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

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

<http://www.brooklinenh.us>

*Trustees of Trust Funds
Minutes
May 23, 2022*

Meeting attendees in person: Trustees Melanie Levesque, Rodney Lockwood and Deborah Johnson-Hawks along with Town Administrator Tad Putney and Bookkeeper Sharon Sturtevant.

Rod called the meeting to order at 8:00am.

Minutes

Rod moved, seconded by Melanie, to approve the February 14th minutes as presented; Voted Yes 3-0.

Transition of Town Administrator Position

Tad said he expected the Selectboard to announce his successor on May 31st. He suggested having a trustee meeting on June 27th, so that he can introduce his successor to the trustees and confirm the completion of the annual fund transfers that are being initiated at today's meeting. The trustees agreed.

Review and Approve Annual Auditor Questionnaire

Melanie moved, seconded by Deborah, to approve the completed audit questionnaire as presented; Voted Yes 3-0.

Review and Approve Three Letters to Add Deborah Johnson-Hawks as a Trustee

The trustees reviewed three letters that had been drafted to TD Bank, People's United Bank and People's Securities advising them of the resignation of **Clarence Farwell** and the appointment of **Deborah Johnson-Hawks**, including a request to complete the required paperwork to give her signatory authority on the trustee accounts. *Rod moved, seconded by Melanie, to approve and sign the letters; Voted Yes 3-0.*

Annual Disbursement Checks

The trustees reviewed and signed the following annual disbursement checks:

- \$1,800 check from the TD Bank cemetery account to the General Cemetery Maintenance Fund
- \$349.75 check from the Library Common Trust to Brookline Library
- \$921.67 check from the Dodge Fund to Brookline School District

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Annual Check Request

The trustees reviewed a letter to People's Securities requesting a check for \$4,936.93 from the Cemetery (Perpetual Care) Trust Fund to be mailed to the trustees. Once received, the funds will be deposited into the TD Bank cemetery account to cover operational expenses. **Melanie** and **Rod** signed the request letter to People's.

Review and Approval of Additional Checks

The trustees reviewed and signed the following additional checks:

- \$97.40 reimbursement check from the TD Bank cemetery account to **Judy Cook** for cemetery expenses
- \$7,174.34 check from the Fire Truck Capital Reserve Fund for equipment in the fire pickup
- \$1,575 check from the TD Bank cemetery account to C.L. Farwell for cemetery mowing

Other Business

None.

Next Meeting

It was agreed that the next meeting will be at 8am on Monday, June 27, 2022 in the Town Hall meeting room.

Meeting adjourned at 8:20am.

Minutes submitted by Tad Putney.