

TRUSTEES OF TRUST FUND COMMITTEE

Thursday, December 4, 2018– 8:00 a.m.

Executive Conference Room

The meeting began at 8:00 a.m. Trustees in Attendance: Steve Goff, Tammy Franceour-Sneddon, John Jackman.

Also in attendance: Finance Director Scott Smith

**Minutes of the October 4, 2018 Meeting:**

*Mr. Goff motion to approve, Mr. Jackman second, all in favor, motion passes.*

**Review of new State Reporting Portal**

Mr. Smith explained that the State of NH has been in the process of changing over the way Cities and Towns file reports to an electronic process. This has been put in place for Trust fund reports, the MS-9 and MS-10.

Next year, we will file these reports as a .csv file via the Trust Fund reporting portal. As part of this, we need to classify our trust under some predefined classifications as set forth by the State.

The Trustees reviewed the list, and decided on the appropriate classification for each fund. The Trustees asked Mr. Smith to forward the information to Baypoint, and he agreed.

Ms. Franceour-Sneddon asked how the reports get filed through the State portal. Mr. Smith responded that once the Trustees review the reports, and approve, he will submit accordingly.

There being no other business before the trustees, *Mr. Jackman made a motion to adjourn, second by Ms. Franceour-Sneddon, all in favor.* The meeting adjourned at 8:30.

Respectfully submitted,  
Scott A. Smith  
Director of Finance and Administration