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

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*Trustees of Trust Funds
Minutes
November 22, 2021*

Meeting attendees in person: Trustees Melanie Levesque and Rodney Lockwood along with Town Administrator Tad Putney. Meeting opened at 8:00am.

Minutes

Rod moved, seconded by Melanie, to approve the August 16th minutes as presented; Voted Yes 2-0.

Resignation of Clarence Farwell

Tad said at its last meeting, the Selectboard accepted the written resignation of **Clarence Farwell** as a trustee of the trust funds. He said the opening has been posted to the town website and December 8th has been noted as the deadline for residents to express interest in the position. **Tad** said he has just received an email from **Brian Rater** expressing interest in the position.

Overview of Newly Documented Processes for Annual Account Transfers

Tad reviewed a two-page document with the trustees that had been prepared to guide the annual transfers impacting five different trust funds. He said the objective is to have all of the transfers done during the first quarter of the year, except the Scholarship Fund, to ensure they are done on a timely basis. **Melanie** suggested adding a description of the Dodge Fund, so it is clear to anyone reading the document.

Review of Recent Annual Transfers

Tad reviewed the following three transfers that had recently been made by the trustees:

- \$3,900 check from TD checking account to the Cemetery Maintenance Fund covering cemetery plot purchases in 2019 and 2020;
- \$8,834.94 withdrawal request from the Cemetery (Perpetual Care) Trust Fund covering the balance owed to the TD checking account for 2018-2020; and
- \$2,000 withdrawal request from the Scholarship Fund covering the amount owed to the TD checking account for 2020 and 2021

Tad noted the two above requested checks had been received from People's Securities and have recently been deposited into the TD checking account.

Resignation of Welfare Officer

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Tad said **Rebecca Purdin**, the town's welfare officer, has resigned effective December 31st. He said the opening has been posted on the town website and three people have expressed interest. He said the deadline for applications is December 8th.

Other Business

Melanie asked about a recent Neighbors Helping Neighbors check for a car payment. She asked if **Rebecca** works with clients to see about getting on a payment plan. **Tad** said **Rebecca** works with clients to get on payment plans, where possible, and also impresses on them that any assistance is transitional. He said this is why we seldom see recurring assistance over multiple months. **Melanie** asked about the amount of funds in the Neighbors Helping Neighbors Fund. **Tad** said he believes it is around \$31,000.

Next Meeting

It was agreed that the next meeting is tentatively scheduled for 8am on Monday, February 14, 2022 in the Town Hall meeting room.

Meeting adjourned at 8:30am.

Minutes submitted by Tad Putney.