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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.brookline.nh.us>

***Trustees of Trust Funds  
Minutes  
January 24, 2019***

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

Meeting opened at 8:00am.

**Minutes**

***Rod moved, seconded by Melanie, to approve the minutes of the October 18<sup>th</sup> meeting as written, Voted Yes 2-0.***

**Annual Audit Questionnaire**

The annual audit questionnaire was reviewed and signed by **Rod** and **Melanie**. **Tad** will forward it to the auditors. **Tad** noted that last year's audit report included two recommendations for the trustees. One was that trustee meetings occur at least quarterly, which is now the case. The second was that the annual MS-9 and MS-10 forms be sent to the state by March 1<sup>st</sup>. **Tad** said that **Dee Sinclair** is working on the forms and he will contact the trustees when they are ready for review.

**Financial Performance – 2018**

**Tad** said that **Dee** is preparing the summary report of 2018 financial performance, but it is not complete yet. He said he would forward it to the trustees when it is complete.

**Letter from People's Securities**

**Tad** shared a letter received from People's advising the town of **Paul Boule's** retirement. It noted **Thomas O'Malley** will be taking **Paul's** place. **Tad** suggested he could reach out to **Thomas** and ask that he attend the next trustees meeting. **Rod** and **Melanie** agreed.

**Other Business**

None.

**Next Meeting**

The next meeting will be held at 8am on Thursday, April 25<sup>th</sup>. **Clarence** may participate in the meeting by phone.

Meeting adjourned at 8:30am.

Minutes submitted by Tad Putney.