

Newmarket Trustees of the Trust Funds Meeting Minutes

For: April 17, 2017

Present:

Michael LaBranche , Chairman

Richard Heidt, Treasurer

James Bergeron, Secretary

Lisa Ambrosio , Newmarket Business Administrator

Discussion:

- 1) The upcoming scholarships for this year and the amounts to be given.
- 2) Whether Citizens Bank could provide a more detailed spreadsheet of the individual accounts and perhaps projected amounts that will be available in those accounts.
- 3) Scheduling training with Citizens Bank for their new Bank Portal (Escrow System) for the Trustees.
- 4) A request by a family member of the Charles Dearborn Scholarship is requesting that the scholarship be closed this year. Terry Knowles of the State Department of Charitable Trusts will be contacted to determine what the proper method for closing this scholarship is.

Action Items:

- 1) Richard Heidt will contact Citizens Bank about whether they can provide enhanced account spreadsheets.
- 2) Richard Heidt also will contact Citizens Bank to schedule training for the new Escrow System.
- 3) Various disbursements were signed by the TToF's.

NOTE: Richard Heidt took possession of a Town Of Newmarket check book from Lisa Ambrosio as per her request. The check book contained three remaining blank checks numbered 298, 299, and 300.

There was a motion to adjourn, all voted in favor.