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

**P.O. BOX 360 – 1 Main Street
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<http://www.brookline.nh.us>

***Trustees of Trust Funds
Minutes
February 3, 2020***

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

Meeting opened at 8:00am.

Minutes

The minutes of the November 13th meeting were unanimously approved as written.

Nomination of Chair and Vice-Chair

Melanie nominated Rod as Chair, seconded by Rod; Voted Yes 2-0. Rod nominated Melanie as Vice-Chair, seconded by Melanie; Voted Yes 2-0.

Review of Annual Audit Questionnaire

The trustees reviewed and completed the annual audit questionnaire that was requested of the auditors. *Melanie moved, seconded by Rod, to authorize Rod to sign the audit questionnaire; Voted Yes 2-0.*

Preliminary Review of 2019 Fund Results

Tad shared preliminary results of the funds for 2019. The document included the start of the annual trustees' report for the annual town report. It included beginning and ending balances along with deposits and withdrawals for those funds that had been balanced at this time. Tad said that work would continue on balancing the remaining funds this week and he would forward the finalized report to the trustees once it is completed.

Next Meeting

It was agreed that the next meeting would be at 8am on Monday, May 11, 2020.

Meeting adjourned at 8:30am.

Minutes submitted by Tad Putney.