

12-29-19 draft

Minutes of a meeting of the trustees of the trust funds 18 dec2019 at 3pm, at Pam Goodell's house, Rosti Eismont taking notes, adjourned due to weather and recontinued on 19 December, 10:30 AM with Carol taking notes.

Meeting begun on December 18, present are Pam Goodell and Rostislav Eismont. Carol Jameson was absent.

1. A request from Annette Tokunaga (town clerk) dated Jan 30 2019 for all books, records and documents which need to be deposited with the town clerk for retention/preservation.

Pam has emailed a list of the documents which may be requested. Pam will follow up with a personal meeting with the town clerk to confirm which copies are required for retention/preservation purposes. It appears that the records are generally being retained correctly and transferred to the Town Clerk for safe keeping when appropriate, ie no longer needed for work purposes by the Trustees.

2. Susan Harrington (town admin) has emailed a note to the trustees stating she has deposited \$21,441.54 into the road reconstruction fund following a public hearing of a question of unanticipated funds distribution.

3. Need to get ready for ms9 report for the town annual report. It is required to be submitted to the DRA prior to March. Pam will not be available until late Jan 2020 which may be too late for proper inclusion in the town report the town report.

Pam has followed through with much of the content required, but several questions remain open and due to holiday timing we (Rosti and Carol) must take over some of the details of procedure. Rosti will take hold of the existing files and confer with Carol to go over end of year procedure.

4. Rosti activated with NHDOJ website.

5. Due to weather we will reconvene tomorrow at 10:30 am along with Carol Jameson. (Finished at 5:30)

Trustees of the Trust Funds, Minutes of the meeting as continued on December 19, 2020 at Pam Goodell's house on Lang Road, Carol taking notes:

The Meeting reconvened at 10:30 with Pam Goodell and Carol Jameson present. Rosti Eismont arrived shortly thereafter, having told the other Trustees that he would be late due to a work commitment.

Deposit to Road Reconstruction and Maintenance Fund

The deposit of \$21,241.54 made by the Town Administrator to the Road Reconstruction and Maintenance Fund was discussed. This amount was received by the town from the state of New Hampshire reference RSA 31:95-b, and a public hearing had been held by the town on December 16. The check had been mailed by the Town Administrator to the NH PDIP a few days ago for deposit into the Road Fund referenced above. Carol will keep checking for a record of receipt and will follow-up if receipt is not recorded into the automated system in the next week or two.

SECRETARY'S SUBSEQUENT NOTE DATED DECEMBER 30, 2019 – DEPOSIT WAS CLEARED INTO ROAD RECONSTRUCTION ACCOUNT AS OF DECEMBER 27, 2019.

Access to ON-line systems

The Trustees have access to systems maintained by the NH PDIP and the NH Department of Justice, Charitable Trusts Division. Access privileges were established again where they had been terminated for inactivity or other reasons. The filing of the MS 9 was discussed and reviewed. Rosti and Carol will meet to file this in January so that it can be included in the Town Report that is printed before Town Meeting, even though the deadline for the filing itself is later. The Trustees called the NH Department of Justice to clarify a few questions about the filing of the MS-9 but were not able to reach anyone, so left a message. Jameson was given on-line access for filing the MS 9, Eismont having been added yesterday.

The Trustees approved the minutes of the prior meetings that had not been previously approved after having been reviewed in draft.

The meeting adjourned at about 1 PM.