

Trustees of the Trust Funds
Brookfield, NH

January 10th, 2013 Meeting

Present: Tom Giguere, Tom Lavender, Richard Nordin, Selectman Rich Zacher

1. The meeting was called to order at 6:55 PM.
2. Public Comment: None
3. Minutes: Tom L. moved to approve the October 15th, 2012 minutes as written, Rich seconded and the motion passed.
4. Mail: Checking account statement from People's United Bank was reviewed.
5. Old Business:
 - A. Archiving Records: Rich met with the town archivist and determined there are no Trustee records in the Archive room. Further organization of the file cabinet is planned.
 - B. Investment Proposals: Rich reviewed the two proposals identifying Charter as the best option. He will call to ask several follow-up questions. Rich made a motion, (subject to confirmation that CRF funds carry a 4 Basis Point fee and other fees are as proposed or less), that we engage Charter to invest all Trustee funds. Tom L. seconded and the motion passed.
 - C. Parks and Recreation Fund: Tom G. reported he created a new Park Committee Fund and transferred funds into it on 10/22/12 as discussed last meeting.
 - D. 2013 Budget: Tom G. reported he submitted Trustee budget request on 10/15/12.
 - E. Exchange of funds with Town Treasurer: Tom G. reported he had completed approved transfers of funds with the treasurer on 11/14/12.
 - F. Town Fall Newsletter: Tom G. reported he submitted an article from the Trustees on 10/19/12.
6. New Business:
 - A. Town Annual Report: Tom G. to generate report and accounts spreadsheet for Town Annual Report. After all trustees review, it will be submitted to the town.
 - B. MS-9/10 report preparation: Tom G. distributed draft MS-9/10 reports for review. Once all members have verified accuracy, the reports will be signed. Due to the state prior to 3/1/13.
 - C. Craft Fair: Tom L. reported that Susie Warren forwarded Craft Fair earnings of \$468 which he deposited into the Scholarship Recognition Fund.

D. Cemetery Trust: The CD expired on 12/9/12. Rather than locking into a 2-year renewal of the CD at a lower 0.6% rate, the Trustees decided to park the funds pending decision of a new investment. Tom G. visited the bank and moved the funds to a checking account on 12/13/12.

E. Investment Policy: In accordance with RSA 31:25, Tom G made a motion to confirm our Investment Policy dated February, 2011. Rich seconded and the motion passed.

7. Other Business: None.

8. Next Meeting. 6:30 PM, April 11th, 2013.

The meeting was concluded at 7:44 PM.

Minutes approved _____.

Respectfully submitted: _____
Thomas Giguere