

Trustees of the Trust Funds
Brookfield, NH

December 1st, 2010 Meeting

Present: Tom Lavender, Tom Giguere

1. Having been duly noticed, the meeting was called to order at 9:35 AM.
2. Public Comment: None.
3. Minutes: The October 6th, 2010 minutes were approved as written.
4. Mail: None.
5. Old Business:
 - A. The 2009 MS-9 and MS-10 reports were mailed to the state on October 29th, 2010. In addition, at the request of the state, a copy of the 2008 MS-9 report for the Burial Trusts was mailed on November 3rd, 2010.
 - B. Online access: Tom G. now has sign-on authority with the PDIP (Public Deposit Investment Pool) accounts.
 - C. A "Funds Request Form" for the town treasurer to use when requesting Trust funds was drafted by Tom G. It is being reviewed by Tom L.
 - D. The Cemetery Trust funds are in a certificate of deposit (CD) which was initiated with Ocean Bank in Wolfeboro (now renamed People's United Bank). The CD will expire on December 9th, 2010. The bank has offered a one-year renewal of the CD at a 0.9% rate. After review, the rate was found fair relative to other options. Tom G. made a motion to renew the CD at the offered rate. Tom L. seconded and the motion passed. Tom L. will direct the bank to renew the CD.
6. New Business:
 - A. On November 3rd, Tom G. drafted a letter to the selectmen requesting funds for investment (see attachment A.) The selectmen forwarded a check for \$38,715.00. Eight deposit forms were completed at this meeting (one for each account). Tom L. will mail the check and deposit forms to the New Hampshire PDIP for investment.
 - B. Membership. Don Albro has been unavailable for the past six months. Tom L. will discuss with the selectmen.
 - C. On November 27th, 2010, the selectmen forwarded a memo (see attachment B) requesting the Salt Barn Trust Fund be closed. The appropriate form has been requested from the PDIP and will be completed upon receipt.

D. The town computer is now more secure and reliable than in the past. Both members will make an effort to copy any electronic files to the town computer.

E. Tom L. suggested that a Procedures Manual would be helpful for new members. He will start a draft for review at a future meeting.

F. Tom L. submitted the 2011 budget to the selectmen. Both members offered to waive salaries which Tom L. will convey to the selectmen.

7. Next Meeting. January 19th, 9:30 AM .

The meeting was concluded at 11:11 AM.

Minutes approved _____.

Respectfully submitted: _____
Thomas Giguere

Attachment: A. Trustee's letter to Selectmen dated 3 November 2010
B. Selectmen's letter to Trustees dated 27 November 2010