

Trustees of the Trust Fund Meeting
SEPTEMBER 16, 2014 MINUTES

DRAFT

MEETING THE MUNICIPAL TOWN OFFICE, CONFERENCE ROOM #2 BEGAN AT 1:00 PM

Present: Gail Mills – Chair, Lisa Kennard, Gail Powell

Others Present: Town Administrator Chris Sterndale

Minutes of the TTF meeting on July 17, 2014 were approved by all trustees present.

The Chair discussed the bank response to the D.McLean account where the added Column for Interest year to date was set now to go to January 1, 2013.

Chris gave an overview of what key projects he was working on that he thought we should know about and invited comments on how we felt we could be of help.

Complete work on archives to include our records and the laws on how long they needed to be kept. He wanted all our legal items that we are required to keep be brought into this complex for storage in a special room he is getting ready. Library does not hold any TTF records. He will get our files locked soon.

#Secondly, he is planning to move us to a office and get us on Windows 7. Improve our phone access, and email delivery computer direct to computer.

Meeting closed with Gail M. and Lisa updating the financials on our computer.

Next meeting will be on Nov. 18, 2014.

Meeting adjourned at 3:45 PM.

Respectfully submitted by Gail P., Secretary