

**Trustee of the Trust Funds
Wednesday 20 February, 2013
Meeting Minutes**

Approved September 4, 2013

ATTENDANCE:

John Kachmor, Cindy Ronning

ABSENT:

Mary Gleason

ALSO IN ATTENDANCE:

Ed Gleason

Selectman Liaison

Meeting Summary

Minutes Review:

The Trustees approved the meeting minutes of 16 January, 2013 as prepared

Review 2012 MS-9 and MS-10 from Citizens Bank

The Trustees reviewed the 2012 year end MS-9 and 10 as provided by Citizens without comment and determined them adequate for the March 1, 2013 required submittal to the State.

Reports of Trust and Capital Reserve Fund Cover Sheets for the MS-9 and MS-10 spreadsheets were prepared, signed and will be attached and forwarded to DRA in advance of the 1 March, 2013 requirement.

The Investment Policy Statement and Guideline for the Town of Pelham, Revised January 2013, was approved, signed and will be forwarded to DRA and the Attorney General's Office along with an updated copy of the Perpetual Care lot breakdown.

Other Business

Trustee Kachmor reported that his review of the Perpetual Care Lot Listing indicated inaccuracies in the principal and interest allocations under the Excel Sheets which he would like to see corrected in 2013.

To that end he will attempt to contact the Trustees of the Cemetery to see if they have a more accurate listing to use as a base for correcting the deficiencies.

As indicated under the Investment Policy, quarterly reviews by the Trustees and semi-annual reviews with Citizens are required. To better schedule and document the accomplishment of these reviews, the January, April, July and October Meetings will be scheduled review meetings.

The Semi-annual meetings with Citizens should be scheduled for January and July.

Next Meeting

The Trustees agreed to meet next at in April, 2013 in the Police Community Room at a date and time to be determined by the Chair for the following:

- Election of Officers
- Performance Review of the Investment Portfolio
- Review of the Trustee Internal Control Policy
- Discussion on Cemetery Trustee Records for Perpetual Care Lots

Adjournment: The meeting adjourned at 4:45 PM

Respectfully submitted,

Ed Gleason for Cindy Ronning,
Secretary