

Meeting Minutes

Draft – January 5, 2012

From: Doreen Kelley, Trustee of the Trust Funds (TTF)

Re: Meeting Minutes

Date: January 5, 2012

Attendees: David Mayes Lillian Walker
 Doreen Kelley
 Steve Volpone

This meeting was called to order at 12:00pm on January 5, 2012. The minutes of the December 15, 2011 minutes were read and approved. Steve Volpone made the motion to accept the minutes as read and David Mayes accepted.

This purpose of this meeting was to review the following:

- Affirm the investment policy with no changes – signed by David Mayes, Doreen Kelley and Steve Volpone.
- Affirm the distribution request from the Town Hall Capital Reserve Fund of \$4,760 for siding and repairs. This distribution was paid to the town in December to be credited before year-end. A voucher has been prepared for signature by Lori Ruest acknowledging receipt of these funds.
- Review check received from the town to establish the Tercentenary Celebration Capital Reserve Fund per the 2011 warrant. This check has been deposited at Vanguard in account 4 and a new fund established on the MS-9 report.
- Review the MS-9 and how the new investments have impacted the different accounts. The MS-9 is the working spreadsheet that is prepared for publication to the Town Report
- Putting together all documents for the end-of-year audit.

The TTF will have an additional work session on Thursday, January 12, 2012 at noon in the Town Hall.

The meeting adjourned at 12:40pm

Submitted by: Doreen Kelley