



**WINDHAM TRUSTEES OF THE TRUST FUND**  
TRUSTFUNDS@WINDHAMNH.GOV

**OLD VALUES – NEW HORIZONS**

**Date**

December 11, 2025, 9:06 am

**Location**

Conference Room, Bartley Building, Windham, NH

**Attendees**

Alberto Chang (Chair), Dave Martsolf (Vice Chair), Sylvie Brikiatis (by phone)

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**Documents Needed to Digitize Stock Certificates**

Alberto Chang informed fellow Trustee about speaking to Mary Johnson, prior trustee, and confirming that she has not receiving any documents that the current trustees need to mail the stock certificates. Alberto Chang reached out to Keith Pike, VP of TD about obtaining a Medallion Signature Guarantee from TD to help with digitizing the stock certificates who introduced us by email to Christina Plourde, Assistant Manager of Londonderry branch, to see if she can share what the bank process is. Since Dave Martsolf is going to the Londonderry branch to deposit checks today, he will introduce himself to Ms. Plourde.

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**New Checks**

Bob Parker, Assistant Town Finance Director, provided to the Trustees the new checks that were sent to us by TD. These new checks are in compliance with TD's new procedures of not having subaccounts listed on the checks.

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**Disbursements to the Library**

Sylvie Brikiatis, Director at Nesmith Library, confirmed that she would like a check for the accumulated interest earned on the four Nesmith Library subaccounts. A check (#001) for \$438.65 will be made out to and delivered to the Nesmith Library after the meeting. The four accounts and their respective amounts are as follows:

- Nesmith Library Books Col. Thomas \$145.75
- Martha Clark (for books) \$97.98
- Elizabeth Wilson Library Fund \$97.46
- Mary Simpson Library Fund \$97.46



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### **New Deposits**

The following checks were received that will be deposited to our TD checking account in the subsequent days for the cemetery subaccount:

- \$400 from Citizens Bank (f/b/o Stuart) (check 51991858-0)
- \$200 from Robert and Linda Aronson (check 1635)

The following checks were received that will be deposited to our TD checking account in the subsequent days for dividends:

- \$8.01 from Waste Management (check 0053382015)

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### **Transfers to Subaccounts**

The trustees transferred the following from the main checking account to the appropriate subaccounts:

- \$400 to Primary Cemetery Maintenance for Lucille Ferentino and Thomas Ferentino
- \$200 to Primary Cemetery Maintenance for Clark
- \$200 to Primary Cemetery Maintenance for Strathe
- \$200 to Primary Cemetery Maintenance for Olson
- \$400 to Primary Cemetery Maintenance for Terino
- \$20.46 to Stock Dividends for Comcast Corp
- \$28.86 to Stock Dividends for AT&T

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### **Detailed Instructions to Transfer to Subaccounts**

As part of succession planning, Alberto Chang walked through the detailed steps with Dave Martsolf on how to effectuate transfer from checking account to the sub accounts.

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### **MS9 and MS10 Filings**

Alberto Chang reported Amy Nichols, Regulatory Financial Analyst of the NH DOJ office accepted the MS9 and MS10 tax filings.



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### **Next Meeting**

The next meeting will be on Tuesday, January 6, 2026, at 9:00 am at the Bartley Conference Room. The proposed agenda is as follows:

1. Old Business
  - a. Approval of Minutes
  - b. Digitizing Stock Certificates
  - c. MS9 and M10 Annual Files for 2026
  - d. Transferring Deposits into Subaccounts
  - e. Depositing any New Checks
2. New Business
  - a. Annual Report Submission

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### **Adjournment**

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

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Alberto Chang, Trustee