



**Town of Candia  
Trustees of Trust Funds  
PO Box 357 - 74 High Street  
Candia, New Hampshire 03034**

Minutes  
25 July 2014

The meeting was called to order at 7:05 pm. Roland Girard, Al Hall, and Tom Giffen were present. Also present was Kathy Allen to record the minutes of the meeting.

Proof of posting was presented. The minutes of the May 2014 meeting was reviewed and approved as written.

There was no general correspondence received since the last meeting.

The Trustees reviewed the financial report presented. During the May meeting, K. Allen brought to the Trustees attention four reconciling items that needed to be researched so that the state reports (MS-9 and MS-10) could be tied back to the PDIP accounts. The four reconciling items related to the CSD Special Education Fund, the Moore Park Playground Fund, the Moore Highway Fund, and the Cemetery Fund. K. Allen presented the trustees with reconciliation for each of the funds and briefly reviewed each of the reconciling issues. R. Girard asked K. Allen to put together a memo to accompany the reconciliations so that could be attached with the minutes for future reference. R. Girard and A. Hall asked T. Giffen (given his profession as a CPA) to review the reconciliations and backup for reasonableness and report back at the next meeting. K. Allen agreed to prepare a memo and backup documentation for the next meeting.

**Old Business**

- First Energy – K. Allen said that she had sent an email to D. Labbe (former Trustee) regarding the First Energy stock. The issue was tabled pending a response.
- Bell Atlantic – No updates. This is kept on the agenda as a reminder that it is the next stock to research getting direct registered.
- MS-9 and MS-10 forms – K. Allen passed around the MS-9 and MS-10 forms after the discussion regarding the reconciling items. These are the annual forms sent to the State of New Hampshire.

The Trustees reviewed the reports showing the balances of the funds at December 31, 2013. During the May meeting, the Trustees had asked K. Allen to double-check the cemetery information that had been listed on the MS-9 report. K. Allen told the Trustees that she had checked the information and subsequently made a correction to the list of perpetual care plots purchased. The total dollar value was correct; however, two of the individual entries had been transposed. The Trustees signed the MS-9 and MS-10 cover letters so the reports could be filed with the State.

- Administrative position – K. Allen distributed a copy of the job description that had been used the last time the position was advertised. The Trustees decided that questions regarding the position could be referred to R. Girard. K. Allen will work to get it posted.

During the discussion of the administrative position, the Trustees discussed several challenges that should be addressed in the future such as direct deposit of income checks and moving all the individual stocks to one registering agent.

#### New Business

- Reimbursement requests – The Trustees reviewed the three reimbursement requests that were received since the last meeting:
  - a. Fire Apparatus Capital Reserve Fund for \$395.55 covering reimbursement of a lockbox for the new fire vehicle. The Trustees reviewed the documentation presented. R. Girard made a motion to approve the request. The request was seconded by T. Giffen and all approved.
  - b. Incinerator Closure Fund for \$1,200.00 covering reimbursement of testing performed by Stantec. This request had been initially submitted in December 2013 but was tabled by the Trustees until the Board of Selectmen (as agents of the fund) had specifically requested reimbursement of the testing from the fund. The Trustees reviewed the documentation being presented. A. Hall made a motion to approve the request. The request was seconded by T. Giffen and all approved.
  - c. CSD Technology Expendable Trust Fund for \$1,090.88 covering purchase of a device to be used with the electronic whiteboards used at the school. The Trustees reviewed the documentation being presented. A. Hall made a motion to approve the request. The request was seconded by T. Giffen and all approved.
- Withdrawal/contribution forms – K. Allen gathered the required signatures on the PDIP withdrawal form for the requests just approved. She also passed out contribution forms for signature so funds could be deposited into PDIP.

The next regularly scheduled meeting will be on Friday, September 5, 2014.

The meeting was adjourned at 8:05pm.