



WINDHAM TRUSTEES OF THE TRUST FUND
TRUSTFUNDS@WINDHAMNH.GOV

OLD VALUES – NEW HORIZONS

Date

August 24, 2023, 3:05 PM

Location

Bartley House, Conference Room, Town Hall, Windham, NH

Attendees

Alberto Chang (Vice-Chair), Jacob Cross (Chair), Tom Earley, Bruce Moeckel, and Deb Padykula (Finance Director)

Prior Meeting Minutes

A motion was made to approve the Minutes of July 25, 2023 by Jake Cross; and seconded by Tom Earley. Motion passed 3-0.

Audit Questionnaire

Tom Earley provided the completed audit questionnaire to Deb Padykula, with the same responses from the questionnaire signed on April 20, 2023, and submitted on April 21, 2023 from the recent request from the auditors.

Audit Information Request

Deb Padykula, Finance Director, confirmed the only items the auditors are still waiting for are the MS-9 and MS-10 reports for 2022.

Moeckel Pond Village District

Deb Padykula, Finance Director, presented a check from the Moeckel Pond Village District for \$8,746.14. Bruce Moeckel informed the Trustees these funds are for capital improvement and should be in a capital reserve account. Bruce Moeckel asked about the procedures for depositing and withdrawing these funds; the interest revenue for these funds and how he is able to obtain balance information for this account. Bruce Moeckel will provide us with some guidance about the restrictions for the fund. Alberto Chang will contact TD to set up new sub account. (N.B. TD set up the following sub account for this 776-591-2504)



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Checks Deposited

Jake Cross transferred amounts into the subaccounts from the master account for the checks that were recently deposited:

- \$75,000 to the Town Property Maintenance Account
 - \$1,600.00 to the Cemetery Account
 - \$2.80 to Armstrong Memorial (Nesmith) for Waste Management dividends
 - \$28.86 to Stock Dividend account for AT&T dividends
 - \$17.98 to Stock Dividend account for Comcast dividends (from May)
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Deposits

The following checks have been received by the Trustees and will be deposited by Jake Cross over the next few days:

- \$8,746.14 for the new Moeckel Pond Village District (from above) to subaccount 776-591-2504
 - \$17.98 for Comcast dividends
 - \$28.86 for Stock Dividend account from AT&T
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Disbursements

No new disbursements were requested from the Trustees as of August 24, 2023. However, an email was received during the meeting from Dalisa Greenleaf, Executive Director of Finance and Operations for the Windham School District about closing out the Septic Fund account that was dissolved on the FY23 warrant. Jake Cross made a motion to respond to the correspondence; Tom Earley seconded. Motion passed 3-0. Jake Cross will correspond with Dalisa Greenleaf for additional information about how to close this account.

Filing of Annual Reports

Jake Cross updated everyone with current status of the MS-10 and MS-9 submissions. Jake Cross will continue to work with TD to obtain the needed data for the import to the state's website.

Trustee of Trust Funds Email

Alberto Chang thanked Deb Padykula for setting him up with a Trustee email.



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New Checks

Alberto Chang reported that TD was to send new checks since the current checks have the wrong routing number on them. Alberto Chang will follow-up with TD about the status of newly printed checks.

Next Meeting

Motion was made to meet on Thursday, September 21, 2023, at 3:00 pm.

Adjournment

Upon a motion duly made and seconded, it was **voted** to adjourn.

Alberto Chang, Trustee