

**Town of Jaffrey  
Trustees of Trust Funds  
10 Goodnow Street  
Jaffrey, NH 03452**

Minutes to the meeting December 7, 2016

Present: Gary P. Arceci, Trustee  
Robert Stephenson, Trustee  
William Raymond, Trustee  
Frank Mieso, Alternate Trustee

Location: Jaffrey Town Office

The Trustees discussed a request from Finance Director Linda Langille. Director Langille is requesting a check be drawn from the Sewer Capital Reserve account in the amount of \$300,000. The current balance in the capital reserve account is less than the requested amount. Mr. Raymond stated that he would contact Charter Trust in order to learn more.

The Trustees received a check in the amount of \$50,000 payable to the Sewer – Septage Upgrade Fund.

Mr. Stephenson moved seconded by Mr. Mieso to approve the minutes to the Trustees' meeting of October 12, 2016. Motion carried.

Mr. Mieso spoke to the Trustees about the upcoming town audit. Mr. Mieso recommended that the Trustees have the following records ready for the auditors.

- Blue portfolio statements from Charter Trust
- Chron. File
- MS-9 and MS-10 Forms

The next regularly scheduled meeting is 4:00pm on December 21 at the Jaffrey Town Office.

Respectfully Submitted,

Gary P. Arceci  
Secretary