

## Draft Minutes for Trustee of Trust Funds Meeting

September 19<sup>th</sup>, 2020: 10AM via Zoom

Trustee of Trust Funds meeting moved from Monday September 14<sup>th</sup> at 5:00pm to Saturday September 19<sup>th</sup>, at 10:00AM via ZOOM.

In Attendance: Jon Swan, Ernie Hannaford.

Meeting called to order. Meeting proceeded without Vanessa Cardillo.

June 15<sup>th</sup>, 2020 Trustee of Trust Funds minutes approved as-is.

July 27<sup>th</sup>, 2020 Meeting minutes had a slight amendment. Line amended from Jon Swan to deposit checks on Tuesday the 28<sup>th</sup> of July was amended to read: Vanessa Cardillo to deposit checks on Tuesday the 28<sup>th</sup> of July.

Agenda for September 19<sup>th</sup> was approved.

Chair Updates: Jon Swan went over reconciliations that he performed on accounts. General Funds account and Capital Reserve accounts are off from what MS9 form states. Discussion to move funds from General Funds account to Capital Reserve Account. This will bring Capital Reserve account in line where it should be.

General Funds account would still show a shortage of \$2615.02.

Jon Swan will also review EMS Vehicle Fund of \$10K as there appears to be a discrepancy with the MS9.

Trustee accounts should be included in the town audit.

Bookkeeper Updates: Vanessa Cardillo not in attendance so no updates.

Secretary Updates: Ernie Hannaford gained access to the online accounts and made sure that he could access the accounts.

Requesting the bookkeeper Vanessa Cardillo to reconcile accounts to verify Jon Swans reconciliation is correct.

Online Access to Accounts have been given to all Trustee of Trust Funds persons.

MS9 Reporting due dates is good.

Investment policy has not been updated since 2010 and will be reviewed in October 19<sup>th</sup>, 2020 meeting.

We have a copy of MS10 2019 and we need to find out the due date for 2020 which the copy of MS10 is missing for. Jon Swan will reach out to Audrey Blodgett (Department of Revenues), to find out due dates for 2020 and 2021.

Jon Swan will reach out to Tamela Swan and Jesse to see about getting a section on the Town of Dalton's webpage for the Trustee of Trust Funds.

Trustee of Trust Funds members to seek out if any new or available trainings are available.

No new mail for Trustee of Trust Funds at Town Offices.

Selectboard check request from the Trustee of Trust Funds for \$16,000 for the purchase of a 1986 water tanker from the Town of Whitefield was approved. This will be funded from the Capital Reserve Account. Jon Swan will go to Passumpsic Bank to have the bank draw up a check for this.

Jon Swan to reach out to Rosemary Carter to see if she is still interested in being an alternate for Trustee of Trust Funds.

No public comments were made.

Date for next meeting is set for October 19<sup>th</sup>, 2020 at 5pm in-person at the Town Offices.

Meeting Adjourned at 10:36AM.