

Town of Swanzey, New Hampshire
TRUSTEES OF TRUST FUNDS
Meeting Minutes – May 10, 2013

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

CALL TO ORDER: The special meeting was called to order by Chairman Richard Scaramelli at 10:35 a.m. Present was Steven Bittel.

MINUTES: Review of April 18, 2013 minutes was deferred to the next regular meeting.

Administrative Matters:

Municipal Transportation Fund

The trustees briefly met with Theresa Louder, Town Bookkeeper, to discuss transfer of funds for the MTF. The Trustees were agreeable to either monthly or calendar quarterly transfers and will so inform the Town Administrator.

Invoice from Town Counsel

The trustees approved an invoice for \$125.00 from Bradley & Faulkner.

Sciuto Scholarship and Old Home Day Funds

Scaramelli reported that he had written to the fund informing them of recent donations, investments, etc. Documents to authorize Old Home Day Fund were reviewed and transfers of Town funds noted.

Portfolio Corrective Trades: Bittel reported that his review of April 30, 2013 Vanguard Statements revealed that three corrective trades were needed.

Posting error

Vanguard had incorrectly credited the Cemetery Fund rather than the Common Fund for a \$4.08 income dividend. Bittel effected a correction via a Vanguard representative.

Tail dividend reinvestment

After exchanging the entire position in the Total Bond Market Index Fund into the Wellington Fund, a tail accrued income dividend for \$230.97 was reinvested in Wellington. After discussion of frequent trading restrictions, Bittel **moved** to Exchange \$230.97 of Wellington (VWENX) for Prime Money Market Fund (VMMXX). **Motion approved.** Bittel will execute the trade.

NB: Wellington Fund is now closed to additional TTF purchases, by Vanguard policy, until August 15, 2013 (~90 days).

Completion of Trades authorized at the prior meeting

Bittel reviewed Common Principal Fund trades authorized at the prior meeting and pointed out that a second trade was authorized and needed to be executed. That trade would replenish the Income Fund's Prime Money Market Fund, which was used as a clearing account, with funds

from Principal Fund short-term bond funds. The net payment required is \$182,461.89.

Bittel **moved**: \$10,000.00 (or a lesser amount if the resulting balance is less than the fund's minimum allowed investment balance) be transferred from the Short Term Federal Fund (VSGBX), and the balance transferred from Short Term Bond Index Fund (VBIRX); all \$182,461.89 of such proceeds to go to Prime Money Market Fund (VMMXX). Bittel will execute the trade.

Adjournment: By mutual consent the meeting was adjourned at 11:15.

Submitted by S. D. Bittel, Trustee