

# Town of Chichester

Trustees of the Trust Funds

54 Main Street

Chichester, New Hampshire 03258

(603) 798-5350 Fax (603) 798-3170

November 18, 2022

## TRUSTEE MEETING

### APPROVED MEETING MINUTES

The Chichester Trustees of the Trust Funds met at 9:00 AM at Chichester Town Hall on November 18, 2022. The meeting was called to order at 9:00 AM. Notice of the meeting was posted on the Town of Chichester website. Trustees present were:

Trustee Blaze Konefal

Trustee Robert Lewis

Trustee Fred Shaw

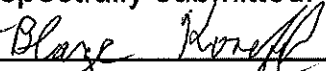
1. Approved minutes of October 21, 2022 Trustee meeting and October 28, 2022 Special Trustee meeting.
2. Trustee Konefal reconciled the October TD Bank statement. After confirming there is one outstanding check which has not been cashed, the reconciled balance is the \$1.00 maintenance balance.
3. Reviewed and reconciled the Fidelity/Three Bearings Common Trust Fund statement.
4. Reviewed and reconciled the Fidelity/Three Bearings Common Capital Reserve Fund statement.
5. Received \$12,880 check from Town Treasurer for Municipal Transportation Fund administrative charges in connection with vehicle registration renewals. Deposited to TD Bank account on 11/18/2022 for transfer to Fidelity/Three Bearings Common Capital Reserve Fund.
6. Reviewed, revised and approved "Process to Record Trustee Meeting Minutes" drafted by Trustee Lewis. Revised process was adopted by **Unanimous vote**. Revised process will be provided to Three Bearings in response to a request of Three Bearings' clients for draft procedures used by other Trustee organizations.
7. Trustee Lewis will contact NH DRA for direction and advice on handling requests to withdraw funds from a Capital Reserve account when a specific purpose was not described in the Town Meeting warrant article establishing the Capital Reserve Fund.
8. Review the Board of Selectmen's 2023 Budget memo. Because the Trustees of Trust Funds have no line-item budget, it was concluded that a response is not required.

**Next scheduled Trustee meetings:**

1. The Trustees will hold a Special Meeting on December 9, 2022 at Chichester Town Hall at 9:00 AM. The purpose of this Special Meeting is to review updates and corrections being made by Trustees Konefal and Shaw to Capital Reserve Fund records for potential consideration at 2023 Town Meeting.
2. The next regular meeting of the Trustees will be held on December 16, 2022 at Chichester Town Hall at 9:00 AM.

**Adjournment:** MOTION to adjourn at 9:56 AM. Approved unanimously.

Respectfully submitted:

  
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Blaze Konefal

  
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Robert Lewis

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Fred Shaw