

Trustees of the Trust Funds
Brookfield, NH

February 3rd, 2011 Meeting

Present: Tom Lavender, Tom Giguere, Richard Nordin

1. The meeting was called to order at 9:50 AM.
2. Public Comment: None.
3. Minutes: The January 6th, 2011 minutes were approved as written.
4. Mail: The Cemetery Trust December statement was reviewed. The following corrections are made to January's minutes. The CD earns 1.19% and expires 9 December 2012.
5. Old Business:
 - A. The 2010 MS-9 and MS-10 reports have been started. Tom L. will email the first draft for review. A special meeting will be held later this month to complete the reports by the March 1st due date.
 - B. Mr. Richard Nordin met with the Town Clerk to submit his candidacy as a Trustee. He was welcomed to the meeting and presented a brief review of Trustee duties. Training provided by the State in June was discussed.
 - C. Tom L. continues to work on the new Procedures Manual. He is currently working on the Scholarship Award section.
6. New Business:
 - A. The file cabinet key is missing. Tom G. will contact a locksmith for a quote.
 - B. Tom L. reported that he distributed \$620 to the Cemetery Trustees on October 28, 2010.
 - C. The Trustees asked Rich to review and if necessary suggest updates to the Investment Policy Statement for the Trustees approval.
7. Next Meeting. To be determined.

The meeting was concluded at 10:41 AM.

Minutes approved _____.

Respectfully submitted: _____
Thomas Giguere