

**Trustees of the Trust Funds Meeting**  
**Friday, October 6, 2023**  
**3:00 pm**

Present: Elizabeth 'Betsy' Kirby, JP Marzullo and Virginia 'Ginks' Leiby

The meeting was called to order at 3:00 pm.

The Pledge of Allegiance

The 8/29/23 minutes were approved.

Monthly Statements Review Discussion

1. Betsy is working on getting access to print out the statements.
2. Betsy was trained on the process for online banking on 10/2/23 by Keith Pike, VP of Government Banking E-Treasury for TD Bank

**Old Business**

1. JP Marzullo resigned as Chairman. Elizabeth Kirby was elected Chairman. Ginks Leiby was appointed Secretary.

**New Business**

1. The following transfers were reviewed and signed:
  - a. Police Vehicle ETF: \$61,400.40 (Town Meeting Approved)
  - b. Computer System Trust Fund: \$1,419.45 (Planning Board Approved)  
1 Laptop and Web Admin Idea Pad software (BOS Approved)
2. John Reynolds asked the Trustees for direction on how the budget process would work for the Cemetery Committee. The process is for each committee to meet with the Board of Selectman (BOS) and the BAC together. John also had questions about the process for getting information from a contracted business documenting work done. The description and expectations of the job should be included in the RFP when contracted.

**Next Meeting: TBD**

JP made a motion to adjourn the meeting with Ginks seconding it. The meeting was adjourned at 3:45 pm

Respectfully Submitted.

Virginia Leiby, Trustee of the Trust Funds