

Town of Middletown Springs
Trustees of Public Funds

Regular Meeting Minutes - APPROVED

Tuesday, April 22, 2015, 4:00 p.m.

The meeting was called to order at 4:05 p.m. Members present: Gene Bertsche, John Arsenault, Alice Hoisington

The agenda was approved as presented

- 1) Upon motion duly made and seconded, the minutes of the Special Meeting of April 7, 2015 were approved with one addition.
- 2) There was no new correspondence received.
- 3) Old Business
 - a. Matthews/Bigelow Fund distribution – Upon motion by J. Arsenault and duly seconded it was RESOLVED to distribute the sum of \$298.30 to the Middletown Springs First Response in satisfaction of the 2014 distribution.
 - b. Town website language – The draft language for the town website was reviewed. It was determined that descriptions of each fund should be added. G. Bertsche agreed to draft those descriptions.
 - c. Letter from RSWSU and response – The letter from Superintendent Paustian was reviewed and it was agreed that G. Bertsche would arrange a Special Meeting with the incumbent Scholarship Committee to discuss how we should proceed.
 - d. Tax filing requirements – J. Arsenault to follow up
 - e. Fiscal year end of funds – J. Arsenault to follow up with Auditors
- 4) Review financial institution statements – Passed over
- 5) New Business
 - a. Henderson Trust Accountings – Discussion of necessity of filing annual accountings in the Probate Court for the Henderson Trust. J. Arsenault to follow up.
 - b. Trustees files – Discussion of the file structure and availability outside the vault. J. Arsenault agreed to propose a file structure to be used for all three funds. If the structure is agreeable to all the Trustees, all of the old files will be integrated into it at a working meeting.
 - c. Upon nomination by J. Arsenault and duly seconded it was RESOLVED to elect Alice Hoisington as Treasurer of the Trustees of Public Funds of the Town of Middletown Springs.
- 6) Next regular meeting date: July 22, 2015, 4:00 p.m.
- 7) The meeting was adjourned at 5:25 p.m.

Respectfully submitted,

John E. Arsenault, Secretary

