

Town of Sunapee
Trustee of the Trust Funds
Town Hall - March 31, 2021
Attending: Lynn Smith, John Berger

Meeting called to order at 6:01pm

Holly Leonard joined the meeting and showed John and Lynn the file cabinets for the Trustees of the Trust Fund. They discussed retention requirements and document disposal protocols.

Holly has having trouble with the new State of NH website for filing the MS9 report. She will send the information to Lynn Smith who will try to assist.

John and Lynn reviewed all documents in the Trustees Inbox

Created deposit tickets for checks to the Food Pantry, The Brown Family Trust and the Water Capital Reserve Fund. Also created a deposit ticket for \$100,000 check from the School District which was a replacement check for two checks returned by TD Bank to the School because they had not been endorsed. John ensured all deposit checks were properly endorsed. Lynn will put the deposits in the mail to TD Bank. Lynn will contact the town to see if we can order a stamp for endorsing the checks.

The Trustees receive a check from the town for \$395,800 for 2020 warrant articles but there was no direction as to the fund allocation. Lynn will contact Lynne Wiggins for direction on how to allocate these funds.

TD Bank sent new tokens to access their online banking system. John will notify the appropriate town employees about the new tokens. Lynn will notify TD Bank that Brian Garland is no longer a trustee and should be removed from the Account. She will also find out what TD Bank wants them to do with Brian's old and new tokens.

Linda Shultz has notified the Trustees that the Lion's Club will be disbanding. They would like to set up a new scholarship fund with the clubs funds. John will contact both TD Bank and Linda to get this new fund set up.

John will contact the town to get a key card so he will have access to the Trustees in box and filing cabinets.

Meeting adjourned at 7:09pm

Submitted by Lynn Smith, Trustee, Secretary