



Town of Brentwood

Trustees of the Trust Funds

Minutes of the January 22, 2024, Trustee Meeting

Trustees in Attendance: Julie Avant, Bill Dunham, and Megan Schneider

Others in Attendance: Joyce Keegal, Superintendent Of Cemeteries.

1. **Call to Order:** Meeting was called to order at 9:10 a.m., Bookkeeper of The Trust Funds, Julie Avant, presiding.
2. **Cemetery Communications:** Joyce Keegal, Superintendent Of Cemeteries, and the TTFs reviewed a check that was received for \$800, that was figured out to be allocated to the cemetery fund. This opened a wider discussion on where communication can be added in the current process of transferring monies to ensure descriptions of those monies are included during transfers.

Currently, the Cemetery cannot directly accept money. Any money received for the purchase of cemetery plots is paid directly to the town of Brentwood. The town then cuts a check to Three Bearings to be deposited into the Cemetery Trust. Currently, the names of who is purchasing the plots is not included with the checks, which leads to confusion for both the Cemetery Trustees and the Trustees of the Trust Funds. Moving forward, a note will be added when the checks are sent from the town to Three Bearings that indicates the name of the plot purchaser.

3. **Review of Minutes:** Trustees reviewed the draft minutes from the previous December 11, 2023 TTF meeting, having been corrected for a number of typos. Minutes were thereby approved.
4. **Fund Disbursements Review from Previous Month:** Funds received from the December 11, 2023 Meeting

Department	Name of Fund	Fund Type	Amount	Status
Library	Library Amphitheater	CRF	\$26,996.75	Verified
<u>Description:</u> Engineering site work, 3 invoices totaling \$26,996.75				
Highway	Construction of Highway Buildings	CRF	\$87,970.07	Verified
<u>Description:</u> Brentwood Garage Construction				
Town	Maintenance of Town	CRF	\$3,844.77	Verified

Department	Name of Fund	Fund Type	Amount	Status
Buildings	Owner Buildings			
<u>Description:</u> various - generator service, security, sprinkler service, HVAC service, wasp nest removal, water boiler service				
Town	Repairing Town Bridge	CRF	\$37,210.28	Verified
<u>Description:</u> Final payment on Mill Road Bridge repair				

5. Deposits Received: Deposits received

Department	Name of Fund	Fund Type	Amount	Status
Cemetery	General Cemetery Maintenance Fund	CRF	\$400	To be deposited February 2024
Description: Sale of cemetery lots - Lindsay				
Cemetery	General Cemetery Maintenance Fund	CRF	\$800	To be deposited February 2024
Description: Sale of cemetery lots - Quinn				

6. **Disbursements:** There are no outstanding disbursement requests at the time of this meeting.

7. **Other Business:**

- a. Three Bearings Fiduciary Advisors - Year end Audit Package - Julie called Three Bearings during the TTF meeting. We spoke with Linda who let us know they were going out within a week. We will be receiving a digital version and we can request a physical/printed copy if needed.
- b. Alternate Update: Bill will contact Karen, the town administrator, for an update on applications for the TTF alternate position.
- c. Forestry Capital Reserve Fund: Julie will request time to speak with the Selectboard to discuss our findings on the Forest Capital Reserve Fund and discuss a plan for using this fund moving forward.

Next Meeting: February 16, 2024 at 9:00 a.m.this meeting will be held at the Town Offices, 1 Dalton Road.

8. **End of Meeting:** Meeting was adjourned at 10:20 a.m.

Respectfully Submitted by,

Megan Schneider, Secretary