

# FREEDOM TRUSTEES OF THE TRUST FUNDS

November 16, 2022 MEETING MINUTES

## DRAFT

1. First post Covid pandemic meeting convened at 9:50am (snow delay).
2. Present: Trustees Pat McCoy, Anne Cunningham and Paul Olzerowicz. No members of the public attending.
3. January 28, 2021 meeting minutes, Anne made motion to accept, Pat seconded, unanimous approval.

### OLD BUSINESS:

4. Regarding Accounting for MS-9 Portal, Paul received on January 28, 2021 and email response from Thomas Donovan, Director of Charitable Trusts, NH DOJ at Audrey Blodgett's request, that Capital Reserve (CR) and Expendable Trust Fund (ETF) accounting is up to each Town. After discussion, Anne will look at the excel file that is uploaded into PDIP for accounting to see if expenditures can be taken from the Income portion of a CR/ETF.

### NEW BUSINESS:

5. Investment Policy due 03/01/2023 will be reviewed at January 2023 Trustees of the Trust Funds (ToTF) meeting along with MS9 and MS10 accounting. Anne to provide drafts prior to meeting.
6. Discussed ToTF process for deposits and disbursement from CR/ETFs. After discussion, resolved an original request received by Town Administrator to go to Pat (as ToTF record keeper/processor) with PDF versions sent to Anne and Paul via email by Town Administrator. Trustees to meet shortly after receipt to review and approve requests for processing.
7. Regarding "Transaction Slips" prepared by Pat, motion by Paul for 3 copies of Slips to go to Town Administrator for distribution to Town Treasurer and Town Bookkeeper with a copy retained by Pat for ToTF backup, Anne seconded, approved unanimously.
8. Only remaining 2022 request for expenditure is approximately \$19k to be expended from the Municipal Land & Building Capital Reserve Fund. The Fund balance is \$140,744.16. Once backup is received by Trustees from Town Administrator, Trustees will meet to expedite request to be completed by year-end.
9. Next meeting – Tuesday, January 17, 2023 at 10am at Town Hall.  
Meeting topics to include:
  - a. Investment Policy Statement review and/or approval/signature.
  - b. MS9 & MS10 Excel Accounting review and approval
  - c. Discuss dates to meet with Town and School contacts with whom the Trustees work.

10. Adjourned 11:26am

**Check future meeting minutes for any amendments or changes to these minutes.**