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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
June 27, 2022*

Meeting attendees in person: Trustees Melanie Levesque, Rodney Lockwood and Deborah Johnson-Hawks along with Town Administrators Tad Putney and Scott Butcher.

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

Introduction of Town Administrator Scott Butcher

Scott introduced himself and provided background on his past municipal roles in Pepperell, MA as well as Wilton, NH and New Ipswich, NH. He said that he worked with the trustees of the trust funds in New Ipswich.

Minutes

Rod moved, seconded by Deb, to approve the May 23rd minutes as presented; Voted Yes 3-0.

Approve Checks

The trustees signed four checks from the TD Cemetery Account given recent approval for payment from the cemetery trustees:

- \$1,605 to CL Farwell for recent mowing of the town cemeteries
- \$532.61 to American Flagging for cemetery signs
- \$185.40 to The County Stores for multiple cemetery-related items
- \$45.98 to reimburse Tyler Pickard for tarps purchased for the cemetery

Melanie asked if the town gets bids for mowing the cemetery lawns. **Tad** said he does not think they have recently, but he can pass the inquiry along to the cemetery trustees.

The trustees signed a \$900 check from the Neighbors Helping Neighbors Fund based on a recent request from the Welfare Officer.

Sign Forms with Banks

Tad walked the trustees through the completion of forms that were needed to reflect the addition of **Deb** as a trustee. All three trustees completed the forms.

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Confirmation of Annual Disbursement Checks

Tad confirmed the following annual disbursement checks have been paid:

- \$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
- \$1,000 check to the 2022-2023 Town Scholarship recipient

Other Business

Deb said she recently attended trustee training and learned that the trustees need to avoid responding to each other via email in accordance with the open meeting law.

Scott said he will send emails to the trustees as “bccs” so that a trustee cannot inadvertently reply to other trustees.

Next Meeting

It was agreed that the next meeting will be at 8am on Monday, October 24, 2022 in the Town Hall meeting room.

Meeting adjourned at 8:45am.

Minutes submitted by Tad Putney.