

Lunenburg Trust Fund Commission

Bilotta Meeting Room/PACC

Lunenburg Town Hall

November 25, 2025

The meeting was called to order at 5:00 pm by Chairman Bowen. Present were Mr Howard and Chairman Bowen.

Members recited the Pledge of Allegiance. Chairman Bowen proceeded to read the posted open meeting notice from the Agenda..

There was no Public comment: No comment from either Mr Howard or Chairman Bowen. There was no public present in the meeting room nor on the Zoom platform..

There were no Treasurer or Finance Director reports.

New Business: Review and ratify meeting minutes. Chairman Bowen made a Motion to approve the minutes of Nov 13, 2025 as written, motion seconded by Mr Howard. The Motion passed unanimously with both Mr Howard and Chairman Bowen voting 'Aye'.

Chairman Bowen and Mr Howard discussed the application process to request funds from the Trust Fund Commission. Privacy is a concern. While we wish to preserve the anonymity and dignity of anyone who applies, some information must be made public. Both Mr Howard and Chairman Bowen also discussed the importance of performing some level of due diligence for applicants that may require the assistance of outside organizations. As an example, the American Legion requires that any recipient be honorably discharged, so we need to verify with the agent of Veteran Affairs as an appropriate check and balance. Chairman Bowen stated that he sent a copy of the Attorney General's Office PC-IF form to the Town Manager and Myleen Millari as this will be necessary to begin distribution of funds since some of the language on the original declarations are obsolete.

Chairman Bowen feels the monies have been neglected, \$87,000 that should have gone to needy members. There are two funds that as originally written and intended (Gazebo trust and Sidewalks trust) cannot be distributed unless modified..

Chairman Bowen stated that he has not heard back from the Superintendent of Schools regarding Scholarships.

The Commission's goal is to begin distributing funds as soon as possible, this will likely not be until early 2026.

Chairman Bowen discussed Interns. To date we have not filed anything with any educational institutions, not received any help from any interns and are still working on defining roles. If we do bring in Interns the focus will be on real estate transactions. There is some administrative work involved to get the program started, the Intern role needs to be better defined and Chairman Bowen is working on that issue.

Both members discussed the vacancy on the Trust Fund Commission, making pleas to the viewing audience to get involved. Without a third member, progress by the Trust Fund Commission could be brought to a halt if either Mr Howard or Chairman Bowne disagree on any decision requiring a vote. Per Chairman Bowen, when questioned by Mr Howard on the appointment process, interested candidates would be placed on the board via a joint appointment between the two Trust Fund Commissioners and the Board of Selectmen.

The Town Manager has requested we review any changes to be filed on Form PC-IF (Office of the Attorney General - Instructions for Institutional Fund Form) with Town Counsel before formal submission. Chairman Bowen noted we do not have to get approval from Town Counsel, the Select Board or any other members of the Executive Branch, that as Trustees we can rewrite without further approval. The Trust Fund Commission in our spirit of transparency will solicit public opinion on any proposed rewording before sending the document to the Attorney General's office. The Attorney General's office will identify any language changes that need to be made.

Mr Howard and Chairman Bowen began to review and make edits to the Risk Management policy. Due to time constraints, the review was not completed and will be finished in a future meeting.

There was no public comment from members, no members of the public and no participants on the Zoom platform.

The next scheduled meeting is planned for December 11, 2025.

A motion to adjourn was raised by Chairman Bowen. The motion was seconded by Mr Howard. Motion passed unanimously with both members voting 'aye'. The Meeting was adjourned at 6:32pm on November 25, 2025.

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