

**Trustees of Trust Funds
Meeting Minutes
December 8, 2016**

PRESENT: Members – Marlene Green, Simon Carr, Mardi Bowles

The meeting came to order at 8:00 a.m. at the Lyme Town Offices.

1. Meeting Minutes

The November 17 meeting minutes were reviewed and approved.

2. Funds Received

The following funds were received and sent to Charter Trust for deposit:

a. Substance Abuse Education	from State of NH	\$330.00
b. Bridge CRF	from Town of Lyme	\$100,000.00
c. Vehicle CRF	"	\$145,000.00
d. Heavy Equipment CRF	"	\$37,000.00
e. Class V Roads Rehab	"	\$50,000.00
f. Public Works Facility	"	\$50,000.00
g. Emergency Highway Repair CRF	"	\$30,000.00
h. Computer System Upgrade CRF	"	\$7,500.00
i. Town Buildings Major Maintenance	"	\$10,000.00
j. Recreation Facilities CRF	"	\$5,000.00
k. Annual Leave Expendable Trust Fund	"	\$4,200.00
l. Town Poor	"	\$40,000.00

3. Check Endorsement

It was noted that we needed a stamp for endorsing checks to Charter. Marlene prepared the wording for such a stamp and will arrange to get this made.

4. Requests for Funds

- a. The Town had provided most of the requests for funds from CRFs. As the final balances had yet to be confirmed, it was agreed to prepare the requests for checks from Charter Trust at a working session later in the month.
- b. Class V Roads Rehabilitation Fund. At Town Meeting 2015, the warrant article appropriating funds from this fund was amended from the floor to be increased from \$50,000 to \$100,000. This was not followed through in transferring funds to the town in December 2015 – only \$50,000 was transferred. This will be included in the requests from funds.

5. Charter Trust

- a. It was unclear whether MS-9 reports were based on the date that a check was drawn on the fund or when the funds had cleared the bank. Marlene will clarify this with Charter Trust.
- b. Marlene will chase Kathy/Lynne for the PDF version of the standard check request/deposit form.
- c. Simon had sent copies of the spreadsheet used to generate the school-end report to Lynne.

Approved January 19, 2017

6. Matters Pending & Outstanding.

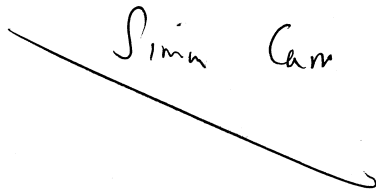
- a. Cemetery General Maintenance Trust Fund (1986): This currently contains approx. \$15,700 and generates approx. \$150/year. It did not appear to be a productive fund and the Board should talk with the Cemetery Trustees to determine what could be done with it.

7. Future Meetings

Next Meeting: 8:00 am Thursday January 19, 2017

The meeting was adjourned at 9:00 a.m.

Respectfully submitted

A handwritten signature in cursive script that reads "Simon Carr". The signature is written in dark ink and is positioned above a long, thin, slightly curved horizontal line that serves as a separator.

Simon Carr, Secretary

Approved January 19, 2017