

AS APPROVED 2011-12-15

**Trustees of the Trust Funds  
Meeting Minutes  
September 15, 2011**

PRESENT: Members – - Marlene Green and Peter Glenshaw. Selectmen Secretary Dina Cutting joined the meeting briefly. Blake Allison was not in attendance

Marlene called the meeting to order at 3:05 p.m.

The minutes of the August 18th, 2011 meeting were approved.

**1. State of NH MS-9 Form**

- Marlene and Peter reviewed the 2010 State of NH form MS-9 due to be filed with the State's Attorney General's office. After discussion, the form was signed and will be mailed to the State. It was noted that the State of NH Form MS-10 Cemetery Trust Funds report is still outstanding and needs to be completed as soon as possible.

**2. Other Business**

- **Review of Town Office Procedures** -- Dina Gutting asked to review office procedures with the Trustees. Dina reminded the Trustees that she serves as office support for the Trustees for any administrative assistance that the Trustees may require. She asked that any assistance that the Trustees required be directed to her.

The meeting was adjourned at 3:45 p.m.

The next regularly scheduled meeting is Thursday, October 20th at 4:30 p.m. at the Town Offices.

Respectfully submitted,

Marlene Green, Trustee