

**Marlow Trustees of the Trust Funds**

September 29, 2015

Approved October 20, 2015

Meeting opened at 5:37 pm at the Library with Mary Blank, Beth Provencher & Bretton Walsh present.

Minutes were read from September 15, 2015. Mary motioned to accept meeting minutes with addition, "The entire amount can be spent, not just income, in a cemetery maintenance fund", and Beth seconded. All eyes.

Mary was given two names from Jacqui as potential trustees, however neither are here today so we will remain hopeful. Mary said anyone interested needs to go to Mary Avery for paperwork before they can be appointed.

Still no info on the Sand Pond 75/25 work grant. Nothing was in the TTF mailbox at Town Office when Mary checked today and Jacqui didn't provide any updates the last time she spoke to Mary.

Cemetery Trustees will have a request for payment in late November or early December & they know to put it in the TTF mailbox.

Mary said the files are separated at the Town Office: TTF & Cemetery. Mary was there again today arranging them as best she can. The top drawer and top file in second drawer are Cemetery. Third drawer is TTF. Mary didn't go through all of the TTF files. The 4<sup>th</sup> drawer is 1995 and older, mixture of meeting minutes and TTF files combined with Cemetery. The 5<sup>th</sup> drawer is statements from 2008-2014. Jacqui said retention is 6 years. Town Office hand shreds.

Mary said bank statements need to be kept for 6 years and she's pulled and boxed all statements older than 2008. Either hand shred at Town Office or take to Shipping Shack for them to shred. There isn't any more room to retain statements beyond 2008. Files are in white boxes marked TTF. Bretton said email from Audrey & Terry on retention wasn't very clear, RSA retention online says one thing, trustee handbook says another. Possible statements needs to be retained permanently? Bretton & Beth need to figure it out retention and deal with shredding.

Bretton read the highlights of the emailed response from the few questions that arose at the last meeting. Printed copies were given to Mary & Beth. Still waiting on answer about needing to keep all funds with Mackensen.

Mary gave Bretton the CD of the TTF electronic files.

Bretton motioned to regretfully accept Mary's resignation effective tomorrow, September 30. Beth seconded.

Mary gave Bretton the 2015 TTF binder and Mackensen binder 2014 December to current.

Next meeting October 20 at the Library at 5:30 pm.

Bretton motioned to adjourn and Beth seconded. All eyes.

Meeting adjourned 5:54 pm.

Respectfully Submitted: Bretton Walsh