

AS APPROVED 2012-04-19

**Trustees of Trust Funds
Meeting Minutes
February 9, 2012**

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

The meeting came to order at 7:00p.m.

This meeting was called to review, finalize and sign the end of year fund reconciliation report that will appear in the 2011 Annual Report of the Town of Lyme. Discussion principally focused on reporting issues.

- **Blisters for Books Expendable Trust** -- The focus of discussion about this fund was the timing of receiving the check for funds authorized by the voters at Annual Town Meeting. Also discussed was the method for subsequent disbursement of said funds to the town to reimburse it for money expended purchasing books through the Lyme School's "Blisters for Books" program. As noted in January's minutes, the Trustees are not satisfied with the way the matter was handled in 2011 (see 2012-01-26 Trustees Minutes) and are implementing a policy to address those concerns. It was agreed the Trustees would discuss this proposal and other concerns, regarding the setting of policy for moving of money into and out of Lyme's trust funds, with the state's Dept. of Justice Charitable Trusts Unit.
- **Reporting of Fidelity Account Activity – Marlene** aired her concerns about how activity in the four town trust accounts - School Trust (1918), Library Trust (1960), Cemetery Trust (1903) and Cemetery General Maintenance Trust Fund (1986) – is reported at year end. Marlene noted that in past years - for example 2006 - these reports, printed in the Town Annual Report for public review, reflected only the accounts' "cost basis," which was the balance amount used in reporting to the State on the annual MS9 form. Marlene expressed concern that full disclosure should also include the accounts' actual market value balance as reflected on the annual statements received from Fidelity. Her proposal to change the process so that net unrealized capital gain/loss and income are reported independently of the "cost basis" was backed by Blake and Peter. The result will produce a more precise and complete reconciliation with the Fidelity account statement balance (see 2011 Report of the Trustees of the Trusts) and represent full disclosure in the Town's Annual Report.
- **Cemetery General Maintenance Trust Fund – Marlene** reported that during preparation of the 2011 Report of the Trustees of the Trusts, she discovered an error for this account in the 2010 Report of the Trustees that was published in the 2010 Town Annual Report. She indicated that an adjustment needed to be made to correct the error and so it could be in the 2011 Report. There was agreement that a correcting entry would be made for inclusion in the 2011 Trustees Annual Report. .

The meeting was adjourned at 8:00 p.m.

The next meeting is scheduled for March 15th at 4:40 p.m.

Respectfully submitted,

Blake Allison, Secretary