



Warner Trustees of the Trust Funds

Meeting Minutes
Saturday, August 14, 2021

DRAFT

1) Roll Call

The meeting was called to order at 12:15 pm. Committee members in attendance were Trustees Kimberley Edlmann, David Hartman and Julia Bodnarik.

2) Incorporation of Warner

Kimberley provided an update regarding the Fidelity paperwork. Doing research, Judy Rogers found reference to the planned incorporation of the Town. However, nothing beyond that. Town Clerk Michele Courser, however, had a Town Seal embrosser which was exactly what was needed to complete the paperwork.

The following Monday, the paperwork would be embrossed and sent to Fidelity via certified mail.

Interestingly, to date, location of proof of the incorporation of the Town of Warner still eludes us.

3) Dividend from Fidelity

A dividend payment arrived from Fidelity. The Trustees discussed how to process the funds. The manual should show that information, if not, the manual should be updated. It was recommended checking with the Town Bookkeeper, as well.

4) Ida Redington Trust

Two closeout checks for the Ida Redington Trust which was terminated on December 30, 2020 had arrived. Both were written in the amount of \$16,684.37. Each check represented 8.62% of the fund. The accompanying letter noted that one was to be allocated to the Poor & Needy Christmas fund and the other was to be allocated to the care & maintenance of the Redington Family Burial Lot fund which was handled by Charter Trust. Legal paperwork from TD Bank requiring signatures accompanied the checks.

Kimberley said she would contact TD Bank to confirm the information before processing the checks and to learn where the other 83% of the Ida Redington Trust Fund went. Meanwhile, the paperwork was signed.

5) Highway Road Construction CRF

A request for payment of \$8,000 to Moser Engineering out of the Highway Road Construction CRF had been received. The Trustees telephoned Tim Allen during the meeting to get more information.

Tim confirmed that the check covered engineering work to obtain a road profile and grades at the intersection of Mason Hill Road & Pumpkin Hill Road. Tim noted it was a partial payment of a \$25,000 engineering effort.

6) IT Notification

Dan Watts sent a notice to all Warner employees and staff about the need to upgrade their Windows 10 systems in order to get a security patch installed. Julia noted that she saw that notice.

7) TTF Processes

David spoke about handling and processing of checks. He wanted to add a final step to close the loop with Julia. They agreed that would be easy to do via a phone call or email.

David also noted that the new mail cubby holes for departments and committees were very close to the door before one reached the Administrative Assistants's desk. In the past, mail was kept behind the desk. He was concerned about the security of the mail.

It was agreed that the placement of the Trustee's mail should change. Kimberley said she would work with the Administrative Assistant to come up with a more secure system.

David asked who should open the TTF mail. Kimberley felt that any of the Trustees could open Trustee mail, even if it specifically states one Trustee by name, and make the initial assessment. If the action to take wasn't clear, the mail could be discussed at the next meeting.

8) Adjournment

Next meeting: September 18 at noon at the Town Hall.

Kimberley noted that by then, the Fidelity account should be updated with the correct Trustee names.

David made a **motion** to adjourn. Julia **seconded**. The **motion passed** with all in favor. The meeting adjourned at 12:48 pm.

Respectfully submitted,
Kimberley Brown Edelmann
Recording Secretary