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Town of Lee, NH
Trustees of Trust Funds
Minutes
June 22, 2016

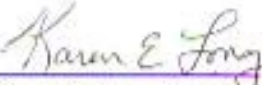
The meeting was called to order at 4:12 pm. The meeting was held in the meeting room at the Public Safety Building. In attendance were Trustees John H. Tappan, Rick Miller and Karen Long

The following business was conducted.

1. Trustees reviewed the letter drafted to the selectmen regarding the Town Building CRF and library CRF. This item was tabled.
2. Bookkeeper Tappan advised he was setting up the online access to view the Northeast Credit Union accounts and was waiting to hear if they will waive the fee for paper statements.
3. Trustees approved reimbursement from the Accrued Benefits Internal Service Fund for \$2409.52.
4. Trustees approved the Lee Fair Committee voucher for transfer of funds to the Lee Fair fund for \$1956.27
5. Bookkeeper Tappan shared his notes and handouts from the Charitable Trusts Unit Seminar he attended on 13 June 2016.
6. Bookkeeper Tappan shared that at the seminar he learned the investment Policy should have language regarding internal controls. This will be reviewed at our next meeting.
7. DRA passed out their listing of all funds held by us and requested notification of any corrections. Bookkeeper Tappan will send the list of corrections by email.

There being no further business the meeting was adjourned at 5:25 pm.


John H. Tappan, Trustee


Karen E. Long, Trustee


Richard Miller, Trustee