



TOWN OF PEMBROKE TRUSTEES OF TRUST FUNDS MEETING MINUTES

December 3, 2018

Pembroke Town Hall
311 Pembroke Street

ATTENDANCE:

Present:

Gerard Fleury - Chairman – Trustee of Trust Funds
Dan Crean – Trustee of Trust Funds
Courtney Eschbach – Trustee of Trust Funds

The meeting was called to order at 6:37 p.m.

The first order of business was the review of the minutes of the meeting of February 5, 2018. Trustee Eschbach made a motion to approve the minutes as written, which received a second from Trustee Crean. The vote was all in favor and the motion passed.

The Chairman then called for ratification of an email poll votes as follows:

1. Ratify email poll vote of March 22, 2018 to distribute \$51,544.69 from the School Building & Grounds Capital Reserve Fund pursuant to a request from SAU Business Administrator Amber Wheeler.
2. Ratify email poll vote of April 27, 2018 to distribute funds from various accounts as follows:

April 27, 2018 Water Works & School Fund Request Summary

Acct Number	Account Name	Amount
10-8200288282	Water Works	\$38,305.00
2220-9408	Scholarships	<u>\$34,500.00</u>
Total		<u>\$72,805.00</u>

3. Ratify email poll vote of June 6, 2018 to distribute \$1,766.55 from the Library Media Capital Reserve pursuant action of the Library Trustees and a request from Librarian Cynthia Stosse.
5. Ratify email poll vote of June 11, 2018 to distribute \$42,797.76 from the School Building & Grounds Capital Reserve Fund pursuant to Article 3 of the 3/11/2017 school district meeting

as requested by SAU Business Administrator Amber Wheeler.

6. Ratify email poll vote of July 28, 2018 to distribute \$100,000.00 from the School Site Improvement Capital Reserve Fund pursuant to Article 5 of the 3/11/2017 school district meeting as requested by SAU Business Administrator Amber Wheeler.
7. Ratify email poll vote of October 5, 2018 to distribute \$142,366.06 from various Town capital reserve funds pursuant to voucher submitted by Town Administrator David Jodion as shown

10-8200288290	Police Cruiser Fund	\$45,509.43	\$45,509.43
10-8200288275	Fire Small Equip Fund	\$1,099.15	\$1,099.15
10-8200288299	Cemetery Improvement	\$5,275.00	
	Cemetery Improvement	\$5,550.00	\$10,825.00
10-8200288280	Town Equip Fund	\$17,447.93	\$17,447.93
10-8200288288	Municipal Building Fund	\$6,732.34	
	Municipal Building Fund	\$1,590.21	
	Municipal Building Fund	\$15,555.00	
	Municipal Building Fund	\$20,800.00	
	Municipal Building Fund	<u>\$22,807.00</u>	<u>\$67,484.55</u>
		\$142,366.06	\$142,366.06

The motion was offered by Trustee Crean to ratify the entire list of poll votes, which received a second from Trustee Eschbach. The Chairman called the vote and it was all in favor.

Chairman Fleury then briefed the trustees on a communications from the Department of Justice regarding new submission procedures for the MS-9 and MS-10 forms. He reported that he would work with the Town Administrator to obtain a municipal administrator account for the Town and would format the Town's data for electronic transmission at the end of 2018. He then stated that the next meeting would be scheduled for a date to be determined in February of 2019. At that time, the investment policy would be brought up for annual ratification and the MS-9 and MS-10 forms would be signed as a prelude to their submission.

There being no further business to conduct, Trustee Crean offered a motion to adjourn which received a second from Trustee Eschbach. The vote was all in favor and the meeting adjourned at 6:45 PM.