

Town of Lee, NH  
Trustees of Trust Funds  
Minutes  
June 8, 2016

The meeting was called to order at 10:01 am. 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 seven requests for reimbursement. The following actions were approved.
  - a. Accrued Benefits Internal Service Fund \$6896.30.
  - b. Fire Equipment CRF \$430,000.00.
  - c. Highway Equipment CRF \$13,085.30
  - d. Recreational Facilities CRF \$58,405.30.
  - e. Revaluation CRF \$7100.00
  - f. Roads & Bridges CRF \$3930.00
  - g. Town Buildings CRF \$7050.00.Total: \$526,466.90

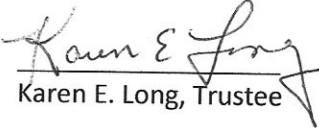
In the discussion of the above items, we asked that a letter be drafted to the selectmen regarding the Town Building CRF and library CRF.

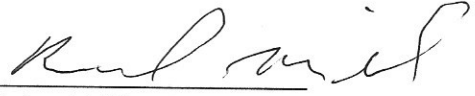
2. Trustees discussed the Northeast Credit Union new policy to charge a \$2.00 statement fee for paper statements which goes into effect 7.1.16. As we need a paper copy of our statements, we decided to a) Negotiate with them to remove the fee and b) Set up an online access which will be restricted to viewing only and not allow transactions.
3. Trustees conducted an initial review of the investment policy. Bookkeeper Tappan will produce a final copy for review and signature at our next meeting.
4. Trustees discussed that certificates that mature on 4 August 2016 and 25 August 16 are scheduled currently to rollover. We will research options for these certificates and will review and discuss at our next meeting.
5. The town will be issuing payments to the funds in the first ten days of the new fiscal year as they come from the unassigned fund balance. Once received they will be deposited into the appropriate accounts.
6. The Lee Fair Committee has not yet supplied a voucher for the 2015 Lee Fair. Bookkeeper Tappan will again contact the Committee Chair to request that a voucher be presented in time for our next meeting.
7. Trustees discussed having an MS9 workshop in August to jointly prepare the documents from this fiscal year. The state has a new format and felt we could all benefit from being a part of the process. Bookkeeper Tappan will be attending the state Trustee Workshop on June 13<sup>th</sup> and hopes to get additional information and clarity regarding the new forms.

8. Trustees set our next meeting for June 22, 2016 at 10:00 am.

There being no further business the meeting was adjourned at 12:05 pm.

  
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John H. Tappan, Trustee

  
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Karen E. Long, Trustee

  
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Richard Miller, Trustee