

Trustees of the Trust Funds  
Brookfield, NH

April 27th, 2011 Meeting

Present: Tom Lavender, Tom Giguere, Richard Nordin

1. Having been duly noticed, the meeting was called to order at 7:00 PM.
2. Public Comment: None.
3. Staffing: Rich was welcomed to his first official meeting. Tom L. nominated Tom G. as chairman, Rich seconded and the motion passed. Tom G. nominated Tom L. as vice chair, Rich seconded and the motion passed. Rich's term is erroneously listed on town records as expiring in 2013. He is filling the remainder of Don Albro's term which expires in 2012. **Tom L.** will submit the new staffing and correct expiration date of Rich's term to the town.
4. Minutes: Tom L. moved to approve the February 23rd, 2011 minutes as written, Tom G. seconded and the motion passed.
5. Mail: The NH Public Deposit Investment Pool (PDIP) contract renewal with administrator Cutwater Asset Management was recently completed. Few changes were expected. The contract and new signature forms were forwarded to us for action. **Tom G.** will read the contract and submit required forms.
6. Old Business:
  - A. Tom L. continues to work on the new Procedures Manual. He presented the completed section dealing with the Scholarship Award which was reviewed.
  - B. 2011 Scholarship Award. We expect to receive the name of this year's winner from KRHS Guidance Department soon. The award amount of \$1500 decided upon in the April, 2010 meeting was discussed. Tom L. moved that the 2011 award remain at \$1500, Rich seconded, and the motion passed. **Tom L.** will request \$1500 be transferred from the PDIP to the town treasurer who will prepare the check. **Tom L.** will draft a letter to accompany the award which will identify donors and he will attend the ceremony to present the check to the winner. He will ask 2010 winner Sarah Tierny if she would like to be present.
  - C. Annual Report clarification. Tom G. reviewed information he passed to the Selectmen clarifying entries in the Town Annual Report given to town residents. The report was accurate, but generated questions. It was agreed future reports should use an accrual basis with notes explaining entries.
7. New Business:
  - A. **Tom L.** suggested quarterly account updates be submitted to the Selectmen. He will ask Ernie Brown (Selectmen Chair) if that would be helpful.

B. Craig Evans had contacted Tom G. seeking guidance on obtaining funds to maintain the Chamberlain Cate cemetery. Craig will contact the Cemetery Trustees who will make the decision on fund expenditures. It was agreed that any withdrawal would be reviewed by all Trustees of Trust Funds.

C. **Rich** completed the appropriate form to gain access to our PDIP accounts. He will submit this week.

D. Files and record keeping. **Rich** will contact Craig Evans to determine which year's records have been archived. We will then start preparing more recent records for archiving as time permits.

8. Next Meeting. 6:30 PM, July 14th, 2011.

The meeting was concluded at 8:07 PM.

Minutes approved \_\_\_\_\_.

Respectfully submitted: \_\_\_\_\_  
Thomas Giguere