

Swanzy Trustees of Trust Funds Minutes

July 26, 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 regular quarterly meeting to order at 9:29 AM at Town Hall. In attendance were trustees Richard Scaramelli, Steven Bittel, and Ed Morenz and Theresa Lounder, Swanzy Town Administrative Assistant/Bookkeeper; Jane Lord joined the meeting at 9:35 AM. Lounder discussed the needs of the Town requesting a quarterly summary of Trust funds receipts and disbursements. She also discussed various 2012 warrant articles.

Louder left the meeting at 10:15.

Bittel presented revised and corrected March 31, and June 30, 2012 MRSD Capital Reserve and Expendable Trust statements noting that incorrect reserve were charged (see July 25, 2012 minutes) and moved to accept the corrected first and second quarter MRSD Capital Reserve and Expendable Trust reports reflecting the January payment from the 2009 Reserve, not the 1975 Reserve. Seconded by Richard Scaramelli. All in favor.

Bittel reviewed Common Trust allocation issues for the years 2007-2011, it was moved by Bittel and seconded by Morenz that Bittel and Scaramelli shall contact the Division of Charitable Trusts with the restatement recommendation. All in favor.

After further portfolio investment discussion from the prior meeting, Bittel moved to execute the following Common Fund securities trades:

Principal Fund:

- Sell 1,178 shs of Proctor & Gamble at Market (PG) @~\$63/share for estimated proceeds of ~\$74K.
- Purchase \$75K of Royal Dutch Shell (RDS.A).
- Purchase \$25K of Toronto Dominion Bank of Ontario, Canada (TD).
- Purchase \$25K of JPMorgan-Chase (JPM).
- Redeem the necessary balance (~\$52K) of Bank of America Money Market Fund, leaving ~\$5K.

Income Fund:

- Purchase \$100K Vanguard Admiral ST Investment Grade Fund (VSGUX).
- Purchase \$200K Vanguard Admiral ST Federal Fund (VSGDX).
- Redeem the necessary balance (~\$300K) of Bank of America Money Market Fund, leaving ~\$71K.

The motion was seconded by Morenz. All in favor.

Ridgely Brown and Kathy Habiby, Co-Chairmen of the Old Home Day Committee joined the meeting to discuss the potential formation of a Swanzy Community Enrichment Non-Restricted Fund which would be benefited by the proceeds from the Welcome to Swanzy summer brochure produced and distributed around the Old Home Day celebration. The Trustees advised that they should seek to discuss the matter with the new Town Administrator and prepare bylaws and a proposed Planning Committee which could then be voted on by the Selectmen.

On a related, but separate issue Habiby and Brown discussed the possibility of transferring Old Home Day Committee accounting and fund control from the Town General Fund to either a Town Expendable Trust or Trustee Non-Restricted Fund. The trustees agreed to investigate further with the Town administrator.

Swanzy Trustees of Trust Funds Minutes

July 26, 2012

The new Town Administrator, Shane O'Keefe, joined the meeting for a brief time and was introduced to the Trustees.

Other action items:

- Bittel suggested an interim meeting to discuss investments of the Cemetery Trust. It was decided to consider the question fully at the next regular quarterly trustee meeting.
- Morenz moved and Bittel seconded to accept the MRSD requisition for payment, \$332K. All in favor.
- Bittel moved and Scaramelli seconded to organize bookkeeping files (Bittel and Lord) and testamentary archives (Scaramelli and Lord) and present amended internal control policies recommendation at the next regular quarterly meeting. All in favor. The Trustees requested a report on new procedures at the next quarterly meeting.
- Scaramelli will notify MRHS that requests for scholarship checks must be duly approved requisition.

The next regular quarterly meeting will be **October 24, 2012, 1:00 PM, Town Hall.**

Scaramelli moved adjournment at 11:34 AM. Seconded by Bittel. All in favor.

Submitted by Jane Lord, Bookkeeper