

Swanzy Trustees of Trust Funds Minutes

January 22, 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.

The meeting at Town Hall came to order at 10:00 AM. Present were trustees Steven Bittel and Richard Scaramelli.

Meeting minutes for Dec. 11, 2012, and Jan. 17, 2013, were adopted.

It was voted to designate Bittel as liaison to Vachon, Clukay & Co. for the 2012 audit.

Administrator O'Keefe joined the meeting to report that the Select Board had voted to accept the resignation of the Trustee bookkeeper, and he submitted paperwork for signature to complete the termination. O'Keefe will make inquiries whether Ms. Beverly Bernard might be willing to record minutes for Trustees, while any decision regarding bookkeeping is postponed.

It was voted to close the Trust checking account for Non-Restricted Funds at Citizens Bank. Trustees had initiated a comparable insured sweep account (ICS) at Conn. River Bank one year ago, and were satisfied that superior returns were realized with no sacrifice of service or security. Scaramelli will advise CSO Kathy Frink of this decision.

Review of Accounts. Trustees voted to adopt as presented the Trustees' Annual Financial Reports for inclusion in the Town's Annual Report, pending final edits over the next 48 hours. Detail underlying fund reports in MS-9 and MS-10 formats were also adopted by mutual vote.

Questions to follow up on:

1. Response by Charitable Trust Unit re: "concentration" formulae and balanced mutual funds (as posited by Mackenson report of summer 2012).
2. Survey major stakeholders in Non-Restricted Funds (Swanzy Museum and Sciuto Scholarship) as to partial investment in conservative balanced funds for improved returns.

It was voted to retain the "orphan" Income Fund shares of Royal Dutch Shell through transfer to Vanguard Brokerage.

Trustees approved Scaramelli's draft letter to Bank of America terminating the account.

Trustees considered Bittel's account structure flow chart at Vanguard and approved use of Vanguard's Prime Money Market Fund (VMMXX) for both Cemetery and Common Income Funds. To be resolved is selection of Principal Funds' designated 'cash' account and reinvestment election of dividends and capital gains distributions.

MRSD Business Manager Fortson joined the meeting at 11:20. A lengthy discussion followed re: accounts, impending withdrawals and contributions, warrant articles, etc. Of immediate moment is her report that another four scholarship accounts should be transferred to Trustees of Trust Funds from MRHS this spring.

Deferring the latter part of the agenda (principally consideration of investments), the meeting adjourned at 12 noon.

Next Meeting: **Thursday, 31 January 2013, at 10:00 AM.**

Respectfully submitted,

Richard A. Scaramelli, secretary pro tem