Town of Swanzey, New Hampshire

Trustees of Trust Funds

Meeting Minutes June 23, 2026

Town Hall

620 Old Homestead Highway

Swanzey, NH

Note: Draft minutes are subject to review, correction, and approval by the Board. Review and approval of minutes generally take place at the next regularly scheduled meeting of the Board.

CALL TO ORDER

The Trustee meeting was called to order by Chair Kordys at 10 am.

Members present: Chair Cynthia Kordys, Steven Bittel, Richard Scaramelli, Alternate Mark Scalera and Alternate Ashley Guion.

Others present: None

MINUTES

Scalera **motioned** to accept the minutes from April 22, 2026. Second made by Scaramelli with no further discussion. All were in favor, **motion passed.**

NEW BUSINESS

Policies and Procedures

Various policies and procedures were reviewed for the benefit of all Trustees. They included the location of the TTF mailbox and filing cabinet in the Town Hall, checking the mailbox twice per week, procedure for review of requisition vouchers, procedure for completion of NH Trust withdrawal and deposit forms, procedure for handling cash deposits, review of TTF boxes from off-site storage, TTF documents and document retention policy, and the NHMA annual trustee training workshop.

Fund Activity Summary

Scaramelli reviewed the activity summary of the Frank Snow Cutler awards, the Peter Johnson Memorial Fund, the Frank Snow Sidewalk Fund, the Swanzey Community House, the Susan Sciuto Memorial Scholarship and the Scholarships at MRHS.

Frank L. Snow FBO Cutler School Scholarship Fund

Guion reported that she made the Snow awards on behalf of TTF. She was honored to do it because she is a Cutler School alumna. Since the Cutler School is closing and merging into the Mount Caesar Elementary School this Fall, TTF will need to consider how the intent of the Snow awards will continue.

Annual Cemetery Distribution Calculation

Bittel reviewed the annual cemetery distribution calculation. He is working with Janelle Sartorio, NH Trust on the sub ledger and calculation of the actual distribution amount, and he will do the requisition by June 30, 2026. Bittel **motioned** to make the distribution based upon the maximum contribution calculation of $107.38/plot cost for the period October 1, 2024 through March 31, 2025. Second made by Scaramelli with no further discussion. All were in favor, **motion passed**.

Edna Whitcomb FBO Carpenter Home Fund

Kordys reported that Cordell Johnston, town attorney, is reviewing documents to determine next steps with the bequest due to the closure, purchase and re-use of the Carpenter Home by the Town of Swanzey. Update will be provided at the next meeting.

OTHER BUSINESS

Next Meeting: Tentative date July 15, 2026 at 10 am, NH Trust office in Keene

ADJOURNMENT

Bittel **motioned** to adjourn, and Guion seconded the motion without further discussion. All were in favor. Meeting adjourned at 11:31 am.

Respectfully Submitted,

Cynthia Kordys, Chair

DRAFT