

Date Approved _____

Date Approved with changes _____

Town of Effingham Trustees of Trust Funds Meeting
68 School Street, Effingham, NH

Minutes of April 23, 2019

Meeting called to order at 10:30am

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

Approval of minutes

- Theresa motioned to approve minutes of 1.2.19, Carol seconded, all in favor.
- Karen motioned to approve minutes of 1.15.19, Carol seconded, all in favor.
- Karen motioned to approve minutes of 2.5.19, Carol seconded, all in favor.

1. First meeting after town meeting – review of warrant articles (town meeting minutes attached)
 - **Article 8** – Change of purpose so name reflects purpose of Town Hall Repair and Rehabilitation ETF (Expendable Trust Fund) and naming Selectmen as agents to expend.
 - **Article 9** – Municipal Audit ETF discontinued, \$16,430 with interest to return to the general fund. Check #1032 for \$16, 499.43 (balance in muni audit sub account) written to the Town of Effingham, submitted to the Town Administrator with copy of the Warrant Article and copy of the balance with interest that was transferred from the discontinued sub account into the disbursement account.
 - **Article 10** – Add \$10,000 to Police Cruiser and Cruiser Equipment CRF (Capital Reserve Fund).
 - **Article 12** – Add \$15,000 to Municipal Buildings Maintenance ETF.
 - **Article 13** – Add \$1,610 to Aquatic Plant CRF.
 - **Article 14** – Add \$20,000 to Fire Truck and Fire Truck Equipment CRF.
 - **Article 15** – Add \$20,000 to the Town Hall Repair and Rehabilitation ETF.
 - **Article 16** – Add \$2,000 to Transfer Station/Recycling Center CRF.
 - **Article 17** – Add \$2,500 to the Computer and Network Equipment ETF.
 - **Article 18** – Add \$2,000 to Police Safety Gear ETF.
 - **Article 19** – Add \$1,000 to Fire Truck and Fire Truck Equipment CRF (received from Parsonsfield, Maine)
2. Emergency Management ETF originated in 1991, not funded until 1992. Carol will follow up on if an account can be originated without funds.
3. Letter from Dept. of Revenue Admin. (DRA) Michelle Clark re Sum Certain. Carol to follow up.
4. \$2,500 owed to the Emergency Management ETF, for which Trustees had suggested a warrant article, can be corrected by simply moving the funds, per the Town Administrator who reviewed draft warrant articles with DRA (email in Trustee binder). Karen wrote check #1033 to the Trustees of Trust Funds for \$2,500. A deposit will be made into the EMS ETF by Karen to move the funds. Process approved by Tracey Whipple at TD Bank. (*Reference 1.15.19 minutes*)

*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.*

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5. TD Bank upgraded e-Treasury, utilized by Trustees for all trust funds. All information from the old system was migrated to the new system with exception of user activity. New URL to access the new version but the login will stay the same. This was a smooth transition.
6. Review of filing system. Trustees have been keeping an annual Transactions folder for each budget/calendar year. Copies of transactions have also been duplicated to the individual respective Trust Fund folders. Today it was decided to keep original transaction documents in the individual respective Trust Fund folders, and keeping just a ledger of transactions in the budget/calendar year folder. Additionally, deposits will now be noted in the checkbook ledger for record redundancy and thoroughness.
7. There will be subsequent work sessions for continued research to be conducted for town trusts, denoting funds in and out per warrant articles over the years.