

**Town of Jaffrey
Trustees of Trust Funds
10 Goodnow Street
Jaffrey, NH 03452**

Meeting Minutes February 8, 2017

Present: Robert Stephenson, Trustee
William Raymond, Trustee
Frank Mieso, Alternate Trustee
Nancy Belletete, Alternate Trustee
Not present: Gary Arceci, Trustee

Location: Jaffrey Town Office

Mr. Stephenson called the meeting to order at 4:00pm

Mr. Mieso MOVED approval of the 1/25/17 meeting minutes. Seconded by Mrs. Belletete and VOTED.

Mr. Meiso reviewed the process of submitting the MS-9 and MS-10 reports and Investment Policy for the January 1, 2016 Fiscal Year.

One copy goes to the Town of Jaffrey for the Annual Report of the Town

One copy is submitted to the State Dept. of Justice

One copy is submitted to the State Department of Revenue Administration

One copy to the Jaffrey Board of Selectmen

One copy for the Trustees' file.

The copies for the State will be submitted next week as soon as the cover sheet is received from Charter Trust. The Trustees will meet to sign the cover sheet.

The Town Audit will commence on February 15, 2017. The Town has the material they need from the Trustees.

There was a discussion of some issues with the customer service lately experienced at Charter Trust. These issues will be discussed with the representatives from Charter Trust at the April quarterly meeting in Concord.

Mr. Raymond will draft a letter to the Jaffrey Board of Selectmen requesting that Mr. Stephenson be appointed as an Alternate Trustee for one year at the March 27, 2017 Selectmen's meeting.

The process of determining the amounts available for Scholarships was discussed. It was agreed that the Trustees, using the March 31, 2017 MS-9 from Charter Trust, would determine these amounts at an April meeting and that Mr. Raymond would attend the meeting using FaceTime on his iPhone. Mrs. Belletete will facilitate.

There being no further business, the meeting was adjourned at 5:05pm.

There being no further business, on a Motion by Mr. Stephenson, the meeting was adjourned at 4:45pm.

Respectfully submitted,

William B. Raymond