



**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
November 13, 2019***

Meeting attendees: Trustees Melanie Levesque, Rodney Lockwood, and Clarence Farwell along with Town Administrator Tad Putney.

Meeting opened at 8:15am.

Minutes

The minutes of the October 16th meeting were unanimously approved as written.

Hiring of Bookkeeper

Tad said that we posted the opening internally for about two and a half weeks. He said Sharon was the only person who expressed interest. Tad said that having the bookkeeping function consolidated in the town hall would be very helpful. He also said that Sharon serves as the town's bookkeeper and is very organized and adept at putting logical processes in place. Melanie asked about the current stipend. Tad said it is \$1,600, but he would like to increase it to \$2,000 given the increase in the number of funds in recent years. He said that historically the bookkeeper stipend was paid out of the annual cemetery appropriation and he would like to take this opportunity to change this approach and have the stipend paid from the "executive" budget. Tad said that last week he met with the cemetery trustees and they agreed to reduce their 2020 budget by \$2,000 to account for the anticipated removal of the annual bookkeeper stipend from their budget. He said he would be seeking the selectboard's approval on Monday to pay the bookkeeper stipend from the "executive" line item, for a net impact of \$0. Tad noted the RSAs are not clear on who hires the bookkeeper for the trustees of trust funds, so he is asking both the trustees of the trust funds and selectboard to approve the hiring. ***Melanie moved, seconded by Clarence, to hire Sharon Sturtevant as the Bookkeeper for the Trustees of Trust Funds; Voted Yes 3-0.*** Following additional discussion, ***Melanie moved, seconded by Rod, to recommend to the Selectboard an annual stipend of \$2,000 for the bookkeeper; Voted Yes 3-0.***

Next Meeting

It was agreed that the next meeting would be at 8am on Monday, January 27, 2020.

Meeting adjourned at 8:40am.

Minutes submitted by Tad Putney.