

**Trustee of the Trust Funds  
Wednesday 4 September, 2013  
Meeting Minutes**

**Approved October 22, 2013**

**ATTENDANCE:**

John Kachmor, Cindy Ronning, Mary Gleason

**ALSO IN ATTENDANCE:**

Ed Gleason

Selectman Liaison

**Meeting Summary**

**Minutes Review:**

The Trustees approved the meeting minutes of 20 February, 2013 as prepared.

**Outstanding Actions:**

John Kachmor will attempt to contact the Chair of the Cemetery Trustees, Dave Provencal, to see if they have a more accurate listing of perpetual care gravesites to use as a base for correcting deficiencies in the principal and interest allocations under the Excel Sheets in our data base that we file with DRA yearly.

**Review 2013 MS-9 and MS-10 from Citizens Bank**

The Trustees reviewed the 2013 MS-9 and 10 for the period ending 30 June 2013 as provided by Citizens and found them adequate with the following recommendations:

- The Ambulance CFR should be deleted since there is no longer a balance. May have already been requested through Citizens and could be reflected in the next issue.
- The Cistern Repair Fund is in fact a CFR and should be moved to that category.
- Based upon a preliminary recommendation by the Town's auditors, the Conservation Easement account should be transferred to the control of the Treasurer who is responsible for Conservation Funds, not the Trustees. Once the Auditor's report is formally issued and available, this account will be reviewed by the Trustees and moved if deemed appropriate.

**Other Business**

As indicated under the Investment Policy, quarterly reviews by the Trustees and semi-annual reviews with Citizens are required. The quarterly reviews are generally conducted by the Trustees as an item during their regular meetings.

A 2013 Semi-annual review of the investment portfolio will be scheduled in October 2013.

For 2014, the Trustees will work with Citizens Representatives at the October 2013 meeting to set up fixed dates for 2014.

**Next Meeting**

The Trustees agreed to meet next at 4:00 PM 16 October, 2013 in the Police Community Room for the following:

Performance Review of the Investment Portfolio

Establishment of Citizens Review dates for 2014

Review of Town Auditor Report on Conservation Easements

**Adjournment:** The meeting adjourned at 5:05 PM

Respectfully submitted,

Ed Gleason for Cindy Ronning,  
Secretary