

PECK ESTATE TRUSTEES

C/O Gill B. Coates
1211 Texas Hill Road
Hinesburg, VT 05461

May 18, 2021

Kristy McLeod
P.O. Box 225
Hinesburg, VT 05461

Frank Twarog
73 Evanson Road
Hinesburg, VT 05461

Dear Kristy and Frank,

A meeting of the Peck Estate Trustees will be held on Monday, May 24, 2021 at 4:00 p.m. This meeting will be held online by video conferencing using Zoom.com.

(THIS IS AN OPEN MEETING AND MEMBERS OF THE PUBLIC ARE INVITED TO ATTEND. HOWEVER, NOTE THAT THIS MEETING IS BEING HELD VIA VIDEO CONFERENCING USING ZOOM.COM. ATTENDEES ARE REQUIRED TO CONTACT GILL COATES PRIOR TO MAY 24, 2021 BY EMAIL AT kingcoates@gmavt.net IN ORDER TO JOIN THIS MEETING. FOR THOSE WITHOUT ONLINE ACCESS, PLEASE LEAVE A MESSAGE FOR GILL COATES AT 482-2277.)

The agenda for this meeting is as follows:

1. Call to Order
2. Any Agenda Changes/Additions/Deletions?
3. Determination of the distribution amount to the Champlain Valley School District's Peck Estate Private Purpose Trust Fund for 2020-2021. This will include review of the Hinesburg section of the "Schedule of Changes in Net Position – Fiduciary Funds, Private-Purpose Funds for the Year Ending June 30, 2020" from the Champlain Valley School District's Annual Report for 2019-2020. (see Attachment 1)
4. Approval of minutes from the November 11, 2020. (see Attachment 2)
5. Discussion of Investment Management fees charged by such firms.
6. Discussion of documenting the Peck Estate Clerk's operating procedures.
7. Any new business (items brought up under new business that require a vote of the Trustees will be placed on the agenda of the next meeting).

Sincerely,



Gill B. Coates, Clerk
Peck Estate Trustees
Phone: 482-2277

PECK ESTATE TRUSTEES
C/O Gill B. Coates
1211 Texas Hill Road
Hinesburg, VT 05461

- Attachments: 1. Schedule of Changes in Net Position – Fiduciary Funds, Private-Purpose Funds for the year
Ending June 30, 2020 (1 Page)
2. Draft Minutes of the November 11, 2020 Meeting (13 Pages)

cc: Todd Odit, Hinesburg Town Manager
Joy Dubin Grossman, Hinesburg Assistant Town Manager
Jeanne Jensen, CVSD Chief Operating Officer
Suzan Locke, HCS K-4 Co-Principal
Stephanie Davis, c/o Hinesburg Community School
Missy Ross, Town Clerk
Alex Watson, Hanson and Doremus Investment Management

CHAMPLAIN VALLEY SCHOOL DISTRICT

COMBINING SCHEDULE OF CHANGES IN NET POSITION - FIDUCIARY FUNDS
PRIVATE-PURPOSE FUNDS
FOR THE YEAR ENDED JUNE 30, 2020

| | Charlotte | Hinesburg | Shelburne | Williston | CVU | Total |
|--------------------------------|-----------|-----------|-----------|-----------|------------|------------|
| ADDITIONS | | | | | | |
| Contributions | | | | | | |
| Donations | \$ - | \$ 45,000 | \$ 1,350 | \$ - | \$ 8,800 | \$ 55,150 |
| Total contributions | - | 45,000 | 1,350 | - | 8,800 | 55,150 |
| Investment earnings: | | | | | | |
| Income earned | 9 | 9 | 93 | 8 | 366 | 485 |
| Total investment earnings, net | 9 | 9 | 93 | 8 | 366 | 485 |
| Total additions | 9 | 45,009 | 1,443 | 8 | 9,166 | 55,635 |
| DEDUCTIONS | | | | | | |
| Scholarship awards | - | - | - | - | 8,826 | 8,826 |
| Administrative expenses | 189 | 11,482 | 1,915 | 279 | - | 13,865 |
| Total deductions | 189 | 11,482 | 1,915 | 279 | 8,826 | 22,691 |
| CHANGE IN NET POSITION | (180) | 33,527 | (472) | (271) | 340 | 32,944 |
| NET POSITION - JULY 1 | 6,225 | 12,277 | 62,773 | 5,333 | 253,017 | 339,625 |
| NET POSITION - JUNE 30 | \$ 6,045 | \$ 45,804 | \$ 62,301 | \$ 5,062 | \$ 253,357 | \$ 372,569 |

See accompanying independent auditors' report and notes to financial statements.

PECK ESTATE TRUSTEES - MEETING MINUTES
November 11, 2020

MEMBERS PRESENT: Gill Coates (Clerk), Kristy McLeod, and Frank Twarog

OTHERS PRESENT: Alex Watson of Hanson & Doremus Investment Management

As a result of the current COVID-19 pandemic, this was a virtual meeting using Zoom.com. This was the second time the Trustees have held a virtual meeting. There were no problems in conducting the meeting within the 40-minute time limit for the Basic Zoom account.

The Clerk of the Trustees, Gill Coates, called the meeting to order at 4:03 p.m.

The next order of business was any changes/additions/deletions to the agenda. Kristy suggested that we move Item 5 as the next order of business to hear Alex's report on the Peck Estate financial account. That would allow him to leave after the only portion of the meeting requiring his presence. Frank and Gill agreed with the agenda change.

Alex Watson had emailed copies of his report to the Trustees prior to the meeting (see Attachment 1). Alex went over major points in the report. The report was as of November 10, 2020. He provided an "up-level" review of each page. The first page is a summary with a pie chart of asset allocation, 1% cash, 47% bonds, and 52% Stocks. Alex indicated that reflects the continuing approach to be about 50-50 between stock and bonds with the desired result being growth of the fund and increasing distribution amounts. The total fund value was \$1,068,275, which was noticeably higher than the October 31st monthly statement. The withdrawals for distribution to the school district from 2003 to 2020 have totaled \$528,867. The average annual portfolio return is 6.7 percent. The current holdings and values of the portfolio are: Cash/Money Funds at \$12, 172.14, Individual Bonds/CDs at \$376,715.73, Bond Mutual Fund at \$123,112.49, and Stock Exchange-Traded Funds (ETFs) at \$556,274.27.

Kristy asked if Alex sees any changes in the investments. Alex said he is comfortable with the current portfolio and sees no changes long term. If he had a concern with the way funds were being managed, he would consider changing vendors, but this would be rare. He indicated he would be happy to talk about any questions the trustees have when a change is made. In addition, he is always available for any Trustees' questions. Alex also mentioned that we have a ladder of corporate bonds and that his strategy is to buy and hold to maturity, with 2-3 maturing each year. Alex then left the meeting.

The discussion moved on to the remaining agenda items.

The draft minutes of the June 4, 2020 meeting were reviewed. Kristy indicated there was one minor typo in last sentence on the first page in that: "Most of he money..." should read "Most of the money..." Frank made the motion to approve the minutes with the typo change. Kristy seconded the motion and the motion was approved. An approved copy is Attachment 2.

The next order of business was approval of the draft 2019-2020 Peck Estate Fund Report. Frank indicated his interest in determining reasonable management fees for financial accounts like those of the Peck Estate. He said he understands the value provided by a financial management firm, but just wants to determine if the Peck Estate management fee is in line with management fees in general. He volunteered to do some research of financial management fees. Both Kristy and Gill agreed he should do that research. Kristy moved to accept the report as printed. The motion was seconded by Frank and approved. An approved copy is Attachment 3.

DRAFT - NOVEMBER 16, 2020

PECK ESTATE TRUSTEES - MEETING MINUTES

November 11, 2020

Under new business, Gill indicated he had not started any work on documenting the procedures required by the position of Clerk of the Peck Estate Trustees. He said the major responsibility is meeting Vermont's open meeting laws. He expects to complete the documentation effort by this spring. Kristy also indicated that she could document the work she does on related financial issues such as the distribution amount. She then asked if the new Investment Policy Statement (IPS) had been provided to the town's auditors. Gill indicated they had been sent a copy. Kristy brought up that Frank will be up for reelection at town meeting. Frank indicated he would be running again as Trustee. There was a brief discussion of the challenge of obtaining petition signatures at this time of the COVID-19 pandemic. Both Kristy and Gill expressed their willingness to help with obtaining signatures.

Being no other business, Frank made the motion to adjourn the meeting, which was seconded by Kristy. The motion was approved and the meeting was adjourned at 4:38 p.m.

Respectfully submitted by,

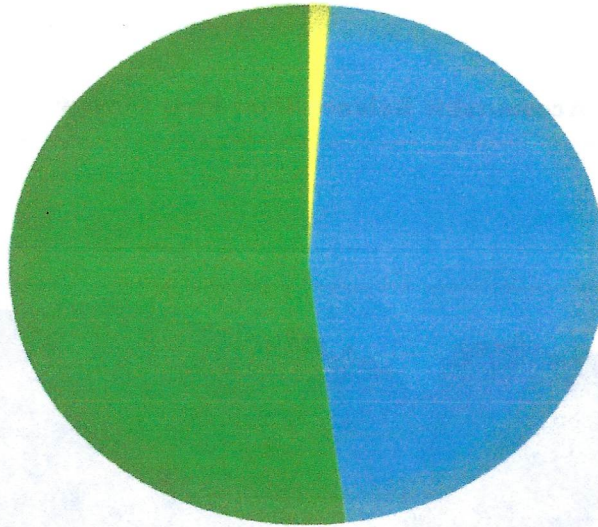
Gill Coates, Clerk
Peck Estate Trustees

- Attachments: 1. Portfolio Summary of the Peck Estate Fund, Dated 11/10/2020 (6 pages)
2. Approved Peck Estate Meeting Minutes of June 4, 2020 (4 pages)
3. Approved Peck Estate Fund Report for 2019-2020 (1 page)

Portfolio Summary

Town Of Hinesburg Peck Estate (Inst-Found/Endow NP, xxxx1808)

| Asset Description | Current Value | Weight |
|-------------------|--------------------|-------------|
| Cash/Money Funds | \$12,172 | 1% |
| Bonds | \$499,828 | 47% |
| Stocks | \$556,274 | 52% |
| Total | \$1,068,275 | 100% |



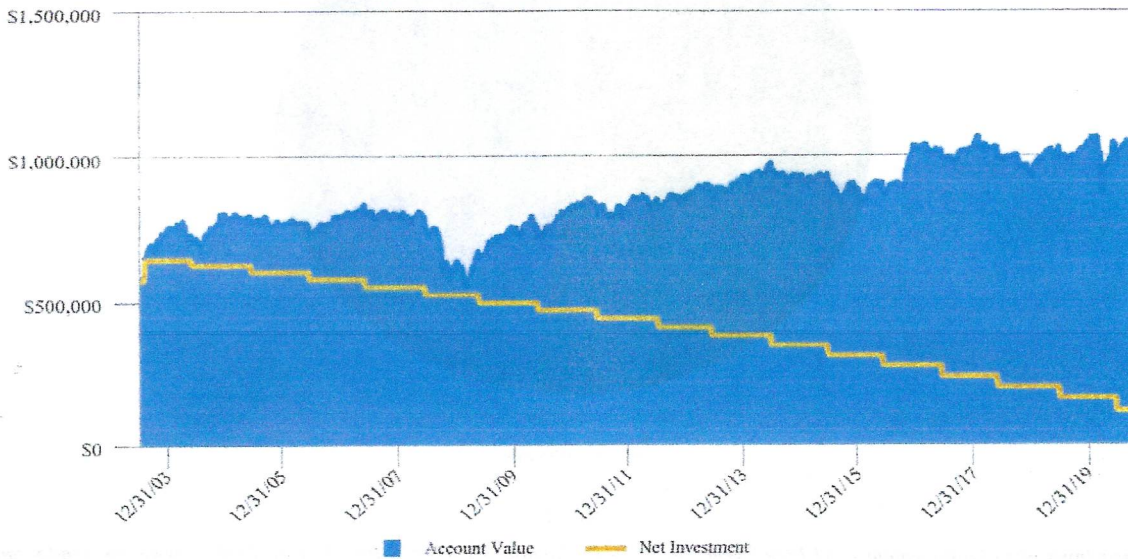
Current Allocation

Accountable Balance

Town Of Hinesburg Peck Estate (Inst-Found/Endow NP, xxxx1808)
(Total dollars given us to manage)

| | |
|----------------------------------|--|
| | Inception to Date (7/11/03) |
| First Review | \$572,519 |
| Total Funds Added (Withdrawn) | (\$458,257) |
| <hr/> | |
| Value Today | \$1,068,275 |
| Increase (Decrease) in Value | \$954,013 |

Accountable Balance Since First Review



*Increase (Decrease) in Value is net of all management fees

Hanson & Doremus Investment Management - 431 Pine Street Ste. 302 - Burlington, VT 05402 - Ph (802)658-2668 - www.hansondoremus.com. Please compare this statement with account statements received from the account custodian.

Net Contribution by Year

Town Of Hinesburg Peck Estate (Inst-Found/Endow NP, xxxx1808)

| | Deposits | Withdrawals | Net Contribution |
|----------------------|-----------------|--------------------|-------------------------|
| By Year | | | |
| 2020 | \$0 | (\$45,000) | (\$45,000) |
| 2019 | \$0 | (\$37,353) | (\$37,353) |
| 2018 | \$0 | (\$38,000) | (\$38,000) |
| 2017 | \$0 | (\$37,000) | (\$37,000) |
| 2016 | \$0 | (\$35,000) | (\$35,000) |
| 2015 | \$0 | (\$35,000) | (\$35,000) |
| 2014 | \$0 | (\$34,000) | (\$34,000) |
| 2013 | \$0 | (\$32,000) | (\$32,000) |
| 2012 | \$0 | (\$30,000) | (\$30,000) |
| 2011 | \$0 | (\$28,000) | (\$28,000) |
| 2010 | \$0 | (\$28,000) | (\$28,000) |
| 2009 | \$0 | (\$28,000) | (\$28,000) |
| 2008 | \$0 | (\$28,000) | (\$28,000) |
| 2007 | \$0 | (\$27,000) | (\$27,000) |
| 2006 | \$0 | (\$24,000) | (\$24,000) |
| 2005 | \$0 | (\$23,514) | (\$23,514) |
| 2004 | \$0 | (\$19,000) | (\$19,000) |
| 2003 | \$70,610 | \$0 | \$70,610 |
| By Year Total | \$70,610 | (\$528,867) | (\$458,257) |

Return By Year

Town Of Hinesburg Peck Estate (Inst-Found/Endow NP, xxxx1808)

| | Total Returns (\$) | Portfolio Return | General Market Indices | | |
|------------------------|--------------------|------------------|------------------------|------------|-----------|
| | | | Global Stocks | U.S. Bonds | Inflation |
| Return by Year | | | | | |
| 2020 | 67,329 | * 6.8% | 7.3% | 6.2% | 1.3% |
| 2019 | 149,453 | 16.2% | 26.4% | 8.7% | 2.3% |
| 2018 | (55,904) | (5.6%) | (10.1%) | 0.0% | 1.9% |
| 2017 | 33,255 | 3.3% | 24.0% | 3.5% | 2.1% |
| 2016 | 188,194 | 22.2% | 8.4% | 2.6% | 2.1% |
| 2015 | (19,282) | (2.2%) | (2.2%) | 0.6% | 0.7% |
| 2014 | 35,080 | 3.7% | 3.8% | 6.0% | 0.8% |
| 2013 | 112,349 | 13.6% | 23.6% | (2.0%) | 1.5% |
| 2012 | 60,103 | 7.5% | 16.4% | 4.2% | 1.7% |
| 2011 | 31,328 | 3.9% | (7.9%) | 7.8% | 3.0% |
| 2010 | 102,429 | 14.3% | 14.3% | 6.5% | 1.5% |
| 2009 | 152,217 | 25.3% | 36.4% | 5.9% | 2.7% |
| 2008 | (147,848) | (19.2%) | (42.3%) | 5.2% | 0.1% |
| 2007 | 32,744 | 4.1% | 11.2% | 7.0% | 4.1% |
| 2006 | 58,278 | 8.0% | 20.9% | 4.3% | 2.5% |
| 2005 | (22,959) | (2.9%) | 11.5% | 2.4% | 3.4% |
| 2004 | 73,049 | 10.1% | 16.4% | 4.3% | 3.3% |
| 2003 | 104,197 | * 16.2% | 18.1% | 0.4% | 0.3% |
| Return by Year Total | 954,013 | * 6.7% | 8.5% | 4.2% | 2.0% |
| Average Annual Return | | | | | |
| 7/11/2003 - 11/10/2020 | | 6.7% | 8.5% | 4.2% | 2.0% |

* Partial period return
Returns for periods exceeding 12 months are annualized.

Portfolio Holdings

Town Of Hinesburg Peck Estate (Inst-Found/Endow NP, xxxx1808)

| Position Symbol | Description | Original Cost | Current Price | Current Value | Weight | Annual Inc | Yield |
|-----------------------------|---|-------------------|---------------|---------------------|---------------|------------------|-------------|
| Cash/Money Funds | | | | | | | |
| Cash | | | | | | | |
| CASH | Cash/Sweep Account | 12,172.14 | | 12,172.14 | 1.1% | 1.22 | 0.0% |
| | Cash Total | 12,172.14 | | 12,172.14 | 1.1% | 1.22 | 0.0% |
| Bonds | | | | | | | |
| Individual Bonds/CDs | | | | | | | |
| 25,000 38141GGQ1 | 2021/07/27 - Goldman Sachs Gp - 5.25% | 25,369.01 | 103.37 | 25,843.63 | 2.4% | 1,312.50 | 5.1% |
| 25,000 548661CV7 | 2021/11/15 - Lowes Inc - 3.8% | 25,397.64 | 102.68 | 25,668.98 | 2.4% | 950.00 | 3.7% |
| 25,000 61744YAH1 | 2022/05/19 - Morgan Stanley - 2.75% | 25,011.23 | 103.50 | 25,874.35 | 2.4% | 687.50 | 2.7% |
| 25,000 670346AL9 | 2022/09/15 - Nucor Corp - 4.125% | 25,609.17 | 105.75 | 26,437.10 | 2.5% | 1,031.25 | 3.9% |
| 25,000 581557AZ8 | 2022/12/15 - Mckesson Corp - 2.7% | 25,209.20 | 103.72 | 25,929.28 | 2.4% | 675.00 | 2.6% |
| 25,000 26441YAX5 | 2023/04/15 - Duke Realty - 3.625% | 25,283.93 | 105.98 | 26,495.18 | 2.5% | 906.25 | 3.4% |
| 25,000 92343VBR4 | 2023/09/15 - Verizon Comm Inc - 5.15% | 26,430.95 | 112.75 | 28,186.50 | 2.6% | 1,287.50 | 4.6% |
| 25,000 26138EAW9 | 2023/12/15 - Dr Pepper Snappl - 3.13% | 25,231.58 | 107.32 | 26,829.60 | 2.5% | 782.50 | 2.9% |
| 25,000 95000U2C6 | 2024/01/24 - Wells Fargo - 3.75% | 26,641.62 | 108.22 | 27,054.58 | 2.5% | 937.50 | 3.5% |
| 25,000 46625HJY7 | 2024/09/10 - JPMorgan Chase - 3.875% | 25,692.24 | 110.69 | 27,671.85 | 2.6% | 968.75 | 3.5% |
| 25,000 91159HHK9 | 2024/09/11 - US Bancorp - 3.6% | 27,667.66 | 109.82 | 27,455.63 | 2.6% | 900.00 | 3.3% |
| 25,000 209111FE8 | 2024/12/01 - Consolidated Edi - 3.3% | 25,341.49 | 108.80 | 27,199.80 | 2.5% | 825.00 | 3.0% |
| 25,000 413086AH2 | 2025/05/15 - Harman International - 4.15% | 26,347.48 | 110.60 | 27,648.85 | 2.6% | 1,037.50 | 3.8% |
| 25,000 032654AJ4 | 2025/12/15 - Analog Devices - 3.9% | 26,184.59 | 113.68 | 28,420.40 | 2.7% | 975.00 | 3.4% |
| | Individual Bonds/CDs Total | 361,417.80 | | 376,715.73 | 35.3% | 13,276.25 | 3.5% |
| Bond Mutual Fund | | | | | | | |
| 9,810 VBILX | Vanguard Interm Bond Idx Fd | 114,343.49 | 12.55 | 123,112.49 | 11.5% | 2,903.79 | 2.4% |
| | Bond Mutual Fund Total | 114,343.49 | | 123,112.49 | 11.5% | 2,903.79 | 2.4% |
| Stocks | | | | | | | |
| Stock ETF | | | | | | | |
| 3,625 SCHB | Schwab U.S. Broad Market ETF | 233,996.45 | 84.72 | 307,110.00 | 28.7% | 6,970.88 | 2.3% |
| 4,184 VEA | Vanguard Developed Market ETF | 168,339.74 | 43.94 | 183,844.96 | 17.2% | 4,142.16 | 2.3% |
| 1,399 VWO | Vanguard Emerging Market ETF | 53,264.72 | 46.69 | 65,319.31 | 6.1% | 1,696.71 | 2.6% |
| | Stock ETF Total | 455,600.91 | | 556,274.27 | 52.1% | 12,809.74 | 2.3% |
| | Total | 943,534.34 | | 1,068,274.63 | 100.0% | 28,991.00 | 2.7% |

IMPORTANT DISCLOSURE INFORMATION

Past performance may not be indicative of future results. The above individual account performance information reflects the reinvestment of dividends (to the extent applicable), and is net of applicable transaction fees, Hanson & Doremus Investment Management ("Hanson & Doremus")'s investment management fee (if debited directly from the account), and any other related account expenses. Account information has been compiled solely by Hanson & Doremus, has not been independently verified, and does not reflect the impact of taxes on non-qualified accounts. In preparing this report, Hanson & Doremus has relied upon information provided by the account custodian. Please defer to formal tax documents received from the account custodian for cost basis and tax reporting purposes. Please remember to contact Hanson & Doremus, **in writing**, if there are any changes in your personal/financial situation or investment objectives for the purpose of reviewing/evaluating/revising our previous recommendations and/or services, or if you want to impose, add, or modify any reasonable restrictions to our investment advisory services. Hanson & Doremus shall continue to rely on the accuracy of information that you have provided. **Please Note:** Unless you advise, in writing, to the contrary, we will assume that there are no restrictions on our services, other than to manage the account in accordance with your designated investment objective. **Please Also Note:** Please compare this statement with account statements received from the account custodian. The account custodian **does not** verify the accuracy of the advisory fee calculation. Please advise us if you have not been receiving monthly statements from the account custodian. A copy of our current written disclosure Brochure discussing our advisory services and fees continues to remain available upon request.

Historical performance results for investment indices, benchmarks, and/or categories have been provided for general informational/comparison purposes only, and generally do not reflect the deduction of transaction and/or custodial charges, the deduction of an investment management fee, nor the impact of taxes, the incurrence of which would have the effect of decreasing historical performance results. It should not be assumed that your Hanson & Doremus account holdings correspond directly to any comparative indices or categories. **Please Also Note:** (1) performance results do not reflect the impact of taxes; (2) comparative benchmarks/indices may be more or less volatile than your Hanson & Doremus accounts; and, (3) a description of each comparative benchmark/index is available upon request.

ANY QUESTIONS: Hanson & Doremus Investment Management's Chief Compliance Officer remains available to address any questions regarding this Report.

Please Note: Unsupervised/Unmanaged Assets - Hanson & Doremus **does not** maintain any investment monitoring or performance responsibility for unmanaged or unsupervised assets and/or accounts. The client and/or its other investment professionals retain exclusive responsibility for the monitoring and performance of such assets and/or accounts.

DEFINITIONS

Net Funds Added (Withdrawn):

Includes deposits and withdrawals of cash and securities. In retirement accounts, Federal and State withholdings are shown as withdrawals.

Global Stocks:

The index used for this category is the MSCI ACWI Investible Market Index, which is a market capitalization weighted index designed to provide a broad measure of equity-market performance throughout the world.

U.S. Bonds:

The index used for this category is the Bloomberg Barclays US Aggregate Bond Index, which is a market-weighted index that is designed to track the broad U.S. investment grade fixed income market.

Inflation:

The index used for this category is the non-seasonally adjusted Consumer Price Index (CPI).

ATTACHMENT 2 – MEETING MINUTES FOR 11-11-2020

APPROVED – NOVEMBER 11, 2020

PECK ESTATE TRUSTEES - MEETING MINUTES

June 4, 2020

MEMBERS PRESENT: Gill Coates (Clerk), Frank Twarog, and Kristy McLeod

OTHERS PRESENT: Suzan Locke (Hinesburg Community School K-4 Co-Principal) by phone and Jeanne "Jean" Jensen (Champlain Valley School District [CVSD] Chief Operating Officer)

As a result of the current COVID-19 pandemic, this was a virtual meeting using the web site GoToMeeting.com. This was the first time the Trustees have not met in person. Use of the web site did present some challenges, but no significant problems in conducting the meeting.

The Clerk of the Trustees, Gill Coates, called the meeting to order at 3:08 p.m.

Note: Suzan left the meeting early and did not materially participate in the meeting.

On the first agenda item of the meeting, changes/additions/deletions, Gill suggested moving agenda Item 5 (Review and approval of the Peck Estate Fund's guiding documents) ahead of Item 3 (Determination of the 2019-2020 distribution amount). Kristy suggested we just consider the review and approval of the Investment Policy Statement (IPS) at this point in the meeting and Frank and Gill agreed.

The meeting moved on to review and approval of the draft IPS. Gill suggested a change to the end of Section 2.0, Item a, from "... subject to the spending policy described below" to "... subject to the spending policy described in Section 15.0." Frank then suggested a change to the first sentence of Section 15.0 from "The Trustees will decide by June 1st of each year the amount to be withdrawn and distributed ..." to "The Trustees will endeavor to decide by June 1st of each year the amount to be withdrawn and distributed ..." The Trustees agreed to both changes and the IPS was approved with those two modifications. The approved IPS is Attachment 1 to these minutes.

Kristy then suggested we move next to agenda Item 6, Discussion of Jean Jensen's email of Feb. 20, 2020. This was so that Jean would be free to leave the meeting following the discussion, since it was the only agenda item for which she needed to be present. Jean's email was in response to a question to her from Gill. The question was "Since the Trustees send the annual distribution to CVSD, can detailed financial information about the PPT [Private Purpose Trust] be found in the CVSD Fiscal Audits?" Jean responded by email as follows:

"Yes, there is information in the audit pertaining to the Trust. I am attaching the appropriate page but the full audit is posted on the CVSD website. A few notes:

In the 'additions/donations' section you should recognize your generous FY19 contribution

In the 'deductions' you'll see two odd listings: 'transfer to other accounts' and 'administration expenses'. Both are showing expenses. The 'transfer' amount was money moved to an account with other funds already earmarked for the playground – we just needed to get both amounts in a single account to write the check. I don't know why our audit calls spending 'administrative expenses'; I'll have to see if we can get that reworded for next year.

ATTACHMENT 2 – MEETING MINUTES FOR 11-11-2020

APPROVED – NOVEMBER 11, 2020

PECK ESTATE TRUSTEES - MEETING MINUTES

June 4, 2020

Most of the money on hand June 30th, 2019 (The 'net position' – June 30th line) was spent in our FY21 fiscal year on furniture.

Total spending on the playground was \$39,458.

Total spending on furniture was \$11,482 (not shown in the audit because it is FY21 spending)

Let me know if this answers your questions. I'm happy to put something into a more formal document for your records if [you] can tell me what information is important to you."

Kristy agreed with Jean that the labeling of funds expended should be described other than "Administrative expenses." Jean will look into that to come up with a better description.

Kristy asked about the first year of the PPT ending 6/30/18. (See Attachment 2 to these minutes, for the first year PPT financial statements from the full audit posted on the CVSD website.) FY2018 shows the Peck contribution of \$38,000, investment income of \$5, and a transfer of \$23,631 which Jean said was used for student furniture. The remaining balance of \$14,374 was carried over to FY2019.

Attachment 3 is the second year Combining Schedule of Changes in Net Position – Fiduciary Funds, Private-Purpose Funds, Dated June 30, 2019. Jean explained that the transfer amount of \$11,458 in that year was spent on site work for the playground and \$28,000 for the new universal playground equipment for a total of \$39,458, leaving a carryover balance of \$12,277 at 6/30/19 which Jean believed was or will be used for additional student furniture in FY2020.

Jean then left the meeting.

Discussion next turned to agenda Item 3, Determination of the 2019-2020 distribution. Gill began the discussion with his thoughts on the distribution amount. An increase of \$647 would have brought the distribution for 2018-2019 to \$38,000. Therefore, an increase of \$1,647 would be \$39,000, but he was open to a 2019-2020 distribution of \$40,000. Kristy then indicated under the just approved IPS, 5% of the 3-year average year-end balance would be \$50,126. Kristy suggested that the 2019-2020 distribution be \$50,000 due to the anticipated wants and needs in the coming year due to the impact of the Covid-19 virus. Frank questioned the selling of assets as part of the distribution. Kristy responded that under the total return approach for annual withdrawals as stated in Section 15.0 of the adopted IPS, both investment income and net appreciation in the value of the portfolio may be distributed through the sale of Peck investments. Frank indicated he does support the distribution being used for wants rather than needs. But, he was concerned in the coming months there will be more needs to be met. Frank then made the motion that the 2019-2020 distribution be \$45,000. Kristy seconded the motion and it was approved by a vote of 2 to 1. Gill will report the amount approved for distribution to Jean and Suzan and inquire about any possible plans for this distribution and balance of \$12,277.

The minutes from the February 4, 2020 meeting were reviewed. Gill made the motion to approve the minutes as printed. Kristy seconded that motion and the motion was approved.

ATTACHMENT 2 – MEETING MINUTES FOR 11-11-2020

APPROVED – NOVEMBER 11, 2020

PECK ESTATE TRUSTEES - MEETING MINUTES

June 4, 2020

The next order of business was review and approval of the remaining three guiding documents, The Mission and Goals Statement (MGS), the Attachment to the MGS, and the Vermont Statutes Online 1/25/20. Gill made the motion that the three documents be approved as written. The motion was seconded by Frank and approved. Gill noted that the approved documents will have today's date, 4 June 2020. Copies of the three approved documents are Attachments 4, 5, and 6, respectively.

Under new business, there was discussion about documenting our detailed operating procedures. We have previously talked about this as related to Trustees resigning or not seeking reelection in the future. Gill indicated that later this summer, maybe in August, he could start drafting the procedures. Some of the topics to cover are procedures for determining the amount of the annual distribution, meetings, and meeting minutes, etc. A review meeting could possibly be held in September.

Later this fall we will have our annual meeting with Hanson & Doremus; hopefully in October.

Gill will provide approved copies of the IPS to Alex Watson at Hanson & Doremus, as well as to Kristy and Frank. Kristy and Frank will also receive the other three approved guiding documents. Gill will move electronic copies of all the obsolete guiding documents to a Peck Estate Archive file.

Kristy has noted to Frank and Gill about the results of research on a Hinesburg Investment Policy during work on the new IPS. The Town of Hinesburg Draft Investment Policy was forwarded to the Trustees by Town Clerk, Missy Ross. The second paragraph of the policy specifically excludes the Peck Estate Trust Funds:

"This policy does not apply to trust funds held by the Town of Hinesburg. These trust funds are managed under a separate investment policy for trust assets, adopted by the Peck Estate trustees of public funds in accordance with 24 V.S.A. § 2432. It does not apply to bond fund investments made in accordance with the applicable bond debenture requirements."

Thus, the Trustees do not need to pass along the Town's draft to the Peck Estate's financial advisor, Hanson & Doremus Investment Management.

Kristy advised that the Trustees pass along to the Town Auditors this coming fall, in addition to our annual report, our final adopted IPS since they do not seem to be aware that one exists. That is indicated by the following statement in their 2016 management letter to the Town;

"The Town of Hinesburg does not have a formal written Investment policy. We recommend you establish a formal-written investment policy for the Town, including the Peck Estate funds ..."

ATTACHMENT 2 – MEETING MINUTES FOR 11-11-2020

APPROVED – NOVEMBER 11, 2020

PECK ESTATE TRUSTEES - MEETING MINUTES

June 4, 2020

Being no other business, Frank made the motion to adjourn the meeting. The motion was seconded by Kristy and approved. The meeting adjourned at 4:21 p.m.

Respectfully submitted by,



Gill Coates, Clerk
Peck Estate Trustees

Attachments:

1. Peck Estate Fund Investment Policy Statement – Approved 6-4-2020 (4 Pages)
2. CVSD Combined Schedule of Changes in Net Positions – Fiduciary Funds Private-Purpose Funds, June 30, 2018 (1 Page)
3. CVSD Combined Schedule of Changes in Net Positions – Fiduciary Funds Private-Purpose Funds, June 30, 2019 (1 Page)
4. Peck Estate Fund Mission and Goals Statement – Approved 6-4-2020 (1 Page)
5. Peck Estate Background Information (Attachment to MGS) – Approved 6-4-2020 (1 Page)
6. Vermont Statues Online 1/25/20 – Approved 6-4-2020 (2 Pages)

ATTACHMENT 3 – MEETING MINUTES FOR 11-11-2020

APPROVED – NOVEMBER 11, 2020

PECK ESTATE FUND REPORT

JULY 1, 2019 – JUNE 30, 2020

FUND BALANCE - 7/1/19:

| | |
|--------------------------------------|-------------------|
| Cash and Money Market Funds - Schwab | \$ 9,467.81 |
| Investments - Schwab | <u>981,851.52</u> |

TOTAL FUND BALANCE - 7/1/19: \$ 991,319.33

SCHWAB INTEREST AND DIVIDENDS:

| | |
|-------------------------------------|-----------------|
| Dividends, Gains, and Distributions | 15,007.25 |
| Corporate Bond and Other Interest | 13,897.39 |
| Certificate of Deposit Interest | <u>1,125.20</u> |

TOTAL INTEREST AND DIVIDENDS: 30,029.84

INVESTMENT REALIZED AND UNREALIZED
GAINS (LOSSES):

18,401.32

EXPENDITURES:

| | |
|--|-----------------|
| Fund Distribution to Hinesburg School | 45,000.00 |
| Investment Advisor Fees (Hanson & Doremus) | <u>3,778.00</u> |

TOTAL EXPENDITURES: (48,778.00)

FUND BALANCE - 6/30/20:

| | |
|--------------------------------------|------------|
| Cash and Money Market Funds - Schwab | 8,371.14 |
| Investments - Schwab | 982,601.35 |

TOTAL FUND BALANCE – 6/30/20: \$ 990,972.49

PECK ESTATE TRUSTEES

Frank Twarog
Kristy McLeod
Gill Coates

Term Expires 2021
Term Expires 2022
Term Expires 2023

Submitted by Gill B. Coates, Clerk, Peck Estate Trustees