

**Town of Pembroke
Trustees of Trust Funds
Approved - Minutes of the Meeting of:**

October 19, 2009 - Held at Town Hall - 7:00 PM

ATTENDANCE:

**GERARD FLEURY - Chairman - TRUSTEE OF TRUST FUND
NORMAND PROVENCHER - TRUSTEE OF TRUST FUND
JANICE EDMONDS - TRUSTEE OF TRUST FUNDS**

The meeting was called to order at 7:05 PM.

The first order of business was the review of the minutes of the meeting of May 18, 2009. A motion to approve the minutes was made by Mr. Provencher and seconded by Mrs. Edmonds. No error were noted and no corrections offered. The vote was to approve the minutes as written. All voted in favor and the motion passed.

Mr. Fleury then began a review of the record keeping and financial reporting processes for the benefit of the trustees. Four years worth of detailed trust record, bank statements, annual filings, payment vouchers and transmittal letter were loaded to a notebook computer and connected to a PowerPoint projector for this planned review. Mr. Fleury demonstrated the document flow from funding to deposits and monthly reporting from the custodian bank. He provided examples of who transactions were recorded and reported and explained how all of this material was copied to a compact disk each year and provided to the town auditors. Documents which contained signature were also scanned and contained in the audit trail. Examples of the reports download from the custodian each month were sampled and Mr. Fleury explained how this process eliminated the need to make hundreds of a paper copies each year. Since all of this data was reduced to electronic form, it was duplicated and stored on flash drives in multiple locations to protect it against the possibly of catastrophic loss.

Discussions and demonstrations ensued for about an hour after which time, Mr. Fleury concluded his presentation and thanked his fellow trustees for their interest.

Returning to the agenda, Chairman Fleury then entertained a motion to ratify the phone poll votes which constituted agenda items 3 through 6 as follows:

3. Ratify phone poll vote of June 26, 2009 to distribute \$1,100.00 for the Literacy Trust pursuant to a voucher submitted by Hill Village principal Ryan Quinn.

4. Ratify phone poll vote of July 24, 2009 to distribute \$66,000.00 from the Sewer Capital Improvement Trust pursuant to a voucher submitted by Harold Thompson.
5. Ratify phone poll vote of August 5, 2009 to distribute \$3,840.00 from the School Equipment Capital Reserve pursuant to a voucher received from SAU 53 Business Administrator Peter Aubrey.
6. Ratify phone poll vote of August 12, 2009 to distribute \$18,000. From the Water Works Capital Reserve pursuant to a voucher received from Christopher Culberson.

The trustees reviewed the documents supporting those actions and when that was completed Mr. Provencher offered a motion to ratify items 3 through 6, seconded by Mrs. Edmonds. The motion passed unanimously..

Chairman Fleury then noted that he was in receipt of a request from the Water Works for \$45,000 from capital reserve account 032511 dated October 19, 2009. He shared the voucher with Mrs. Edmonds along with supporting documents from the Water Works and then offered a motion to approved the request. Mrs. Edmonds seconded the motion and the vote was two in favor with one abstention by Mr. Provencher who wished to avoid the appearance of a conflict of interest.

Chairman Fleury then moved on to agenda item 7 which called for a review of stocks in the trust portfolio which were no longer in compliance with the investment policy. Because of the tough economic times, two of the stocks, FairPoint Communications and American Capital Limited had suspended their dividends and were therefore no longer suitable as income producing securities. Mr. Fleury entertained a motion to sell those securities before the end of the calendar year. The motion was made by Mr. Provencher and seconded by Mrs. Edmonds. There was no discussion and the Chairman called for the vote which passed unanimously.

There being no further business to conduct, the meeting adjourned at 8:22 pm.