

## Swanzy Trustees of Trust Funds Minutes

July 31, 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 10:05 AM at Town Hall. In attendance were trustees Richard Scaramelli and Steven Bittel.

Scaramelli and Bittel reviewed a draft memorandum prepared by Bittel regarding prior year Common Fund allocation issues and discussed the upcoming meeting with Terry Knowles of the Division of Charitable Trusts on August 3, 2012. Bittel moved to approve the memorandum as revised and submit it to Ms. Knowles via an email to be sent by the Chairman. Seconded by Scaramelli. All in favor.

The trustees then discussed recent deposits and other pending items including the revised filing and archival procedures project, Cemetery Fund accounting and documentation issues, distribution of requisition forms, status of recently authorized securities transactions and references to the trust funds in BOS minutes.

Scaramelli moved adjournment at 11:20 AM. Seconded by Bittel. All in favor.

Submitted by Steven Bittel, Trustee