

Date Approved _____

Date Approved with changes _____

Town of Effingham
Trustees of Trust Funds
Meeting at 68 School Street
Minutes of June 7, 2018

Meeting called to order at 4:30pm, Karen Payne joined the meeting at 4:45pm.

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

Minutes of 1/25/18 approved on motion by Karen, second by Carol.

Minutes of 2/12-13/18 approved on motion by Karen, second by Carol.

1. Following up last meeting (2/12/18), we did present the issue of a trust fund accounting error to the Board of Selectmen and the Budget Committee, who then changed warrant article #16 to reflect the amount owed back to the Police Cruiser Capital Reserve Fund (CRF) \$10,869, to come from the town undesignated fund balance of 12/31/17.

Today, Karen asked the town administrator for those funds and was told they will be paid by town check to the Police Cruiser CRF June 14th and deposited by Karen.

2. Also today, a request from the Effingham Falls Cemetery Association, c/o Lyle Thurston of 59 Thurston Rd Effingham, to the Effingham Cemetery Trustees (Board of Selectmen), dated May 12, 2018 asking for \$800 from interest income from the Effingham Falls Cemetery Association Trust Fund. Trustees issued check #1023 from account #7763893491, notifying for hand pickup at office.

3. Review of the town warrant articles (see attached 2018 town meeting minutes) regarding town meeting votes to set up new CRFs, or to have funds be deposited into or withdrawn from existing CRFs. Articles 14-23 note deposits to be made into existing CRFs. Articles 24 and 25 establish new CRFs which Karen will do with the Bank prior to next meeting.

- Article 14: Add \$2,780 to Aquatic Plant CRF
- Article 15: Add \$20,000 to Fire Truck and Fire Truck Equipment CRF
- Article 16: Add \$10,869 to Police Cruiser and Cruiser Equipment CRF
- Article 17: Add \$2,000 to Transfer Station/Recycling Center CRF
- Article 18: Add \$5,000 to Bridge Maintenance Expendable Trust Fund
- Article 19: Add \$900 to Library Equipment Expendable Trust Fund
- Article 20: Add \$10,000 to Municipal Buildings Maintenance Expendable Trust Fund
- Article 21: Add \$2,000 to Police Safety Gear Expendable Trust Fund
- Article 22: Add \$5,000 to Town Hall Maintenance Expendable Trust Fund
- Article 23: Add \$1,000 to Fire Truck and Fire Truck Equipment CRF from Parsonsfield, Maine
- Article 24: Establish a Computer and Network Equipment Expendable Trust Fund with \$2,500
- Article 25: Establish a Professional Contracted Services Expendable Trust Fund with \$5,000

4. When retrieving files from the Trustees filing cabinet in the town administrative offices, it was discovered the Police Cruiser CRF folder was missing and then located misfiled, along with another misplaced folder, both together in an entirely different section of our file system. The contents of the Police Cruiser CRF folder were out of the order kept by the Trustees and an extraneous non-Trustee of Trust Funds document found in the file. The Trustees were concerned and brought this issue immediately to the town administrator and selectmen who was present.

Meeting adjourned at 6:25pm

*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.*