

## **Swanzy Trustees of Trust Funds Minutes**

**May 22, 2012**

*Minutes are not final until reviewed and approved by the Trustees. Review and approval of minutes generally takes place at the next regularly scheduled meeting of the Trustees.*

Chairman Scaramelli called the special administrative meeting to order at 9:15 A.M. In attendance were trustees Steven Bittel and Richard Scaramelli and new bookkeeper Jane Lord.

The principal purpose of the meeting was to acquaint Ms Lord with Town Hall personnel / documents and review present reporting systems, internal controls and reporting requirements. Scaramelli conducted the tour of facilities and Bittel reviewed accounting matters.

Revised open minutes for the year were reviewed. Upon motion from Scaramelli, minutes for April 26 and May 4, 2012 be approved, and that such minutes be filed in the new 2012 Trustee of Trust Funds Minute Book and posted on the Town's website. Approved. Bittel is to transmit minutes in appropriate format for web posting.

Scaramelli moved adjourned. Approved at 2:30 P.M.

Submitted by Steven D. Bittel, Trustee