



Town of Chichester
Trustees of the Trust Funds
54 Main Street
Chichester, New Hampshire 03258
(603) 798-5350 Fax (603) 798-3170

August 19, 2022
MEETING MINUTES

The Chichester Trustees of the Trust Funds met at 9:00 AM at Chichester Town Hall on August 19, 2022. Trustees present were:

Trustee Blaze Konefal
Trustee Robert Lewis
Trustee Fred Shaw

1. Approved minutes of July 15, 2022 Trustee meeting.
2. Review of TD Bank checking account statement revealed that Check #336 was processed for \$27.90 rather than \$29.70 resulting in a \$1.80 overage in the account balance. A check for \$1.80 was written to Ruth Hammen for the difference. After correction, the account balance is the \$1.00 maintenance balance.
3. The Trustees signed the signature card for the TD Bank checking account and have set up electronic access to review status of deposits and checks written on the account.
4. Three Bearings notified the Trustees that the school district's fiscal year audit package was forwarded to the SAU on July 26, 2022.
5. Reviewed and filed investment statements from Three Bearings and Fidelity Investments.
6. Trustees Konefal and Shaw allocated maintenance expenses for Perpetual Care cemetery lots in each of the nine cemeteries that contain Perpetual Care lots. The allocated expenses will be used to reimburse the Town of Chichester for maintenance expense incurred for Perpetual Care lots.
7. Trustee Konefal and Trustee Shaw continue to review and organize Capital Reserve Funds (CRF) and Expendable Trust Funds (ETF) documentation.
8. Trustee Lewis continues to draft a procedure to prepare and review monthly Trustee meeting minutes.
9. A \$1,550 check was received for Perpetual Care funds for five cemetery lots that were purchased recently. Three Bearings was notified to create Perpetual Care accounts for each of the five lots and the Trustee's cemetery records were updated to create Perpetual Care accounts for each of the five lots.

Next scheduled Trustee meeting: September 16, 2022 at Chichester Town Hall at 9:00 AM.

Adjournment: MOTION to adjourn at 11:55 AM. **Approved unanimously.**

Respectfully submitted:

Blaze Konefal
Blaze Konefal

Robert Lewis
Robert Lewis

Fred Shaw
Fred Shaw