

Approved: August 15, 2013

Wakefield NH Trustees of The Trust Fund Meeting

Monday May 6, 2013

The meeting convened at 10:00 am in the Conference Room at The Wakefield Town Hall.

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

Also Present: Teresa Williams (Town Administrator) Michelle MacDonald (Finance Clerk) Megan Pouliot, Robert Magan,, and Todd Mills Representing TD Wealth Management.

The first order of business was to approve the April 4, 2013 Minutes, Dave Mankus made the motion, second by Jerry O'Connor, motion passed 3-0.

After introductions, Robert Magan explained that Todd Mills will be our new contact person with TD Wealth Management, Robert and Todd have been working together recently to insure a smooth transition to having Todd handle our investment portfolio and work with us on our investment policy. Todd and Megan will be working together on our accounts, Robert will also be available at any time during the transition.

There was a discussion about the town receiving 1099 forms at the end of each year, Robert explained it was not necessary for TD to send those to us every year we will no longer receive 1099 forms. The Town does not file federal tax returns and therefore has no need for the forms. He explained the difference between the end of year numbers reported on the TD monthly reports and the numbers on the 1099 forms was caused by the fact that the 1099 forms report income when it is earned and the TD monthly reports reflect income when it is posted to our account. For instance, income earned in December, is not posted until January 1st of the following year. A question the Trustees had was brought up by Bruce about our reports showing negative balances, and why some of the accounts were listed in red and some in black ink. Robert explained the negative income balances showing on some of the capital reserve accounts on the monthly sub-accounting were the result of the posting of some expenditures to "Income" that should have been posted to "Principal". He said these would be corrected over the next month, so we would not have the negative figures on future sub-accounting reports. June 2013 reports should be free of these entries. The negative balances showing on the balance sheets was a result of the way fund balances transitioned at the end of year, the expenditures in December were not recorded until a number of days later in January after the end of year figures had been closed for the year, Robert told us that this was adjusted in the "sub accounting" process. There was also a question about some principal and interest figures, Robert said those would be corrected over the next month, so we would not have the

negative figures on future balance sheets, our June 2013 balance sheets should be free of these entries. Teresa asked about the Bridge Construction Reserve showing a withdrawal of \$82,066.39 when we had not spent the money, Robert explained that was an adjustment to the account, and should have been in the next column headed “transfers/adjustments”

The question about the ink color was explained that the trust funds listed in red were related to “town” funds, the funds in black ink were related to “school” funds, it was concluded that it was not a great idea to use “red” ink on balance sheets in the future.

Todd Mills offered an overview of our current investment policy, Todd mentioned that we could conceivably invest the scholarship trust fund separately from the other funds we hold, it was determined that this could increase the risk and not increase the return on our investment enough to warrant the change. Todd thinks our investment policy is about right for the time being, he thinks we could review it in another 1-3 years. Todd thinks our current “fixed income short term curve” will serve us well until things in the economy and markets change. (hopefully for the better) Todd also explained that the fed is continuing with quantitative easing (QE infinity) and attempting to stabilize the economy.

Megan Pouliot was introduced, and covered information on a few forms for the Trustees to sign relating to TD Wealth Management e mailing financial information to our new Finance Clerk, setting up security information for the Trustees to be able to facilitate communication with TD Wealth Management Representatives.

The meeting adjourned at 11:20 am

Respectfully Submitted,

Jerry O'Connor

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Trustee