



Warner Trustees of the Trust Funds

Meeting Minutes
Saturday, December 18, 2021

DRAFT

1) Roll Call

The meeting was called to order at 12:10 pm. Committee members in attendance were Trustees Kimberley Edelmann, David Hartman and Julia Bodnarik.

2) Opening Mail

It was noted that the Trustee's filing drawer had new folders in the front. They were not put there by any of the Trustees. The new folders were labeled "New Unopened Mail" and "Requests From CRF Payments, Deposits and Trusts".

The Trustees opened their mail. The following items were handled:

- ◆ A Christmas card.
- ◆ TD Bank marketing material.
- ◆ A new purchase of a cemetery plot for \$200.
- ◆ Sugar River Bank statements.

Julia said she would deposit the cemetery plot check with Charter Trust.

3) Fidelity

Since Fidelity never seemed to receive the request to change the names of the Trustees on the account, Julia and Kimberley would resubmit the form. Instead of sending it by certified mail, it would be sent by registered mail requiring signature and confirmation of delivery.

4) Appropriations Voted At Town Meeting

The Trustees reviewed their list of appropriations approved at Town Meeting specific to Capital Reserve Funds. The deadline for deposits per NH RSAs is December 15. All deposits were completed by December 14.

Kimberley noted that Warrant Article 17, in the amount of \$30,000, was to establish a new Transfer Station Facility Project CRF. In order to do that, all three Trustees needed to sign the paperwork. Kimberley and David had done so; Julia would be doing so the following week. While the paperwork was not yet completely finished, the CRF was established and the funds were deposited.

5) **Bookkeeper**

David asked who had replaced the bookkeeper. Kimberley noted that Dan Watts told her that he was processing Accounts Payable & Accounts Receivable. She also believed Judy Rogers was doing Payroll.

6) **Sugar River Bank Online Access**

Kimberley noted that she was going to get for "view only" access to the SRB accounts.

7) **MS-9 / MS-10 Reports**

Kimberley noted that the data would be needed for the end of year reports. Kimberley and Julia needed to sit down and go through the master spreadsheets. Also, the Trustees of the Trust Funds and the Cemetery Trustees needed to compare lists of plots to make sure they were in sync before doing the MS-9 which lists all of the plots.

8) **Draft Minutes**

Kimberley pointed out that all of the prior meeting minutes were still in "Draft" format. Julia said she would review them before the next meeting. Kimberley suggested emailing her if edits were needed.

9) **Charter Trust Reports**

David shared his paper copy of the quarterly report. Julia also receives the report. Kimberley has online access. It was agreed that David's copy should be put in the filing copy.

10) **Adjournment**

Next meeting: Saturday, January 15, 2022 at noon at the Town Hall.

Julia made a **motion** to adjourn. David **seconded**. The **motion passed** with both in favor. The meeting adjourned at 12:24 pm.

Respectfully submitted,
Kimberley Brown Edelmann
Recording Secretary