period starting in May was 8%. He said the portfolio's year-end cash position was temporarily higher than target awaiting reinvestment. He also said that he had sold and would no longer include "high yield"*

bonds in the portfolio. Looking ahead, Mr. Allen said MWM was estimating a possible market correction of 5-20%

- b. . MWM was therefore moving the portfolio into a more defensive position--including investing in more Large Cap dividend paying ETFs, and in the International class, expanding the minimum volatility fund holdings.*

The Trustees expressed appreciation for the 2017 performance results and for Mr. Allen's responsiveness to their questions, needs and concerns.

Asset Allocation Guidelines: The Trustees reviewed the TPF's Asset Allocation Guidelines with Mr. Allen and, with his recommendation, made no changes.

Portfolio cash review and planning for 2018: The Trustees reviewed with Mr. Allen the projected uses and timing of distributions in 2018. The Trustees also established a 1% minimum cash balance target for the portfolio's three largest funds--Whitcomb Welfare, Whitcomb School, and Cemetery.

- b. Annual Report: After review, the Trustees approved the Trustees Annual Report for 2017.*
- c. Non-Profit Organizational support requests for 2018: The Trustees reviewed a listing of written requests from 15 organizations requesting monies to support their efforts to help Stockbridge residents. Three more requests are expected and several requests will need additional information indicating the number of Stockbridge residents helped by their efforts in 2017. The Trustees indicated they planned to vote on completed requests at their March meeting.*
- d. Other: The Trustees discussed a request for support from the Stockbridge Central School for its "Winter wellness" program at the Middlebury Snowbowl. More information will be forthcoming before the Trustees take action on the request.*

Next TPF meeting: Thursday, March 15th at 10 A.M.

Adjournment: The meeting was adjourned at 11:50 A.M.

Respectfully submitted: Bill Edgerton, Scribe