

Minutes of the February 8, 2008  
Trustees of the Trust Funds  
Approved March 26, 2008

Call to Order: By Bookkeeper Orlowicz at 7:00PM. All Trustees are present

1. Elmer Smith Scholarships:  
7 Scholarships were awarded  
4 individuals have submitted their 1<sup>st</sup> semester grades and are eligible for their awards. All appropriate paperwork signed by the Trustees.
2. Voucher to transfer money from the Elmer Smith Scholarship Fund to the Town's General Fund.  
**Motion:** To transfer \$ 3000.00 from the Elmer Smith Scholarship Fund to the New Durham General Fund to cover the costs of 4 scholarships. (See Item 1 above.) T. Jarvis/D. Allyn Passed 3-0
3. Minutes of the December 14, 2007 and December 14, 2007 meetings.  
**Motion:** To approve the minutes of December 14, 2007 and December 14, 2007 meetings of the Trustees of the Trust Funds. T. Jarvis/D. Allyn Passed 3-0.
4. Notice from Kingswood Regional High School. The annual request to review and update the Elmer Smith Scholarship form. David Allyn volunteered to take care of it.
5. Copple Crown Village District:  
The Bookkeeper received the \$1000.00 for the District's Water System Capital Reserve Fund (CRF) after January 1, 2008. The money will not be reflected on the 2007 MS9 or 2007 reports.
6. The Cemetery Trustees have submitted a voucher for the following:  
Shirley Cemetery General Trust Fund: \$ 936.07  
Shirley Perpetual Fund: \$ 175.65  
TOTAL: \$ 1111.72  
**Motion:** To transfer \$ 936.07 from the Shirley Cemetery General Trust Fund and \$ 175.65 from the Shirley Perpetual Fund to the New Durham General Fund. As the request to transfer money was not received by the Bookkeeper until early February the transfer will not be reflected on the 2007 MS9 or 2007 reports. D. Allyn/T. Jarvis. Passed 3-0
7. The Board of Selectmen has requested to transfer \$3000.00 from the CRF for New Property Tax Maps. All requires documentation have been received and was reviewed by all Trustees. **Motion:** To transfer \$ 3000.00 from the New Property Tax Map CRF to the New Durham General Fund. D Allyn/T. Jarvis Passed 3-0

8. The draft Town Warrant asks that \$ 50,000.00 be placed in the Building Maintenance and Improvement Fund to cover the cost of an addition to the New Durham Fire Station. The Bookkeeper contacted the DRA. Their representative (Michele Clark) stated that an addition would not be a correct use for this CRF. Trustee Jarvis stated that she would contact the DRA on Monday. (2/20/08)
9. Review of the 2007 MS 9 and MS 10. The Trustees reviewed the MS 9 and 10 in detail and noted a formula problem in the End of Year Income Balance. This will be corrected before submission to the DRA. **Motion:** That the MS 9 (as corrected) and the MS 10 be signed and submitted to the DRA. T. Jarvis/D. Allyn Passed 3-0. All Trustees signed the required documents.
10. Trustee and Bookkeeper Orlowicz has decided not to run for reelection in March. This is her last meeting. The new Bookkeeper is David Allyn. The Trustees book was turned over to him. Ms. Orlowicz will provide an overview and orientation to Mr. Allyn on February 23, 2008. She also stated that she would be available if questions came up in the future. Both remaining Trustees thanked her for her hard work and dedication to the Trustees of the Trust Funds.
11. The records of the Trustees of the Trust Funds will be audited sometime in the future. In order for this to happen the auditors must be given permission by the Trustees. **Motion:** To authorize the Bookkeeper Orlowicz to sign any required documentation so that the Town Auditors can have access to audit the Trustees of the trust Funds records. D. Allyn/T. Jarvis Passed 3-0
12. Former Trustee Swett has sent an electronic copy of his Trust Fund summary to Trustee Allyn who will update it to reflect the new Trust Funds from 2007
13. Bookkeeper Orlowicz informed the trustees that the Vietnam Memorial issue appears to have been dropped.
14. **Motion:** To adjourn. D. Allyn/T. Jarvis Passed 3-0. Meeting adjourned at 8:34 PM.