

Date Approved \_\_\_\_\_

Date Approved with changes \_\_\_\_\_

Town of Effingham  
Trustees of Trust Funds  
Meeting at 68 School Street

Minutes of December 11, 2018

Meeting called to order at 5:15pm

Present: Trustees Karen Payne (chair), Carol Pfister, Theresa Swanick

Minutes of 6/27/18 approved on motion by Carol, seconded by Karen.

1. Security measures have been taken by the town as discussed last meeting. Hasp affixed to drawer with lock, in the file room off the town clerk office.
2. Training session webinars are required to orient to the new DRA Trustees of Trust Funds (NHTTF) Portal online reporting system for the MS-9 and MS010.
3. Carol search, gathered and compiled all the activity within each fund for posterity, including MS-9s for an historical compendium (only missing 2007 and 2011).
4. Reminder that our investment policy document reviews requirements for submission of requests for funds from trusts: name of trust, requested amount, purpose of funds, agent to expend/payee. Then check number noted by us, with date, and must state the subaccount.
5. Checks written tonight 12/11/18 for requested end of year repayment of expenses:  
Library Equipment ETF, \$684 for 3 laptops, to Effingham Public Library, check #1025  
Police Safety/Protective Gear, \$3,668 for rifles, to Town of Effingham (Town), check #1026  
Invasive Aquatic Plant CRE, \$1,610 for milfoil abatement, to Town, check #1027  
Municipal Auditing ETF, \$12,050 for financial auditing, to Town, check # 1028  
Municipal Buildings ETF, \$30,136 for FD septic, security system, glass, to Town, check #1029  
Town Hall Repair & Restoration TF, \$12, 125.21 heating system, architect, consultant, to Town, check # 1030. Architect and restoration consultant engaged for restoration project approved by consensus of Trustees to be prudent for responsible restoration of building.  
The Planning and Land Use ETF, \$5,875 for CIP consulting by LRPC, to Town, check # 1031
6. Karen will write up sequential list of financial procedures of the Trustees. Theresa will draft a standardized voucher for all fund requests to facilitate easier future tracking.

Meeting adjourned at 7:25pm

*Minutes are considered DRAFT until approved at a future regular meeting of the Trustees of Trust Funds.  
Any changes or corrections will be noted in the next meeting minutes.*