



Meeting Minutes January 10, 2023

Meeting Call to Order

The meeting was called to order by JP Marzullo at 5:30pm. In attendance were Chairman JP Marzullo, Vice Chair Stephen Walker, and Secretary Elizabeth Kirby.

Meeting Minutes for Approval:

Mr. Walker made a motion to approve the meeting minutes from October 18, 2022, Mrs. Kirby seconded. The motion passed unanimously.

Review and sign requests for Transfer of Funds:

4 Requests to Trustees from the Board of Selectman.

Discussion:

Mr. Marzullo mentioned that the former Town Administrator never made the four requests available to the Trustees. It was Mr. Marzullo's understanding that the previous people in charge [the Town Administrator and his assistant had held back the information from the BOS. There appears to have been a conflict.

Mrs. Kirby asked how Mr. Marzullo found out they weren't taken care of he mentioned that the new Finance Administrator Meagan Kerris brought the requests to him and mentioned that he reached out to Selectman Smith to ask if she she had seen these and in fact she went over the requests with Meagen.

Mr. Walker asked if the transfer of funds were made without our signatures and they were not, but were paid from the general fund, and now we need to transfer the funds from the accounts in question.

The following requests were approved by the BOS and signed by the Trustee's:

\$1,080.00 – Deering request for permit (Deering Reservoir Usage)

Town Celebration Expense – (BOS approved 7/19/22) \$550.00 – Celebration A

Town Hall Government Building Improvement (BOS approved 8/18/22) \$43,500.00

Clement Arts (BOS approved 11/30/22) Safety Day –Bell Air Group \$1,200.00

Mr. Marzullo was to bring the approved request to the Town Administrator.

Mr. Peter Flynn TA/Meagen Kerris (Finance Administrator) will contact TD Bank to make the transfers now that the TOTTF members have signed off on the requests.

There was further discussion about the miss handling of the requests by the former TA.

Mrs. Kirby mentioned that there are many department heads that don't know how to get money from their own trust funds. The money is there and they should use it. Mr. Walker asked if there is any kind of education we can provide so this doesn't happen again? Mrs. Kirby suggested that since we really didn't have a finance person that our new Finance Administrator should be able to help us coordinate it. Going forward these issues should be resolved and everything to date will be corrected.

Old Business:

Allocation of funds for Safety Day:

Mr. Marzullo sent an email to both the fire Chief and the Acting Police Chief to determine if they had spent any money for Safety Day. There was no response from the Fire chief but Acting Chief of Police Cavanaugh did respond and mentioned that his department had not spent any money.

New Business:

Election of the Chair of a chair for the TOTTF will not be voted on until after the March election to see whom the person is that is elected to the position.

Prepare information for the Town Report:

Mr. Walker will prepare the information for the Town Report as he did last year. Mr. Walker will submit the MS9 report as well, as it is the same information provided for the Town Report. Mr. Marzullo will notify Mr. Walker when the information is needed. Mr. Walker indicated that Selectman Smith helped last year before she ran for Selectman. Mr. Marzullo will also find out if and when an MS10 is needed by the State.

Mrs. Kirby stated that Selectman Smith is going to create a 2023 spread sheet for us and simplify the process for the reports.

Discussion continued regarding who should be Chair next year Mrs. Kirby said that she couldn't do it because she had many other commitments.

On a lighter note, Mr. Walker responded by reminding the Chair can delegate.

Mr. Marzullo thanked Mr. Walker for all of his help over the last two years and his knowledge of the committee. He has not indicated whether he will run again but Mr. Marzullo encouraged him to, as he had been a wealth of information while learning the role of a Trustee.

Mr. Walker made the motion to adjourn at 5:53, Mrs. Kirby seconded, and Motion passed unanimously.

The next meeting TBD/as needed