

Wakefield NH Trustees of The Trust Fund Meeting

August 15, 2013

The meeting convened at 1:00 pm. In the conference room at The Town Hall.

Trustees Present: Bruce Rich (Chairman) Dave Mankus, and Jerry O'Connor

Finance Clerk: Michelle MacDonald

Mr. Rich opened the meeting and asked for a motion to approve the minutes from the meeting on May 6, 2013, Jerry made the motion, Bruce seconded the motion 3 in favor, motion carries.

Phil Twombly begins the discussion about the Hutchins Cemetery on Lovell Lake Road, the Cemetery Trustees have a question about funds put in the Cemetery Trust Fund (by Teresa Hutchins) for perpetual care on that Cemetery dating from 1997. Bruce will research the Cemetery Fund spreadsheet and inform the Cemetery Trustees of the details.

The Cemetery Trustees requested a copy of the Cemetery accounts which Bruce will supply to them.

Phil also has received a request from a couple who own a plot in Lovell Lake Cemetery, they would like to sell the plot back to the town. Upon review of the contract it is determined that the contract says the owner can get a refund of the price of the land only, and it is determined, by consensus that the cemetery trustees should send a form to the owners informing them of this decision along with a form they can sign and return to the Cemetery Trustees along with where the check can be sent to. If further action is required by The Trustees of The Trust Fund Bruce will call another meeting for that purpose.

There was a brief discussion about the voucher process, and spending trust fund income for perpetual care as opposed to spending tax payer money for maintenance, the cemetery Trustees remind us that the town is obligated by state law to maintain any and all Cemeteries we take ownership of.

Michelle MacDonald discussed with The Trustees the process by which TD Bank transfers funds, and how and when she is informed about the transfers and which accounts the funds were added to, it was decided by consensus that Michelle should contact Megan Pouliot directly to make sure this process is timely and accurate.

At 1:50 The Cemetery Trustees and Dave Mankus left the meeting to sell Cemetery plots at Stone Hedge Cemetery on Lovell Lake Rd.

Michelle MacDonald left the meeting at about 2:15.

Bruce brought the Cemetery Trust Fund spreadsheets on a thumb drive for Jerry to load on his laptop. Bruce and Jerry spent about 15 minutes reviewing the figures and bringing Jerry up to speed (somewhat) on how the funds work and about the process of the year end reporting.

The meeting adjourned at 2:30 pm.

Respectfully submitted,

Jerry O'Connor

A handwritten signature in black ink, appearing to read "Jerry O'Connor", with a long horizontal flourish extending to the right.

Trustee