

Town of Swanzey, New Hampshire  
**TRUSTEES OF TRUST FUNDS**  
Meeting Minutes – January 29, 2014

*Note: Draft Minutes are subject to review, correction and approval by the Trustees. Review and approval of Minutes generally takes place at the next regularly scheduled meeting of the Trustees.*

**I. CALL TO ORDER:** The meeting was called to order by Chairman Richard Scaramelli at 9:30 a.m. Present were Chair Scaramelli and Steven Bittel. Also present on a periodic basis was Lori Belletete.

**II. MINUTES:** Minutes of January 23, 2014 were considered. Scaramelli moved to accept the Minutes of December 18, 2013, with a second by Bittel, and all were in favor. ***Motion passed.***

**III. REPORT OF BOOKKEEPER – Bittel**

1. New procedures, control memo and forms for Capital Reserve/Expendable Trust and Non-Restricted Funds involving Belletete were reviewed and discussed.
2. Bittel indicated that 2013 needed to be boxed to make room for 2014.
3. The revised Town Annual Report financials were reviewed, with Bittel noting the only numbers changes involved the Common Fund, which was next on the agenda.
4. Bittel reviewed changes to the Common Fund along with a final Principal Fund cash account correcting trade. After a guided review through printed and computer cash journals and MS-9 and -10 Forms,

**Motion** was made by Bittel to exchange \$34,582.01 of Short Term Bond Index Fund (VBIRX) for Prime Money Market Fund (VMMXX), second by Scaramelli. All were in favor and the ***motion passed.***

**Motion** by Scaramelli to approve the Year-end (12/31/2013) Town Annual Report financials together with amended Common Fund Year-end (12/31/2013) MS-9 and -10 financials, second by Bittel, and all were in favor. ***Motion passed.***

**IV. OTHER BUSINESS**

Scaramelli reviewed four Requisitions with Belletete and issued related checks. Bittel completed the bulk of 2013 file transfers.

**ADJOURNMENT:** Scaramelli **moved** to adjourn, seconded by Bittel. Adjournment at 11:15 a.m.

Respectfully Submitted,  
Steven Bittel, Trustee