



**TOWN OF
BROOKLINE, NEW HAMPSHIRE
TRUSTEES OF THE TRUST FUNDS**

**P.O. BOX 360 – 1 Main Street
BROOKLINE, NH 03033-0360**

Telephone (603) 673-8855, ext. 213
Fax (603) 673-8136

<http://www.brookline.nh.us>

***Trustees of Trust Funds
Minutes
December 3, 2015***

Meeting attendees were: Trustees Clarence Farwell and Rodney Lockwood, Town Administrator Tad Putney, Bookkeeper Dee Sinclair, and Paul Boule from People's Securities.

The meeting began at 8:10am.

Minutes

The minutes of the May 13, 2015 meeting were not approved as Melanie was not here and Ed was no longer a trustee.

Signature Requirement on Checks

Following some discussion, it was decided that two signatures will be required on all checks moving forward. One trustee will sign as well as the town administrator.

People's Securities Account Forms

Paul left forms for each trustee to complete and Tad will return the completed forms to Paul.

Check Authorizations

Dee explained that Funds from the Dodge Fund had erroneously been deposited into the Library checking account and funds from the Library Fund had been erroneously deposited into the Dodge checking account. A \$661.84 check was authorized for Dee to write from the Library checking account and a \$0.83 check was authorized for Dee to write from the Dodge checking account as corrective transactions.

Bank Signature Cards

Following discussion, it was decided that Clarence and Tad would go the People's Bank and TD Bank to complete signature cards for the current accounts and advise both institutions that the accounts would require two signatures moving forward. Letters will be brought to both banks, on Town letterhead, advising who has signature authority on the accounts. Once completed, Tad would advise Rodney and Melanie who they should see at each bank to also complete signature cards.

Meeting adjourned at 9:00.

Minutes submitted by Tad Putney.