

Trustees of Public Funds, Marlboro, VT

November 8, 2020

3:30 PM

**Amended Nov 28, 2020 in blue, and lines crossed out.**

In attendance:

Hollis Carlisle

Pat Mangan

Carol Ann Johnson

Meeting Notes **APPROVED 12-2-20**

In discussing our role with Forrest, Hollis reported to the group that it is important that we create some structure as to how we do things. This will make it easier for us and for those who come after us. The over-arching goal is to work as fiduciaries for Marlboro's public funds and to take over Linda Peters' functions for these funds.

Roles for each member of this committee:

Hollis—finance, paying bills, communicating with town office (note green below)

Pat – communication with banks and town lawyer, other ad-hoc (note red below)

Carol Ann – meeting notes, other ad-hoc (note purple below)

We came up with this solution rather than a strict job description by terms served (person who serves one year does "x," person who serves for 2 years does "y," etc.)

It was decided that in order to put a system in place that is easily and professionally maintained, keeping in mind limitations placed on everyone and everything due to Covid, we need 3 things from the town, i.e., Forrest:

1. **Drawer at Town Office for mail and checkbook(s)**
2. **Email address via the town server**
3. ~~And a folder on town server where we can put sub-folders to store documents, bills, tax records, etc. pertaining to the funds we oversee~~ *We have since learned that this is not possible. We will have to use paper files and store at Town Office*

As elected officials of the town, our work should take place in closer connection with the town offices and not on our dining room tables, in our personal email, etc. This will provide for transparency and easy transfer of responsibilities with each new person who either assists with or becomes the next Trustee of Public Funds.

Hollis will approach Forrest about these 3 items.

At the same time we work towards achieving these 3 things, Pat will:

1. Find out who the lawyer is in Burlington that the town uses. We need to ascertain if he is aware of the circumstances surrounding which the HMCA \$ came to be funds managed by the town.
2. Contact this lawyer and ask him if we can transfer the money currently being overseen by us (Trustee of Public Funds) directly to the Hogback Mountain Conservation Assn account, so they can manage their own funds. There is currently approximately \$120,000 in this fund.
3. Contact Brattleboro Savings & Loan, Community Bank and People's United Bank to find out the process by which we can take Linda Peters off of the accounts and add our names, giving us the ability to write checks and make deposits into the Public Funds' accounts. Hollis needs to provide Pat with the account #s at these banks.
4. It is likely that in follow-up, Pat will write letters to these banks requesting that Linda Peters be removed and our names added. Hollis will find out if Linda's name is actually on the checks. Hopefully not. Because if her name is on the checks, then we have to ask the banks for new checks.

Hollis will take a look at the check books to determine the timing of the bills and the amounts paid. This will help us set up a schedule of meetings (that can be held virtually) during which time we will approve bills to be paid or transfer of funds.

It was decided that if a bill is under \$50, Hollis will have the ability to simply pay the bill and keep track of the payment.

As bills are paid or funds transferred, they will be reviewed during our meetings, approved, and recorded in meeting notes by Carol Ann.

Pat will request that the banks (People's United, Community, and Brat Savings & Loan) provide us with digital statements with notification to our new town email address. ~~They will be saved in a folder on the town server, which we will ask to have access to (see above).~~

Updated 11-28-20: Linda suggested that the letter to the various financial institutions be from the Selectboard, as she resigned her position in regards to the Trustee of Public Funds, this past summer.

There are a variety of checkbooks, none of which have Linda's name printed on them.

Hollis will request that the town office place all the mail we receive in the drawer in town office (see above regarding this request). The town office can email us when there is mail there for us. Hollis can scan these documents for storage in the folders we set up on the town server. With instructions from Forrest, Carol Ann can set up these folders.

NOTE: ~~Do we want to ask Forrest if we can scan documents at town office? If so, Carol Ann can do that. But they may not allow us to have access to the building at this time, other than to retrieve mail and the checkbook.~~

Updated: 11-28-20: We will have to keep bills in folders at Town Office.

As we receive bills in the future, Carol Ann will ask the business if they would be willing to bill us using email or other electronic service. Payment can be made using the banks' online banking. This of course will have to be "OK" with the business. If checks are still required for payment, the check book will stay at the town office in the drawer we request. Hollis will pay the bills either with the check book or electronically using the banks' online bill-pay service (with approval from all of us at our meetings if over \$50.). If Hollis goes out of town and bills have to be paid, Pat and/or Carol Ann will step in.

We did not determine who will be responsible for checking email.

Respectfully submitted,  
Carol Ann Johnson  
clerk