

Swanzy Trustees of Trust Funds Minutes

January 17, 2013

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 meeting to order at 10:11 AM. In attendance were Trustees Richard Scaramelli and Steven Bittel; Ed Morenz was unavailable.

Approval of minutes: The minutes of the January 3, 2013 meetings, both public and non-public, were unanimously approved as presented. By vote of each Trustee present the non-public minutes were ordered sealed.

Bittel reviewed the status of transferring Common and Cemetery Funds custodial and brokerage services and assets from Bank of America to Vanguard Funds, noting that, although transfer documents have been executed, nothing should be done until the current custodian's statements for December 31, 2012 are received and reconciled. At next week's regular meeting several decisions must be made:

- Vanguard reinvestment policy for dividend and capital gain distributions must be set. He suggested that investment company capital gains distributions be reinvested in the source fund and that income dividends be invested in the Money Market Fund (MMF) account, which shall be designated an Income Fund account.
- Trustees must formally approve the Vanguard Prime Money Market Fund.
- Trustees must decide upon a Restricted Fund liquidity investment at Vanguard. This may be one of several short-term funds.
- Decision on liquidating the Common Income Fund's optionally distributed dividend shares of Royal Dutch Shell (RDS.A).

The trustees authorized Scaramelli to send a letter to Bank of America regretting the termination of a long relationship. (Bittel motion, all in favor)

Town Administrator, Shane O'Keefe, joined the meeting at 10:45 AM. Several Town Reserve and Expendable Funds along with the prospective meeting with Town Counsel Sam Bradley regarding A. L. Mason's Cemetery Trust account were discussed. It was agreed that the meeting would be conducted by Scaramelli, with other trustees welcome, and would also cover Selectmen's agency status on certain older Capital Reserves and Expendable Trusts.

At 11:05 on a motion by Scaramelli, seconded by Bittel and approved by individual vote of the Trustees present, the meeting went into nonpublic session under RSA 91-A:3(a), the dismissal, promotion, or compensation of any public employee. In attendance were Scaramelli, Bittel and O'Keefe. By individual vote of Bittel and Scaramelli the nonpublic meeting was adjourned at 11:20 and the minutes were ordered sealed. O'Keefe then left the meeting.

The Trustees' narrative article for the Town Report drafted by Scaramelli was approved. (Bittel motion, all in favor)

To ease bookkeeping duties, streamline financial reporting, and realize a higher yield, Bittel recommended that the Non-Restricted Fund's Citizens Bank account be closed, with the approximately \$35,475 transferred to the Connecticut River Bank account with an order to invest the transferred amount, together with the current Non-Restricted Fund Demand Deposit Account balance (approx. \$1,935), into their higher yielding Insured Cash Sweep account. After discussion, Bittel moved to execute the transfers, all in favor.

The Trustees accepted delivery of a \$100 contribution transferred and dated as of 12/31/12 from the Town's General Fund as a deposit in transit as of event date to Non-Restricted Fund's Fire Tools and Equipment Trust.

Bittel moved to adjourn at 11:45, all in favor.

Submitted by Steven Bittel, Trustee