

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

PRESENT: Members – Marlene Green, Peter Glenshaw, and Blake Allison

The meeting came to order at 4:40 p.m. On a series of votes, minutes were approved for the following meetings: September 9, 2011, October 17, 2011, November 17, 2011 and the Special Meeting on November 22, 2011. The next order of business was to clean up a backlog of unfilled NHPDIP statements.

1. Funds Request

- **Dina Cutting** submitted to the Trustees on behalf of the Town, a request for several checks to be drawn on the funds listed below as approved by the Selectmen. Check requests were faxed to the NHPDIP. Two checks could not be processed, because they were to be drawn from the Dreyfus Money Market account, and Marlene could not reach that office for initiating processing.

Capital Reserve Funds with NHPDIP:

Emergency Major Equipment Rebuilding Capital Reserve Fund -- \$37,723.13
Town Building Major Maintenance and Repair Reserve Fund -- \$5,127.73
Emergency Highway Repair Capital Reserve Fund -- \$109,539.87
Computer System Upgrade Capital Reserve Fund -- \$18,989.80
Recreation Facilities Capital Reserve Fund -- \$11,670

Capital Reserve Funds with Dreyfus to be Processed

Bridge Capital Reserve Fund -- \$56,738.03
Property Reappraisal Capital Reserve, Fund -- \$13,020

2. Other Business

- **Bessie Hall Trust – Marlene** reported she had an e-mail exchange with **Dina Cutting** who had spoken with Terry Knowles, Assistant Dir. Of the State of NH Dept. of Justice Charitable Trusts Unit, about resolving the Bessie Hall Trust issue. She said she subsequently spoke with Town Counsel Jae Whitelaw about it. Paraphrasing Jae, Dina communicated the following: “The Trust Fund that holds the Bessie Hall money needs to be closed with a warrant article vote at 2012 Town meeting. A Trust Fund under RSA 31:19a is not the correct fund for this money. It needs to be under RSA 31:19 You Trustees will then take this money (\$10,000.00 or what ever it is) and open an account with it (I would think at Mascoma Savings bank). Every year we will need to have an article to allow the FF (I would think the Chief or Selectmen would be the appropriate authority) to spend up to the total in the account. This way they can use \$2,000.00 or all \$10,000.00 of it as long as they are spending it on what the trust says” It was agreed to discuss with Dina the drafting of a warrant article as laid out above.

AS APPROVED 2012-01-26

- **End of Year Account Reconciliation** -- Discussion was held concerning the end of year reconciliation of accounts and preparation of the Trustees' report that will be included in the 2011 Town of Lyme Annual Report. A working session was scheduled by Marlene and Peter for Saturday, January 7th at the Town office to begin the process of balancing the various accounts for 2011. It was noted that this reconciliation report needed to be completed and filed with Dina prior to the end of January. It was also noted that there are a number of year end transactions still to be processed prior to December 31st. Dina reported that due to timing issues, some transactions that should be reflected in the 2011 report, may need to occur after the first of the year.

The meeting was adjourned at 6:00 p.m.

The next regularly scheduled meeting will be Thursday, January 19th at 4:30 p.m. at the Town Offices.

Respectfully submitted, Blake Allison, Secretary