

Trustee of the Trust Funds – DRAFT Minutes

Meeting date: Wednesday, March 21, 2019

Members present: Polly Dawson, Tracy Bartlett, Brendon Jackson, Michelle Brochu

Residents present: None

Meeting was called to order at 7:17pm by Tracy Bartlett.

Old Business:

Thank you, Polly for 10 years of volunteer service as a Trustee of the Trust Funds.

Approval of the December 12, 2018 minutes.

New Business:

Polly, Tracy, and Michelle welcomed Brendon Jackson as the newest elected member of the committee.

Polly and Michelle were able to attend the Trustee of the Trust Funds Training webinar sponsored by the Department of Revenue Municipal Services.

Polly answered questions about the Department of Revenue Administration's (DRA) forms MS9 (Report of Trust and Capital Reserve Funds) and the MS10 (Report of Common Trust Fund Investments) she completed last year, as well as the checking accounts.

We looked over the cemetery plot list from the MS9 Excel spreadsheet. There were questions regarding the need to list separately, each of the 300+ cemetery plots sold, on the multi-page excel spreadsheet. It is understood that interest earned from each plot paid for is kept track of in case the owner chooses to not use their plot and requests a refund, however, most of the plots are used, and no refund will ever be given. Michelle will contact DRA and NH Municipal Association (NHMA) to find out if some can be combined into a single-line on the spreadsheet.

Michelle and Brendon would also like more training on what the job description of Trustee actually is. Michelle will contact DRA, NH Municipal Association, as well as the New Hampshire Charitable Trust to find out if/when trainings are scheduled.

It was agreed upon to have an extra working meeting on Wednesday, March 27, 2018 to discuss more about job descriptions/responsibilities and potential trainings.

Upcoming quarterly meetings are as follows:

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 8:44pm.

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