

Trustee of the Trust Funds – DRAFT Minutes

Meeting date: Wednesday, December 12, 2018

Members present: Polly Dawson, Tracy Bartlett, Michelle Brochu

Residents present: None

Meeting was called to order at 7:22pm by Tracy Bartlett.

Old Business:

None

New Business:

Polly was able to attend the Trustee Training Session at the New Hampshire Municipal Association's Annual Conference. She shared the information she gathered.

There was one cemetery plot check to be deposited and paperwork to be completed. There were 3 checks that needed to be signed by two Trustees. Polly went over the processes for accepting money and paying out money.

Polly presented the MS9 (Report of Trust and Capital Reserve Funds) and the MS10 (Report of Common Trust Fund Investments she completed last year. These forms need to be filled out and filed with the Department of Revenue in March 2019 along with the one page Trustee Report for the Town Report.

We completed the audit form from Plodzik and Sanderson, and are ready for the upcoming Town audit.

The quarterly meetings were set, and are as follows:

Wednesday, March 20, 2019 at 7:15pm

Wednesday, June 12, 2019 at 7:15pm

Wednesday, September 18, 2019 at 7:15pm

Wednesday, December 11, 2019 at 7:15pm

All meetings are open to the public.

There being no more items to discuss, Tracy adjourned the meeting at 8:20pm.