Town of Dalton Trustees of Trust Funds Meeting

Draft Minutes of March 23, 2020

Present: Jon Swan, Vanessa Cardillo, Ernie Hannaford, Rosemary Carter, Mr. Carter, Doris Mitton, Tammy Lesson

Approval of Agenda: Agenda was approved by Trustee of Trust Funds (motioned and seconded)

Trustee of Trust Funds elected officers:

Chair: Jon Swan

Bookkeeper: Vanessa Cardillo

Secretary: Ernie Hannaford

Rosemary Carter, prior Trustee of Trust Fund, handed off all paperwork to new Trustees. Rosemary went over all the reconciliations and bank acct. info. It was noted that there are 3 thumb drives, but #2 was missing. Vanessa to reach out to the Doolans to see if they have it.

Two accts need to be reconciled.

Duplicate check#’s for bank account to be shredded.

Tammy Lesson with COHOS went over some of the rules and requirements for Trustee of Trust Funds.

Tammy mentioned MS-9 & MS-10 Requirements. \*Jon Swan to reach out to Axiom to see who administrator of Portal is so that current Trustee of Trust Funds can get access to the portal which coantins MS-9 & MS-10 (MS-9 Due Date is March 31)

* Possible Trustee workshop (with NHMA) or CD’s that have training for Trustee of Trust fund mentioned.
* We need to have an updated Investment policy

Jon Swan to contact Passumpsic Bank to see about possible investments for current funds to build up more return on principal funds.

Alternate Trustee of Trust Funds recommended and motioned to be approved. Two alternates are allowed. Rosemary Carter expressed interest in being an alternate. Alternate position interest to be posted on Town website.

Vanessa Cardillo to go through thumb drive/hard-drive and explore the Excel worksheet to see if we should continue to reconcile the books via Excel. Alternative option is to use Quick-Books if Excel is not enough.

Date for Next Meeting Motioned and Approved – Monday, June 15th 5:00PM at the town hall.

Meeting adjourned 6:30PM –motioned and approved by Trustee of Trust Funds