



# Warner Trustees of the Trust Funds

## Meeting Minutes

Saturday, August 27, 2022

**DRAFT**

### 1) Roll Call

The meeting was called to order at 4:00 pm. Board members in attendance were Trustees Kimberley Edelman, Julia Bodnarik and Bob Blake. Warner's IT specialist Dan Watts was also present.

### 2) IT Discussion

The Trustees spoke with Dan about concerns regarding the safe keeping and archival of Trustee data. Currently, data was being handled on home systems without a guarantee of being backed up.

The board also noted that in preparation for audits, a lot of financial records need to be prepared for electronic distribution to the auditors. This work was time consuming and again, was not backed up.

For electronic data sharing, Dan recommended that the Trustees use Microsoft's collaboration package, SharePoint. It was already being used by other departments within the Town. He also suggested that to be part of Warner's data backup program, a laptop running the Town's backup software would need to be assigned to the board. He would discuss the matter with the Town Administrator.

### 3) Email

During the discussion with Dan, it was also agreed that the Trustees of the Trust Funds should have a Town of Warner email address. Kimberley requested that it include "TTF". Dan said he would set it up.

### 4) Audit Status

Julia reported that all of the data requested had been forwarded to the Town Bookkeeper. Since then, nothing has been heard and no additional requests for data had been received.

Julia shared with Bob that the Trustees were usually notified of upcoming audits with a month's notice. She recommended asking the Bookkeeper about it as April approaches.

Julia noted that the auditors also like to see the Trustees' paper records, not just electronic data.

Bob suggesting that by populating a shared drive with scanned pdf files will likely help make preparing for future audits easier.

### 5) Fidelity

The request to get Bob's name onto the list of Trustees for the Fidelity account was rejected due to a missing signature and therefore required re-submission. Bob would fill out the Fidelity form, return it to Kimberley. She would fill out the Town data and ask the Town Clerk apply the Town before posting it to Fidelity.

## 6) Trustee Mail

The Trustees opened their mail and discussed recently processed mail. Items included:

- ◆ Request from the Town Bookkeeper for \$1,312.67 to come from the Transfer Station Facility CRF. Invoice from CMA Engineers for civil engineering work.
- ◆ Request from the Town Bookkeeper for \$8,479.43 to come from the Highway Road Construction CRF. With the request were two invoices from Moser Engineering.
  - The first invoice was dated May 26, 2022 and was for \$5,169.30 for engineering work done on Mason Hill Road, including surveying work done by Donald R. Mellon Surveyor LLC. The invoice from Mellon was dated September 9, 2021. The second invoice, dated June 28, 2022, was for \$3,310.13 for engineering work done on Pumpkin Hill Road.
  - Julia recommended double checking that these had not been paid in the past. She said she would work with Bob and show him how to review prior payments.

Bob noted that he had already processed some of the mail, including:

- ◆ Check dated July 14 for \$400 for two cemetery plots for Carleen Newcomb.
- ◆ Check dated August 15 for \$200 for a cemetery plot for Nicholas Chamberlain.
  - Bob noted that he already deposited both checks with Bar Harbor / Charter Trust.
- ◆ Statements from Sugar River Bank and the sweep accounts. Kimberley noted that online access was time limited. Archiving of statements needed to be considered accordingly.

## 7) Duplicate Requests

Julia recalled that the Trustees had received two requests for funds from the Health Insurance ETF for the same invoice and that they paid both times. She had brought this to the Town Bookkeeper's attention but a resolution was not decided. This was a good example of why it was important for the Trustees to review past requests when receiving new requests for funds.

## 8) Resignation

Julia reported that she was moving out of the town of Warner and needed to step down from the board.

Julia made a **motion** to accept her resignation effective September 1st. Kimberley **seconded** with regret. The **motion passed**. Kimberley & Bob thanked Julia for her time on the board and wished her all the best.

## 9) Adjournment

Bob made a **motion** to adjourn. Julia **seconded**. The **motion passed** with all in favor. The meeting adjourned at 16:52 pm.

Respectfully Submitted,

Kimberley Brown Edelmann

Recording Secretary