

Trustees of the Trust Funds

Meeting Location: New Ipswich Town Office, 661 Turnpike Road, New Ipswich

Meeting Date: July 30, 2025

Attendees: Jeff Carter, Debbie Deaton, Mary Passamonte, and Robert Zinsmeister.

The meeting was called to order at 1:30 p.m.

Old Business:

The minutes of the July 16 meeting were read and approved.

New Business

Jeff presented his revised fund ledger sheet. He has added the fund purpose information and expenditures. It is an accurate and up to date financial snapshot of the fund including actions and their dates. He also presented a flow chart that details the steps and actions representing the process of properly administering a fund. Both were discussed and minor changes made.

The filing cabinet is overflowing and becoming unmanageable. An approach appears to determine the retention requirements of the document types and discard older ones. Another is to save as required, or for an established period, and scan the remaining. Once scanned, the paper documents can be discarded.

We need two additional file cabinet keys. Jeff and Bob have them but Debbie and Bert also need them.

Three requests for distribution were acted upon:

- NTE \$2,800 from Parks & Recreation CRF to repair lighting at Memorial Park, was given preapproval,
- \$480 from the 275th Anniversary trust for an American Sign Language lecture was approved, and
- \$74,250 from Fire Department CRF to purchase a Utility Truck, was held for our next meeting. We were unsure if a utility truck was a permissible use; investigation needed.

Four cemetery checks related to plot purchases were received:

- #1174 of \$250 for Crawford,
- #878 of \$500 for Merrill-Leighton,
- #1783 of \$1000 for Ojala, and
- #1183 of \$200 for Blumenberg.

These checks totaling \$1,950 were mailed to TBFA for deposit as principal.

Two cemetery checks related to burial expenses were received:

- #11459 of \$250 for Cotzin, and
- #21113249-5 of \$200 for Keurulainen

These checks totaling \$450 were mailed to TBFA for deposit as income.

Fourteen checks of donations to the 275th anniversary fund were received:

- #2264 from J&K Matson for \$260,
- #207 from Northeastern Undercoating for \$400,
- #121 from Red Fox Plumbing and Heating for \$400,
- #5902 from B. & K. Krook for \$400,
- #1154 from Bator's Farm for \$400,
- #8081 from D. & S. Ostrander for \$25,
- #34529 from W. & L. Flannery for \$20,
- #0550 from Small Towne Sweets for \$400,
- #10744 from Salo Masonry for \$400,
- #2593 from Stan's Concrete for \$400,
- #20219 from Northern Power for \$400,
- #211139263-0 from New Ipswich, NH for \$200,
- #28353 from Hallmark Copier \$400, and
- #1565 from C. & B. Hatcher for \$400.

These checks totaling \$4,505 were mailed to TBFA for deposit.

The meeting was adjourned at 4:27 p.m.