

TRUSTEE OF THE TRUST FUNDS MEETING, August 31, 2018, 10:00 AM

ATTENDEES: Chris McAleer, Linda Terry, Helene Matesky

The minutes of the prior meeting were approved as written.

Chris reported that he worked with Bank of New Hampshire (BNH) staff to revise the format of the MS 9 monthly statement. Funds are now listed in numerical order which makes it easier to update and review accounts.

He mentioned that he received a check from the Selectmen for \$160,000 for funds authorized at March Town Meeting. The money was deposited on August 16th and transferred to the appropriate BNH accounts as follows: \$50,000 to the Highway Truck CRF (0048), \$30,000 to Heavy Highway Vehicle CRF (0068), \$80,000 to the Fire Truck CRF (0003).

The Trustees reviewed and discussed several requests for withdrawals from the Board of Selectmen.

\$367.17 was requested from the Bartlett/Jackson Ambulance Capital Reserve fund (0070). After reviewing the attached documents, Linda noticed that the request should have been for \$367.05 which is one half the amount spent for medical supplies for the ambulance. The Trustees discussed it with Julie Atwell and Dick Bennett and then voted to approve the revised amount. The BOS will correct the amount at their next meeting for the record.

Trustees then considered a request for \$107,772.06 from the Transfer Station Expendable Trust (0028) for improvements made to the transfer station. The request was accompanied by a chart showing 16 payments to various vendors. The Trustees approved the request after discussing it with Julie who reported she has detailed back-up invoices for all the items listed.

Chris discussed a report that is prepared each year for Becky Jefferson of SAU9, which outlines the status of school funds. He and the BNH staff prepared the report for school fiscal year July 1, 2017 to June 30, 2018. A separate copy will be sent directly to the SAU9 audit firm.

Linda reported that the Investment Policy must be reviewed annually. After discussion of the current guidelines for investment in each of the Funds, it was determined that no changes to the Investment Policy are required at this time.

Helene mentioned a letter we all received from the New Hampshire Municipal Association which has taken over the training sessions previously done by Terry Knowles of the Attorney General's Office.

A session is scheduled for Thursday, November 15 at the Manchester Downtown Hotel. One of the sessions will be training for the new online database for reporting and tracking funds for each town.

There was no further business and the meeting adjourned at 11:00 AM.

Submitted by Helene Matesky  
September 4, 2018