Town of Dalton Trustees of Trust Funds Meeting

Minutes for Monday October 19th, 2020, 5:00PM

Municipal Office Building

Present at Meeting: Jon Swan, Ernie Hannaford

Meeting called to order at 5:01 PM

Noted that Vanessa Cardillo was absent for 3rd straight meeting.

September 19th, 2020 Draft meeting minutes approved as-is. Agenda for October 19th, 2020 approved.

**Chair Updates**: Jon Swan organizing and reconciling trustee bank accounts. Jon was also working on getting a blank template form for MS-10.

**Bookkeeper Update** – Vanessa Cardillo was absent without notice. Vanessa did drop off all items in her possession to the town offices in the Trustee of Trust Funds mailbox. Items consisted of Check Books for accounts (5 Books last check 2160, temporary checks for 2782 & 2783 accounts), External USB Hard-drive, 2 thumb drives (#1 & #3) and large stack of documents.

Jon Swan will ask Administrative Assistant to reach out to Vanessa Cardillo to check on her status and well-being.

Secretary Updates: Ernie Hannaford familiarizing himself with Trustee of Trust Funds functions and duties on the NH Gov website.

**Old Business:**

Accounts on printed excel sheets was presented and looked over. The sheets represented reconciled accounts.

Jon Swan motioned to move $10,000 from 2781 Account (Cap Reserve) to 2782 Account (General Funds). The $10,000 was deposited to the wrong account. It should have been under 2782 in regards to the EMS Emergency Vehicle Fund.

\*Motion was approved unanimously

An audit is needed for 2019. There is a shortage of $2615.02. We are unsure when an audit will take place.

MS-9 and MS-10 for 2020 are due by March 1st, 2021.

An updated investment policy was reviewed and accepted to replace prior investment policy created in 2010.

MS-9 2020 is included in Excel Sheet. MS 10-2020 needs to be audited before signing off on MS-10 \*\*2020 covers year 2019. MS-10 2021 – we need the form so that we are able to fill it out.

Trustees of Trust Funds now has a page on the Town of Dalton website. It is not yet available in the drop down but can be reached if the Municipal Departments section is clicked on. Page is still a work in progress.

**New Business**

No mail received except for the items Vanessa Cardillo dropped off.

Select Board requested a reimbursement from Trustees of Trust Funds. Select Board issued a check to Central Paving for $144,576.30. A voucher request was received by Trustees. Motion was approved to reimburse the Town of Dalton. Check #2059 made out to the Town of Dalton for $144,576.30. This was issued out paving trust funds from Capital Reserve Account.

Jon Swan to check with Rosemary Carter if she is still interested in being a Trustee of Trust Fund alternate.

Ernie Hannaford to check if anyone is interested in being an alternate.

No public comments as no public was in attendance.

Date for next Trustees of Trust Funds meeting set for: Monday, December 14th at 5PM at the municipal building.

Meeting Adjourned at 6:06 PM

**Minutes approved Via zoom meeting 12/21/20**