

Trustees of the Trust Funds
Brookfield, NH

July 14th, 2011 Meeting

Present: Tom Giguere, Tom Lavender, Richard Nordin

1. Having been duly noticed, the meeting was called to order at 6:34 PM.
2. Public Comment: Cemetery Trustee Marilyn Bushman brought up several questions regarding transfer of funds to the Cemetery Trustees. After a productive discussion, all agreed to maintain the current policy whereby Marilyn will submit vouchers for reimbursement of maintenance fees at her convenience. In addition, Rich volunteered to tend a cemetery on Tumbledown Dick Road.
3. Minutes: Rich moved to approve the April 27th, 2011 minutes as written, Tom L. seconded and the motion passed.
4. Mail: None.
5. Old Business:
 - A. **Tom L.** will confirm the town has the correct committee term expiration dates.
 - B. Tom G. reviewed, signed, and submitted new PDIP renewal forms at the end of April 2011.
 - C. **Tom L.** continues to work on the new Procedures Manual.
 - D. 2011 Scholarship Award. Tom L. represented the town at the High School awards ceremony and congratulated winner David Velez. **Tom L.** has updated the awards plaque and will reinstall it in the Town House. As the check was not ready for the ceremony due to late receipt of the winner's name, it was mailed to the Velez home at their request. Tom G. suggested that future checks be presented at a Selectman's meeting.
 - E. The appropriate form allowing Rich access to town accounts was submitted to PDIP several months ago, but has yet to be processed. **Rich** will follow up with PDIP administration.
 - F. **Rich** will work with the town archivist to determine which Trustee records are currently in the vault.
 - G. Tom G. reported that he met with the town auditors on 13 May, 2011 to complete the audit of our 2010 records.
6. New Business:
 - A. The cemetery trusts are combined into one CD. Tom G. stated the correct way to distribute interest to the individual cemetery trusts is based upon the percentage of

principle, not the current total value of each trust as currently done. All agreed to remedy. **Tom L.** will find the last full audit (not town audit) which should have correct information. **Rich** volunteered to use that audit and subsequent MS-9 reports to properly apply interest to each cemetery trust. **Tom L.** will contact the People's United Bank which administers the CD and ask them to correct their application of interest and also to email copies of the monthly report to Rich and Tom G.

B. The new town website should be activated soon. At a minimum, the Trustee page should contain MS-9 and MS-10 reports, Investment Policy, Scholarship Award information, minutes, and the annual report.

7. Next Meeting. 6:30 PM, October 13th, 2011.

The meeting was concluded at 7:34 PM.

Minutes approved _____.

Respectfully submitted: _____
Thomas Giguere