

# APPROVED

## TRUSTEE OF TRUST FUNDS Meeting

November 9, 2010

A meeting of the Trustee of Trust Funds of Grantham NH was held at 7:00pm at the town offices.

Present; R. Lewis                      R. Woolson

### Administrative:

The minutes of the October 12, 2010 meeting were approved as amended. All deposits to capital reserve accounts approved by VDE Annual Meeting have been made.

Reimbursement requests from VDE were received too late for consideration and it was voted to defer action until the December meeting. The Voucher For Payment Form specifically states "Completed Vouchers must be received one week prior to the Trustee Meeting in order to be considered at that month's meeting". A large package of VDE voucher requests was delivered to the Town Office on Monday afternoon, November 8, 2010, the day before the Trustee's meeting and not received by Trustee until the morning of the meeting.

To facilitate review of all future voucher requests, the Trustees voted that all requests for payments or reimbursements from the Town Of Grantham, VDE and SAU # 75 should include the original and a copy for each trustee.

The Town of Grantham submitted a request to withdraw funds from the Athletic Field Account. There were, however, no supporting invoices. It was voted not to approve the request. A letter from R. Lewis will be sent to the Town Administrator advising that the voucher request was denied with an invitation to resubmit a voucher request with appropriate supporting documentation.

### Old Business:

The duties and responsibilities of trustees were reviewed and suggested skills for each person will be added along with the preparation of MS-9 and MS-10 reports being the responsibility of the bookkeeper. No comments were received from the town.

### New Business:

Receipt of MS-9 and MS-10 reports to the state were acknowledged by the Attorney General's office which advised that they must be notified when additional trustees will be appointed.

The ongoing and future need for trustees was discussed and, aside from word of mouth, it is recommended that the town become actively involved in recruiting new candidates, suggested methods being the use of the town web site and the town television presence. Recruitment should seek

**candidates with skills outlined on the Responsibilities chart that are prepared to devote up to 15 hours per month on Trustee activities.**

**Adjournment:**

**There being no further business the meeting was adjourned at 8:00pm. The next meeting will be held December 14, 2010.**