

Town of Dalton Trustees of Trust Funds Meeting

Draft Minutes for June 15th, 2020, 5:00PM

Municipal Office Building

Present at Meeting: Jon Swan, Vanessa Cardillo, Ernie Hannaford

Meeting started at 5:08 PM

Draft minutes from March 23, 2020 approved with no changes to minutes.

Agenda for June 15th, 2020 approved with Addendum added. Under New business, F. 2 checks for Select Board was added to agenda

Chair Updates – Jon Swan attended virtual training for Trustee of Trust Funds on June 10th & 11th.

Jon is actively pursuing investment options for the town. These options could be with Passumpsic Bank or NHPDIP (New Hampshire Public Deposit Investment Pool).

Bookkeeper updates – Vanessa attended virtual training for Trustee of Trust Funds on June 10th & 11th. Vanessa is also still reconciling the towns bank accounts via excel.

No updates from Secretary

Old Business –

- A. Trustees of Trust Funds still need access to the bank accounts. Vanessa Cardillo dropping off signed bank forms to obtain access. Reconciling bank accounts in progress
- B. Online Access Form was signed by all Trustees and to be dropped off to get access to online accounts.
- C. All Trustees given access to Axiom Portal
- D. Current Investment Policy is 10 years old. Trustees reviewing to see if we need a new updated policy
- E. MS-9 Report is current through December. MS-10 report still needs to be filled out and submitted

- F. Thumb-drive is still missing. Vanessa reached out to the Doolans. Doolans claimed to have turned it in. Vanessa will reach out to Anna Gilbody to see if she has any knowledge of its whereabouts.
- G. Some issues with Town website. Trustees are still actively pursuing getting a section added for Trustee of Trust Funds.

New Business

- A. Jon and Vanessa attended virtual training sessions for Trustee of Trust Funds. Ernie Hannaford to review PDF's from training sessions.
- B. Reviewed available documents in File Cabinet (existing paper documents 1911-2009). Rest of Documents are on digital drives. Missing thumb drive not in file cabinet.
- C. No new mail for Trustees
- D. MS-9 & MS-10 forms are due in March. Town Reports must be submitted by end of year.
- E. No Budget designated for Bookkeeper Salary in 2020.
Trustee of Trust Funds has two alternates for 1 year positions as needed.
Alternate One – Rose Carter was voted by Trustees as an alternate
Alternate Two – Still need an alternated. Interested parties should reach out to the town admin
- F. Two checks were made out to the Town of Dalton as per the Select Boards request.
Check 1 - \$129.00 used to purchase equipment to install an AED in the municipal building. Funds received from Town Building Maintenance and Repair Fund.
Check 2 - \$660.55 used to purchase LED lights and fixtures to be installed in the Fire Station.
Funds received from Town Building Maintenance and Repair Fund
**referenced from Select Board minutes May 18, 2020 (SB Letter to Trustees for request of funds as well as SB Minutes attached)

No public comments were made.

Next Trustee of Trust Funds Meeting scheduled for September 14, 2020 at 5:00 PM.

Meeting Adjourned at 6:23PM