

Trustees of the Trust Funds

Meeting Location: New Ipswich Town Office, 661 Turnpike Road, New Ipswich

Meeting Date: August 5, 2021

Attendees: James Coffey, Bentti Hoiska and Robert Zinsmeister

Meeting was called to order at 9:15 am.

Old Business:

The minutes of the July 21, 2021 meeting were approved.

Action item 4 from the previous meeting was to review the RSAs to see if our various trust and capital reserve funds were properly named. Bentti reported according RSA 31:19-a and his further investigation that we are in compliance.

New Business:

Olivier Niemi joined us for a discussion relative to checks received in payment for cemetery plot purchases and burials and the updated third-party check policy from Fidelity. He advised that all future checks received would comply to the policy. He also presented twelve checks received for plots and burials only one of which was made out correctly. We phoned Linda Wakefield to see if these checks would be acceptable this one last time. See believes they would be

We discussed what is required for the upcoming audit. The needed documentation is available with the exception of a signed Investment Policy that will be requested. Documents are available from our TBFA portal but we were unsure how far back. Linda stated in our telephone call that TBFA retains all client documentation indefinitely. We reviewed our 2020 disbursements documentation packages and were able to make all but three complete. Bob will request the receipt page for those. Once received, the Treasurer will acknowledge receipt of the funds and the packages will be whole. In the future we will provide the treasurer with copies of our requests for disbursements.

The town web pages were looked at for meeting minutes posted in 2020 and 2021. It was found that minutes for March 10, August 26, and November 12, 2020 were missing. Bob will send these in as well as the more recent 2021 meetings (June 22, June 23, and July 21).

Bentti posed a question about disbursements from funds over which the Selectmen have the authority to expend. It appears that purchases have been made before we receive a request for the funds only then that the selectmen have signed as okay. Shouldn't the selectmen approve the funds before the purchase?

Approved meeting minutes will now be emailed to "landadmin".

We processed deposits for the cemetery checks received:  
    six checks totaling \$7,000.00 for purchase of plots, and  
    six checks totaling \$2,250 for burials.

The meeting adjourned at 11:35 a.m.